



STATE OF MAINE
Department of Public Safety
Office of State Fire Marshal
52 State House Station
Augusta, ME 04333-0052

JANET T. MILLS
GOVERNOR
MICHAEL SAUSCHUCK
COMMISSIONER
SHAWN ESLER
STATE FIRE MARSHAL

Delegated Review Communities for the State of Maine are to follow the directions below:

****For all DHHS Licensed Facilities in the Delegated Community, the following Construction and Barrier Free application packet is to be utilized or utilize the online application portal outlined within the following pages.**

Title 25 §2450 requires a 1¢ fee to be remitted to the Department of Public Safety and the remaining 4¢ fee to be paid to the municipality for the review fees.

In addition to the fees established in section 2450, a surcharge of 6¢ per *square foot of *occupied space* must be levied on the existing fee schedule for new construction, reconstruction, repairs, renovations or new use for the sole purpose of funding the activities of the Technical Building codes and Standards Board with respect to the Maine Uniform Building and Energy Code, established pursuant to the Title 10, chapter 1103, the activities of the Bureau of Building Codes and Standards under chapter 314 and the activities of the Executive Department, State Planning Office under Title 30-A, section 4451, subsection 3-A.

For renovation projects not requiring a barrier free review, just the construction permit application and surcharge application will still be required along with the fees.

For all new construction and additions, all three applications, fees, and drawings are required.

A single check made payable to the Treasurer of State can be made and sent along with the applications to:

Office of State Fire Marshal
45 Commerce Drive, Suite 1
Augusta, ME 04330-0052

Please feel free to contact our office with any questions you may have.

“Safeguarding Maine through fire prevention, law enforcement, and community partnership.”

PREVENTION * MITIGATION/ SUPPRESSION * LAW ENFORCEMENT
OFFICES LOCATED AT: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, MAINE 04330
(207) 626-3870 ADMINISTRATION/ INVESTIGATIONS (207) 287-3659 TDD
(207) 626-3880 INSPECTIONS/ PLANS REVIEW (207) 287-6251 FAX

Submittal Criteria for Construction Permits

Make a single check out to "Treasurer, State of Maine" that covers all of the fees based on the cost of construction/renovation, barrier-free and surcharge. See fee schedules and surcharge information on pages 5, 7 and 8. Please mail to the Office of State Fire Marshal along with applications and drawings if applicable.

Fill out the application for the Construction permit on page 4, the Barrier-Free permit on page 6, and the building code surcharge form on page 9.

Please call if you have any questions regarding the application forms.

Submit pdf blueprints/plans/Drawings that are clear, legible, accurate, and complete. A design professional such as an architect or engineer may be required. Call and ask if you are not sure. Either way, the office must obtain for the plan review (1) copy of each of the following:

Site Plan showing relationship to adjacent buildings, roads, and hazards. Indicate which building or part thereof is the one requesting a permit. Indicate true north. The site plan must be to an indicated scale or have measurements. *(not required if no site work is occurring such as an interior renovation only project)*

Elevations showing the side view of the building from each side. Label each elevation. *(The south elevation is the side of the building that faces south)*. If the building is existing and the renovations to the exterior are minor, then a snapshot of each side view of the building may suffice *(not required if no site work is occurring such as an interior renovation only project)*.

Floor Plans of every level of the building, including the basement, *(and parts that are not being renovated if this is an existing building)*.

When a part of a building is renovated/expanded, fire and life safety features of one section often affect other sections. It is the overall building that obtains the permit.

Floor plans must be to scale and PDF format if at all possible. Indicate the scale used, such as 1/4" = 1 foot (This means 1/4" on paper represents 1 foot in real life. This is called 1/4" scale). Any scale can be used. Label outside dimensions.

Show doors and which way they swing. Show the location of windows in walls. Clear opening detail, and height of sill from floor may be required. Show stairs/ramps and provide details of them, such as riser height, tread depth, (nose to nose horizontally), handrail height, etc.

Label the intended use of every room compartment (such as "office," "bathroom," "sales area," etc.). We do not need to see what exists before demolition/remodeling, but rather the intended final plan.

