



JANET.T. MILLS  
GOVERNOR

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

MICHAEL SAUSCHUCK  
COMMISSIONER

RICHARD MCCARTHY  
STATE FIRE MARSHAL

GREGORY J. DAY  
ASSISTANT STATE FIRE  
MARSHAL

July 24, 2019

Delegated Review communities for the State of Maine are as follows: City of Portland, for all **non-healthcare projects**, and the City of Waterville, for all non-DHHS licensed facilities. Healthcare projects and DHHS licensed facilities in Waterville, will utilize the normal Construction Permit application packet per Title 25 §2448

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.

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

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

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

Regards,

*Marc A. Veilleux*

A handwritten signature in blue ink that reads 'Marc A. Veilleux'.

Public Safety Inspector III, NFPA CFPS, CFI-II, CFPE

**Plans Review Supervisor**

*Office of State Fire Marshal*

45 Commerce Drive

Augusta, Maine 04333-0165

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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, square footage, barrier-free and surcharge. See fee schedule and surcharge information in the Construction and Barrier-Free permit application.

Fill out the application for the permit in the Construction, Barrier-Free, and Building Code surcharge permit applications.

Submit ELECTRONIC PDF **blueprints/plans** that are clear, legible, accurate, and complete. A design professional such as an architect or engineer may be required. and is based on the cost of construction. Call and ask if you are not sure. Either way, the office must obtain for the plan review an electronic PDF copy full sized scaled drawing of each of the following or combined drawings set:

**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. Plans shall show ADA parking and Accessible routes to within the building as well as any ADA items within the primary function areas of the building.

**Elevations** showing ADA details

**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. Include at least one set electronically, if 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 set shall be submitted for all types of facilities:

Once the fee is paid and application form submitted, then a file is opened for your project. At no extra cost, changes 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 code and law before the construction 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 code 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.



**Department of Public Safety**  
**STATE FIRE MARSHAL'S OFFICE**

45 Commerce Drive, Suite 1

Augusta, ME 04333-0052

Tel.: (207) 626-3880

Fax: (207) 286-6251



*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.

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 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, include 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.



Delegated Communities Only: **Portland, Waterville**

# CONSTRUCTION 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.: \_\_\_\_\_

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

*\*see attached fee schedule for more information*

### Occupancy Classification:

<input type="checkbox"/> Apartments	<input type="checkbox"/> Ambulatory Health Care	<input type="checkbox"/> Assembly ____ <300 ____ >300 <1000 ____ >1000
<input type="checkbox"/> Business	<input type="checkbox"/> Detention/Correctional	<input type="checkbox"/> Educational
<input type="checkbox"/> Health Care	<input type="checkbox"/> Hotel/Dormitory	<input type="checkbox"/> Industrial
<input type="checkbox"/> Other	<input type="checkbox"/> Rooming & Lodging	<input type="checkbox"/> Storage
		<input type="checkbox"/> Daycare ____ >12 ____ <12
		<input type="checkbox"/> Residential Board & Care ____ Large ____ Small
		<input type="checkbox"/> Mercantile ____ Class A ____ Class B ____ Class C

### Construction Type

Fire Resistive: Type I	(442) <input type="checkbox"/>	(332) <input type="checkbox"/>	Unprotected Ordinary: Type III	(200) <input type="checkbox"/>
Protected Non-Combustible: Type II	(222) <input type="checkbox"/>	(111) <input type="checkbox"/>	Heavy Timber: Type IV	(2HH) <input type="checkbox"/>
Unprotected Non-Combustible: Type II	(000) <input type="checkbox"/>		Protected Wood Frame: Type V	(111) <input type="checkbox"/>
Protected Ordinary: Type III	(211) <input type="checkbox"/>		Unprotected Wood Frame: Type V	(000) <input type="checkbox"/>

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 ↓			
<input type="checkbox"/> Permit		Approved By: _____	
<b>Check #</b>	<b>Plan Reviewer</b>	<b>Date Permit Issued</b>	<b>Permit #</b>



# 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.: \_\_\_\_\_



### Barrier-Free Permit Fee:

\*see attached fee schedule for more information

### Occupancy Classification:

Apartments  Ambulatory Health Care  Assembly \_\_\_\_<300 \_\_\_\_>300 <1000 \_\_\_\_>1000  
 Business  Detention/Correctional  Educational  Daycare \_\_\_\_>12 \_\_\_\_<12  
 Health Care  Hotel/Dormitory  Industrial  Residential Board & Care \_\_\_\_Large \_\_\_\_ Small  
 Other  Rooming & Lodging  Storage  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 #

Department of Public Safety

Office of State Fire Marshal  
45 Commerce Dr, Suite 1, Augusta, Maine 04333-0052  
207-626-3880 ph 207-287-6251 fax 207-287-3659 (TTY)



Office of State Fire Marshal  
 45 Commerce Drive, Suite 1  
 Augusta, Maine 04333-0052

**BARRIER-FREE PERMIT  
 Plan Review Fee Schedule**

**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.***



STATE OF MAINE  
 Department of Public Safety  
 State Fire Marshal's Office  
 Building Codes and Standards Unit



Janet T. Mills  
 Governor

Michael Sauschuck  
 Commissioner

45 Commerce Drive  
 52 State House Station  
 Augusta, Maine  
 04333-0052  
 207-624-7007

Richard McCarthy  
 State Fire Marshal

Gregory J. Day  
 Assistant State Fire Marshal

**BUILDING CODE SURCHARGE**

**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 4¢ 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.

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.***