



# TOWN OF MILFORD

## FIRE DEPARTMENT

39 SCHOOL STREET  
MILFORD, NEW HAMPSHIRE 03055



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

### Commercial or Multi Family Project Review Requirements

This policy details the requirements for documents that must be submitted to the Milford Fire Department for approval of new construction, renovations or alterations, and tenant changeouts. The purpose of these requirements is to ensure that the Milford Fire Department receives sufficient information to provide a thorough and adequate pre-project code review in a timely manner. The review process will save contractors and business owners time and money by reducing major change issues in the final inspection and certificate of occupancy portion of the project.

Projects will be designated in one of the three following categories, as determined by the Milford Fire Department:

- **New Construction** – New construction includes new buildings that did not previously exist. This also includes additions to existing buildings and buildings that are demolished completely and reconstructed. *NOTE: One- and two-family dwellings are reviewed only by Community Development.*
- **Renovation or Alteration** – This category includes changes to structure and systems within existing buildings. Projects that are within this category include: change of use or occupancy, shell space upfits, rehabilitations, and interior gut and rebuilds. Typically, the exterior building or suite shell will remain and be unchanged or minimally changed, while there are changes to the interior partitions and systems. Changes to fixtures, finishes and furniture only will typically be categorized as a “Tenant Change” instead of renovation/alteration.
- **Tenant Change** – A tenant change typically does not involve structural changes or building system changes. An example is a change from a restaurant to another restaurant without making non-cosmetic modifications to the space; or a change from a doctor’s office to a realtor’s office. Changes of use/occupancy will never be within this category.

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Other than new construction projects, the first step in the project review process is to contact the Fire Prevention Office and submit a Project Review Application. For renovations or tenant changes, a site meeting with a fire department representative may be scheduled at the discretion of the Fire Prevention Office to review the application and existing property or space.

Once the application is reviewed, the applicant will be notified of the project category. The applicant must then submit the required drawings and documentation to the fire department for project review. During the review process, follow up questions and change requirements will be communicated to the applicant and/or architect. Once it has been determined that all fire and life safety code requirements have been properly addressed, the package will be approved and notification of the approval will be sent to the applicant, architect (if applicable) and the Community Development Office.

### **Current Codes and Standards**

All projects submitted to the Milford Fire Department must comply with the current NH State Fire Code and these applicable standards:

<b>Code</b>	<b>Topic</b>	<b>Edition</b>
NFPA 1	Fire Code	2018
NFPA 101	Life Safety Code	2018
IBC 2018	International Building Code	2018
NFPA 13	Automatic Sprinkler Systems	2016
NFPA 13R	Automatic Sprinkler Systems – Residential to 4 Stories	2016
NFPA 13D	Automatic Sprinkler Systems – 1 and 2 Family Homes	2016
NFPA 72	Fire Alarm and Signaling Code	2016
NFPA 14	Standpipes	2016
NFPA 20	Fire Pumps	2016
NFPA 54	National Fuel Gas Code	2018
NFPA 58	Liquefied Petroleum Gas Code	2017
NFPA 70	National Electric Code	2017
NFPA 96	Ventilation and Fire Protection of Commercial Cooking	2017
NFPA 17A	Wet Chemical Extinguishing Systems	2017
NFPA 110	Emergency and Standby Power	2016
NFPA 111	Stored Energy Emergency and Standby Power	2016
NFPA 80	Fire Doors	2016

\*Note: Other codes and standards will apply, this list is only to assist in identifying the most commonly referenced. It is the responsibility of the building owner to comply with all applicable codes.

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ALL Construction and Renovation or Alteration work sites are required to comply with NFPA 241, Standard for Safeguarding Construction, Alteration, and Demolition Operations, 2013 edition.

### **Required Submittal Documents for Projects**

Project submittals MUST include all required documentation unless specifically exempted by the Fire Prevention Office in an individual case. Project reviews will not begin until all required documentation has been received by the fire department.

### **New Construction:**

ALL New Construction category project plans must be in an engineered drawing format stamped by a licensed architect. All drawings shall be sealed, signed, and dated, by the project designer.

- All projects must feature a code analysis summary showing data and compliance with requirements of the Building Code, Fire Code and Life Safety Code.
- Site Plans shall be provided, prepared to scale, with legend, north arrow, and vicinity map. Site plans shall contain the following information, as applicable for the design and occupancy type.
  - Show the correct street address, parcel number, and zoning on the site plans.
  - Show and identify all property lines and rights-of-way, with distance from property lines and adjacent buildings on site plans.
  - Show all existing and proposed driveway entrances.
  - Show all fire department access roads and fire lanes, including dimensions for approach and departure angles for fire apparatus on grades, and turning radius.
  - Show all required parking and loading spaces.
  - Show existing and proposed utilities to serve the site.
  - Show fire hydrants or other fire department water supplies as applicable. (Refer to fire protection water supply section)
  - Show existing and proposed grades.
  - Show details, sections, and elevations needed for construction.