Show any fire protection features that you intend to have, (such as emergency lights, exit signs, smoke detectors, portable fire extinguishers, etc.). During the plan review we will answer any questions you have about what may be required, and what is not.

Indicate door hardware type, door-closers and fire rating of any doors/walls.

Sprinkler details do not have to be provided to obtain the construction permit. The construction permit application form will indicate whether or not it will be sprinklered. We will confirm whether or not it is required to be sprinklered. If it is to have a sprinkler system, then the sprinkler contractor who will do the work will obtain a sprinkler permit from our office for you. At that time they will submit all sprinkler plan details to us.

An electronic PDF set of drawings shall be submitted for all types of facilities:

Once the fee is paid and application form is submitted, then a file is opened for your project. At no extra cost, small changes and updates can be submitted before the construction permit is issued. With plans on file it is easy to answer future questions on the phone, by mail, email and fax. We need documentation for the project that indicates full compliance with the codes, standards, and law before the barrier free permit can be issued. It will be evaluated per the 2010 Standards for Accessible Design.

This document can be viewed for free online or purchased through the Department of Justice Website.

Your plan review is done to the best of our ability, but the ultimate responsibility for compliance is still retained by the design professional and the owner.

The above list is a general summary and is not intended to be all-inclusive. Depending on your project, other details may be required to be submitted. Please call if you have further questions.



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Your submitted drawings will be reviewed under the 2010 Standards for Accessible Design and all referenced publications: please submit drawings with the information listed below. Based on the submitted information, there may be follow up items to submit.

In accordance with Title 5 §4594-G, a new building, renovated space or an occupancy change may require a plan review and permit. The construction permit should be obtained before any construction has been started.

Projects exceeding \$75,000.00 must be certified by a Maine Licensed Design Professional that the facility meets ADA standards otherwise, projects exceeding \$75,000.00 and already 100% meet ADA can be attested in writing with stamp by the design professional.

The floor plan/sketches of your building should be to scale and show the following items (this may be a partial list and additional information may be required):

- 1) Photos of all sides of the building inside and out are very helpful but are not required
- 2) Size of doors as well as their swing & hardware information (lever handles, panic hardware, closers, etc.) Please include fire rating if applicable
- 3) Please provide railing (guard) details of any lofts, decks, porches, or balconies (height, baluster spacing, materials, etc.)
- 4) Show locations of: lighted exit signs, emergency lighting, fire alarm components, ADA signage & fire extinguishers
- 5) Please provide sketches that are to scale of all levels of the building and any attached structures
- 6) Provide details of any bathroom spaces, including mounting heights of fixtures, grab bars, etc.
- 7) Additional items such as accessible routes from the parking areas to within the building shall be shown. Include all slopes, ramps, and signage
- 8) If the cost of renovation is less than \$50,000 you can make the drawings yourself. If the cost exceeds \$50,000, the drawings will have to be stamped by a design professional (architect or engineer), although it is strongly recommended to consult a design professional during the process to aid you through the process. Feel free to contact our office if you have any questions.

Please note that this is not an all-inclusive list of items, additional details and items related to ADA may be required.



Delegated Communities Only: **Non-Healthcare. Non-DHHS Licensed Facilities**

CONSTRUCTION PERMIT APPLICATION

Department of Public Safety
Office of State Fire Marshal

Project Information

45 Commerce Dr, Suite 1
Augusta, Maine 04333-0052

Project Name: _____

Street Location: _____ Town: _____

County: _____ Zip Code: _____

Project Type:

New Building/Addition ☐

Renovation ☐

Occupancy Change ☐

Building Occupancy Use Layout:

Single use ☐

Separated Use ☐

Mixed Use ☐

Sprinkler System:

No ☐ Yes ☐ Supervised ☐

Fire Alarm:

No ☐ Yes ☐ Monitored ☐

Project Information:

Projected Start Date: _____

Projected End Date: _____

Total Project Cost: _____

Number of Stories:

Original # of Stories: _____

Affected # of Stories: _____

Total # of Stories: _____

Square Footage:

Renovated s.f. _____

New Construction s.f.: _____

Total s.f.: _____

Occupied Square Footage for Fee Calculation: _____ X \$0.01 = **Construction Permit Fee:**

