



TOWN OF MILFORD

FIRE DEPARTMENT

39 SCHOOL STREET
MILFORD, NEW HAMPSHIRE 03051



Bureau of Fire Prevention & Investigation
(603) 249-0680

Fire Department Plan Review Application

All applicable sections of the form shall be completed prior to submission. Sections that are not applicable to the project shall be marked N/A. Applications that are deemed incomplete will be returned and project review will not begin.

Building Information

Tax Map and Lot #:		Building Address:	
Property Owner Name:			
Property Owner Address:			
Property Owner Phone:		Property Owner Email:	
Is this an existing building? Y/N		If existing, year built or of last major renovation:	
Type of Building:		Occupancy Classification:	
# of Levels Above Grade:	# of Levels Below Grade:	Total Square Feet:	
Construction Type:	Multiple Suites/Tenants?	Commercial or Residential:	
Existing Fire Alarm System?	Existing Fire Sprinklers?	Other Fire Protection?	
If an existing building, describe the current or most recent use of the space, including occupancy classification (if known):			

Applicant Information
(if other than building owner)

Applicant Name:	Address:
Email Address:	Phone:
Relationship to Property:	

Proposed Occupancy Information

Is proposed use commercial or residential?	Commercial:	Residential:
If the proposed use is commercial, describe the business or operations in great detail:		
Business Type:	Hours of Operation:	Number of Employees:
If existing building, will the proposed use require modification of the structure or layout?	Yes:	No:
If yes, describe changes to the building or existing space:		
Will the proposed use involve the manufacture, use, handling, or storage of hazardous materials?	Yes:	No:
If yes, list hazardous materials and provide safety data sheets for each with application.		

Plans Submission Checklist

Requirements for New Construction are indicated by: **N**

Requirements for Renovation/Alteration are indicated by: **R**

Requirements for Tenant Change are indicated by: **T**

	Complete set of engineered plans stamped by a licensed architect including a code analysis. N, R
	Site plans showing address, parcel number, zoning, property lines, rights of way, driveways, fire department access roads, fire lanes, utilities, fire hydrants. N, R
	Architectural plans for all floors, including a life safety plan for each floor. N, R
	Electrical plans for all floors, indicating panels, switchgear, lighting, emergency lighting and power storage or generation systems. N, R
	Mechanical plans for all mechanical and HVAC systems. If applicable, details and specifications for commercial kitchen exhaust systems. N, R
	Fire protection systems plans and specifications, which may be submitted after building permit approval. N, R
	Existing architectural layout drawings showing the conditions prior to demolition or changes, and identifying items to be demolished. R
	Layout drawing showing the layout and measurements of the space, including room names and square footage for each. Exits and fire protection equipment designated. T

See the Milford Fire Department Commercial or Multi-Family Project Review Requirements document for detailed requirements for each item.

Submitter Information

Submitted By:	Submitter Title:	Date Submitted:
Submitter Phone:	Submitter Email:	

For Milford Fire Department Use Only

Project Category:	Reviewed By:	Date Reviewed:

Fire Department Plans Review Approval

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