

## **Third Party Guidelines for Plans Reviews**

Any work requiring permitting from 780 CMR and/or the IBC that includes:

1. New or substantially altered fire alarm systems
  - a. Relocation of devices that involve egress changes or the addition of walls that will require additional devices
  - b. Changes in the sequence of operation
2. New or substantially modified (relocation of 20 or more sprinklers) sprinkler systems
3. Overhead gas station suppression
4. Custom engineered hood suppression systems
5. Or other complex fire protection systems
6. If egresses are impacted in any manner, then a plan to overcome the impairment shall be submitted as part of the package and reviewed by a third party.

The Fire Department review and approval is for work involving 780 CMR Chapter 4 (Special Detailed Requirements Based on Use and Occupancy), Chapter 9 (Fire Protection Systems) and /or Chapter 34 (Existing Structures). An IEBC study shall be included in the submittal

Should the plans fit into any of the above categories, they shall be reviewed by an approved party firm from the list below. The cost for review will be borne by the submitting firm (per **527 CMR 1.00, Section 1.15.1.3**). The cost is set by the reviewing firm.

The list of approved Third Party Reviewers is in no particular order is below:

**Code Red Consultants, LLC**

<http://www.crcfire.com/>

Send all inquiries and documentation to:

[Brookline@crcfire.com](mailto:Brookline@crcfire.com) and responses will be delivered within 24 hours.

**Jensen Hughes**

[www.jensenhughes.com](http://www.jensenhughes.com)

Send all inquiries and documentation to:

Alex Browning, PE; [abrowning@jensenhughes.com](mailto:abrowning@jensenhughes.com)

1661 Worcester Road, Suite 501, Framingham, MA 01701

O: 1-508-538-9371 C: 1-401-965-1157

**SLS Consulting, Inc.**

[www.slsfire.com](http://www.slsfire.com)

Send all inquiries and documentation to:

Eric Montplaisir, PE; [emontplaisir@slsfire.com](mailto:emontplaisir@slsfire.com)

31 St. James Ave, 6<sup>th</sup> Floor, Boston, MA 02116

O: 888-224-9911 C: 1-603-289-8708

Submittals must be in accordance with the language below and be found to be satisfactory to the reviewing party. Any less than complete, easily understood, and reasonable documentation are subject to rejection.

- Prior to approval of a Building Permit by the Brookline Building Department, Brookline Fire Prevention requires Third Party Review and Recommendation for Approval of Tier One Construction Documents (including Engineering Plans, System Narratives, etc. – see description below) associated with new or modified fire protection/fire alarm systems. In addition to the life safety system approvals, a Construction Fire Safety Plan in accordance with NFPA 241 and 527 CMR 1.00 shall be reviewed.
- Fire Protection/Alarm System Installation Permit – Prior to issuance of the Fire Alarm and/or Sprinkler System Installation Permit by the Brookline Building Department, Brookline Fire Prevention requires Third Party Review and Approval of all Tier Two Shop Drawings (detailed design layout, equipment specifications, system sequence of operation, etc. – see description below) associated with the new or modified fire protection/fire alarm systems.
- All *Fire Protection or Associated Life Safety Systems* which are permitted by the Brookline Building Department require a final plans review by Brookline Fire Prevention (*Fee: \$50.00*).
- Plans and documents shall be filed online at: <https://brooklinema.gov/Permits-and-Licensing> and select:

**Enter Online Permit Website**

Please use the link below to find the guide for plan submittal:

<https://www.brooklinema.gov/DocumentCenter/View/19689/How-To-Submit-A-Plan-Review>

- Documents to be uploaded include:
  - Initial Construction Control Document
  - All approved documents from the submittal
  - The approved Construction Safety Plan (NFPA 241)

## 780 CMR: MASSACHUSETTS AMENDMENTS TO THE INTERNATIONAL BUILDING CODE

- 107.1.2 Fire Department Review. For permits that include work under Chapters 4, 9, or 34, Construction documents shall be filed simultaneously with the head of the local fire department and building official for review and approval. The fire department shall complete the review within 10-working days after receiving the documents. Upon the fire department's request, the building official may grant one or more extensions up to a total review period maximum of 30 days.
  
- 1. **Tier One, Construction Documents** - Prior to issuance of a building permit, *construction documents* for the fire protection system must be submitted in accordance with section 107.1.2 and a building permit obtained prior to the installation of fire protection systems or modifications, alterations, additions or deletions to an existing fire protection system. The *construction documents* shall contain sufficient information to completely describe each of the fire protection system(s) for which a permit is to be issued. The *construction documents* shall include the following:
  - a. Each system shall be described in a narrative report, which contains:
    - i. design methodology for the protection of the occupancy and hazards in accordance with this code and applicable NFPA Standards and,
    - ii. sequence of operation of all fire protection systems and operations and,
    - iii. testing criteria to be used for final system acceptance.
  - b. Building and site access for fire-fighting and/or rescue vehicle(s) and personnel.
  - c. Fire hydrant(s) location and water supply information.
  - d. Type/description and design layout of the automatic sprinkler system(s).
  - e. Automatic sprinkler system(s) control equipment location.
  - f. Type/description and design layout of the automatic standpipe system(s).
  - g. Standpipe system hose valve(s) type and location.
  - h. Fire department siamese connection type(s) and location. (No **Storz** Allowed)
  - i. Type/description and design layout of the fire protective signaling system(s).
  - j. Fire protective signaling system(s) control equipment and remote annunciator location
  - k. Type/description and design layout of the smoke control or exhaust system(s).
  - l. Smoke control or exhaust system(s) control equipment location.
  - m. Building life safety system features (auxiliary functions) required to be integrated as part of the fire protective signaling system(s).
  - n. Type/description and design layout of the fire extinguishing system(s).
  - o. Fire extinguishing system(s) control equipment location.
  - p. Fire protection system(s) equipment room location.
  - q. Fire protection system(s) equipment identification and operation signs.
  - r. Fire protection system(s) alarm/ supervisory signal transmission method and location.
  - s. Fire command center location.
  - t. Type/description and location of any emergency alarm system

- u. Type/description and location of any alternative fire suppression system or protection
- v. Type/description and location of any carbon monoxide protection.

This is also the point where construction control shall be established by the RDP. The Town of Brookline Fire Department prefers the RDP with Construction Control to specialize in the field represented in the design.

2. **Tier Two, Shop Drawings** - Prior to installation of fire protection systems, shop drawings, where applicable, shall be submitted to the *building official* and fire official and shall contain, but not be limited to; detailed design layout, equipment specifications, system sequence of operation, and analysis to substantiate the design. Shop drawings shall note the name(s), license number(s) and license expiration date(s) of the contractor(s) installing the fire protection systems

**Exception.** For shop drawings of Fire Alarm and Detection Systems; *see* section 780 CMR 907.1.2 for applicable requirements