**see attached fee schedule for more information*

Occupancy Classification:

☐ Apartments

☐ Ambulatory Health Care

☐ Business

☐ Detention/Correctional

☐ Educational

☐ Health Care

☐ Hotel/Dormitory

☐ Industrial

☐ Other

☐ Rooming & Lodging

☐ Storage

☐ Assembly

☐ <300

☐ >300 <1000

☐ >1000

☐ Daycare

☐ >12

☐ <12

☐ Residential Board & Care

☐ Large

☐ Small

☐ Mercantile

☐ Class A

☐ Class B

☐ Class C

Construction Type:

Fire Resistive: Type I

(442) ☐

(332) ☐

Unprotected Ordinary: Type III

(200) ☐

Protected Non-Combustible: Type II

(222) ☐

(111) ☐

Heavy Timber: Type IV

(2HH) ☐

Unprotected Non-Combustible: Type II

(000) ☐

Protected Wood Frame: Type V

(111) ☐

Protected Ordinary: Type III

(211) ☐

Unprotected Wood Frame: Type V

(000) ☐

Brief description of work to be performed: _____

Contact Information

Owner's Name: _____ Phone: _____ Fax: _____

Mailing Address: _____

Town: _____ State: _____ Zip Code: _____ E-mail: _____

Design Professional: _____ Phone: _____ Fax: _____

Mailing Address: _____

Town: _____ State: _____ Zip Code: _____

Maine Registration #: _____ E-mail: _____

Signature of Applicant: _____

↓ DEPARTMENT OF PUBLIC SAFETY USE ONLY ↓

☐ Permit ☐

Approved By: _____

Check #

Plan Reviewer

Date Permit Issued

Permit #

PREVENTION * MITIGATION * SUPPRESSION * LAW ENFORCEMENT

OFFICES LOCATED AT: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, MAINE 04330

(207) 626-3870 ADMINISTRATION / INVESTIGATIONS (207) 287-3659 TDD

(207) 626-3880 INSPECTIONS / PLANS REVIEW (207) 287-6251 FAX



BARRIER-FREE PERMIT APPLICATION

Department of Public Safety
Office of State Fire Marshal 45
Commerce Dr., Suite 1
Augusta, Maine 04333-0052

Project Information

Project Name: _____

Street Location: _____ Town: _____

County: _____ Zip Code: _____

Project Type:

New Building/Addition ☐

Renovation ☐

Occupancy Change ☐

Building Occupancy Use Layout:

Single use ☐

Separated Use ☐

Mixed Use ☐

Sprinkler System:

No ☐ Yes ☐ Supervised ☐

Fire Alarm:

No ☐ Yes ☐ Monitored ☐

Project Information:

Projected Start Date: _____

Projected End Date: _____

Total Project Cost: _____

Number of Stories:

Original # of Stories: _____

Affected # of Stories: _____

Total # of Stories: _____

Square Footage:

Renovated s.f. _____

New Construction s.f.: _____

Total s.f.: _____

Occupancy Classification:

☐ Apartments

☐ Business

☐ Health Care

☐ Other: _____

☐

☐ Ambulatory Health Care

☐ Detention/Correctional

☐ Hotel/Dormitory

☐ Rooming & Lodging

☐

☐ Educational

☐ Industrial

☐ Storage



Barrier-Free Permit Fee:

**see attached fee schedule for more information*

☐ Assembly ☐ <300 ☐ >300 <1000 ☐ >1000

☐ Daycare ☐ >12 ☐ <12

☐ Residential Board & Care ☐ Large ☐ Small

☐ Mercantile ☐ Class A ☐ Class B ☐ Class C

Construction Type:

