



Robert L. Quinn  
Commissioner

# State of New Hampshire

DEPARTMENT OF SAFETY

*Division of Fire Safety*

*Office of the State Fire Marshal*

**Office:** 110 Smokey Bear Boulevard, Concord, NH 03301

**Mailing Address:** 33 Hazen Drive, Concord, NH 03305

**Telephone:** 603-223-4289 • **Fax:** 603-223-4294

[www.nh.gov/firemarshal](http://www.nh.gov/firemarshal)



Sean P. Toomey  
State Fire Marshal

## Bureau of Building Safety & Construction – Plan Review Submission Request

Select One:            **Educational**            **Healthcare**

Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Building Physical Address: \_\_\_\_\_

Design Professional Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Design Professional Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

One set of plans is required per submission; each type of plan should have a separate form. At the time of submission, one set of plans shall also be submitted to the local AHJ for their review and input. A final letter will represent this office's approval.

Plan submissions must include all of the following:

**Building Plans:**

- Plans shall meet the submittal documents requirement per the International Building Code (IBC) Section 107.
- Letter from the NH licensed architect or engineer responsible for the design stating that the design satisfies the requirements of the Americans with Disabilities Act (ADA) and the NH Barrier Free Design Code.

**Sprinkler Plans:**

- Working plans shall be submitted in accordance with NFPA 13 Chapter 23.

**Fire Alarm Plans:**

- Fire alarm plans and documentation shall be submitted in accordance with NFPA 72 Chapter 7.

**FMO – OFFICE USE ONLY**

FMO Plan # \_\_\_\_\_ Building      Sprinkler      Fire Alarm      Other: \_\_\_\_\_

Comments: \_\_\_\_\_