Fire Resistive: Type I (442) ☐ (332) ☐

Protected Non-Combustible: Type II (222) ☐ (111) ☐

Unprotected Non-Combustible: Type II (000) ☐

Protected Ordinary: Type III (211) ☐

Unprotected Ordinary: Type III (200) ☐

Heavy Timber: Type IV (2HH) ☐

Protected Wood Frame: Type V (111) ☐

Unprotected Wood Frame: Type V (000) ☐

Brief description of work to be performed: _____

Contact Information

Owner's Name: _____ Phone: _____ Fax: _____

Mailing Address: _____

Town: _____ State: _____ Zip Code: _____ E-mail: _____

Design Professional: _____ Phone: _____ Fax: _____

Mailing Address: _____

Town: _____ State: _____ Zip Code: _____

Maine Registration #: _____ E-mail: _____

Signature of Applicant: _____

↓ DEPARTMENT OF PUBLIC SAFETY USE ONLY ↓

☐ Permit ☐	Approved By: _____		
Check #	Plan Reviewer	Date Permit Issued	Permit #



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BARRIER-FREE PLAN REVIEW PERMIT FEE

<u>Permit Fee</u>		<u>Construction Cost</u>
\$25.00.....	For under.....	\$100,000.00
\$50.00.....	From	\$100,000.00
	but less than.....	\$350,000.00
\$150.00.....	From.....	\$350,000.00
	but less than.....	\$600,000.00
\$200.00.....	From.....	\$600,000.00
	but less than.....	\$2,000,000.00
\$250.00.....	From.....	\$2,000,000.00

Barrier-Free Construction Permits

The Office of State Fire Marshal is authorized by the Maine Human Rights Act to conduct mandatory and voluntary plan reviews and issue **Barrier-Free permits for new construction and alterations.**

New Construction* projects. Regardless of cost or size, the following occupancies require a Barrier-Free permit:

- State, municipal or county
- Education
- Health care, residential care nursing homes or any facility licensed by the Department of Health and Human Services
- Public assembly
- Hotel, motel, inn or rooming or lodging house
- Restaurant
- Business occupancy of more than 3,000 square feet or more than one story
- Mercantile occupancy of more than 3,000 square feet or more than one story

* An alteration is considered to be new construction by the Maine Human Rights Act if the cost of the alteration is 75% or more of the replacement cost of the completed facility.

A Design Professional, licensed with the State of Maine, is required on projects over \$75,000 to certify compliance with state and federal accessibility laws. (This applies whether the project is new construction or an alteration.) The builder shall provide the certification to the Office of the State Fire Marshal with the plans of the facility. The builder shall also provide the certification to the municipality where the facility exists or will be built.

Alteration projects (A Barrier-Free permit may be obtained on a voluntary basis).

All projects applying for a Barrier-Free Permit are also required to apply for a Construction Permit.

A Barrier-Free permit is issued in conjunction with a construction permit. These state permits are in addition to any local permits that may be required.

*Payment for all fees, Construction Fee, Building Code Surcharge & Barrier-Free Fee, may be submitted on one check, payable to **Treasurer, State of Maine.***



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BUILDING CODE SURCHARGE (Required for all applications submitted)

Project Information

Project Name: _____

Street Location: _____ Town: _____

Project Total Square Footage*: _____ Building Code Surcharge: _____

Sec. 13.25 MRSA §2450-A is enacted to read:

§2450-A. Surcharge on plan review fee for the Uniform Building Codes and Standards Fund

In addition to the fees established in section 2450, a surcharge of 6¢ per *square foot of *occupied space* must be levied on the existing fee schedule for new construction, reconstruction, repairs, renovations or new use for the sole purpose of funding the activities of the Technical Building codes and Standards Board with respect to the Maine Uniform Building and Energy Code, established pursuant to the Title 10, chapter 1103, the activities of the Bureau of Building Codes and Standards under chapter 314 and the activities of the Executive Department, State Planning Office under Title 30-A, section 4451, subsection 3-A,

The fee for review of a plan for the renovation of a public school, including the fee established under section 2450, may not exceed \$450. To utilize the reduced fee, paper applications and check must be utilized. The online portal cannot distinguish the exception.

Revenue collected from this surcharge must be deposited into the Uniform Building codes and Standards Fund established by section 2374. **Please mail your Surcharge in the amount shown above to the address at the top of this letter.** Thank you in advance for your attention to this matter.

Date Fee received: _____

Paid by: _____

Check #: _____

Payment for all fees, Construction Fee, Building Code Surcharge & Barrier-Free Fee, may be submitted on one check, payable to Treasurer, State of Maine and sent to the address below.