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- Architectural Plans shall be provided that contain the following information, as applicable for the design and occupancy type.
  - A life-safety plan must be provided showing the layout of each floor, occupancy type, square footage and occupant load of each space or room, label for each room, travel distances from most remote locations to exits, occupant loads of each exit, locations of exit signage, and locations of fire extinguishers.
  - Provide on the drawings the calculations for the means of egress widths for the entire floor occupancy load and the existing capacity of all exits, including all stairs, doors, corridors, and ramped exits.
  - Show architectural floor plans of each floor. Indicate and reproduce the approved tested hourly rating, number and location of all rated members and assemblies (i.e. walls, columns, beams, floor and ceiling, and ceiling and roof fire-rated design assemblies).
  - Show all fire-rated walls (both existing and new) with their ratings if not shown elsewhere. Drawings submitted without required fire-rated walls shown will be rejected.
  - Show the square footage of each floor on the corresponding floor plans.
  - Identify the names or uses of each room.
  - Indicate door schedule(s) that define the applicable rated doors, frames, and hardware.
  - Show elevations with dimensions defining overall building height, floor-to-floor heights, or heights to ridge and eave as applicable to the type of building construction proposed.
  - Show fixed seating for assembly occupancy to allow determination of occupancy posting.
  - Show wall sections with proposed material sizes, construction, and fire-rated assemblies.
  - Provide a floor, ceiling and wall finish plan with schedule of finishes and smoke/flame spread characteristics for each.
  - If appropriate for the proposed occupancy, show the extent of the hazardous locations and submit complete data on the type and the amount of materials stored, processed, manufactured, or used in the manufacturing of products in this facility. And, indicate if such materials are corrosive, poisonous, under pressure, in a liquid or gaseous state, radioactive or have other relevant properties. Provide Material Safety Data Sheets. (See fire protection requirements.)

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- All penetrations of fire rated construction must be per manufacturer details. The details shall meet or exceed the rating of construction being penetrated and shall be provided to the inspector in the field. The penetration details shall be exactly as tested by an approved testing laboratory or agency, and they shall include their system numbers. New penetrations of existing fire rated walls and assemblies shall be shown with appropriate designs.
- Electrical Plans shall be provided that contain the following information, as applicable for the design and occupancy type.
  - Provide panel schedules with circuit labeling. Show “point of utility” on drawings.
  - Indicate number of services and their physical locations, for the entire building; clearly indicate mains and characteristics.
  - Show physical locations of all new and/or affected panels and switchgear (indicate front).
  - Indicate the design and/or operation for any of the following applicable life safety systems: emergency generators, smoke evacuation, shaft pressurization and relief, smoke detection, egress and emergency lighting.
  - Indicate how special needs, such as classified (hazardous), corrosive and patient care, are treated. Provide detailed plan of classified areas, the classifications, and how complied with (i. e. hangers, waste treatment and collection, per NFPA 820), flammable dusts, gases or liquids, spray booths, vehicle servicing and parking, etc.).
  - Provide a lighting plan showing fixture types and locations, along with emergency lighting and exit signage locations.
- Mechanical Plans shall be provided that contain the following information, as applicable for the design and occupancy type.
  - Show code-required wall louvers, penetrations, and fans.
  - Indicate roof-mounted equipment locations.
  - Provide mechanical plans for each floor and the roof. These shall show the ductwork layouts, schedules, notes, legends, piping schematics, and details necessary to define the system being installed.
  - Indicate air distribution devices showing cfm for supply, return, and exhaust devices.
  - Show mechanical room layouts at sufficient scale for dimensions and details to be ascertained.

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- Indicate controls for fan shutdown: emergency manual and automatic smoke detection.
  - Show the location of all UL 555 certified fire dampers, ceiling radiation dampers, smoke dampers, and fire doors.
  - Provide gas piping layout on the floor plan for each floor. If it is a multi-story building, all gas piping shall be shown per floor. Floor plans and risers if multi-floor shall be provided. Include pipe sizes, water column, and material. Provide a schedule of connected equipment, total BTU demand, total equivalent length, and most remote gas appliance.
- Fire Protection Systems. With the exception of commercial kitchen exhaust systems, fire protection systems plans and specifications may be submitted for independent review after the initial building permit approval. At no time may any work on fire protection system installation begin until approval of submitted plans and specifications by the Milford Fire Department. See the Milford Fire Department Fire Protection Systems Submittal and Installation Requirements reference document.

### **Renovation or Alteration:**

ALL Renovation or Alteration category project plans must be in an engineered drawing format stamped by a licensed architect. All drawings shall be sealed, signed, and dated, by the project designer.

Requirements for submittal documents for this category must comply with the details required in new construction, with the addition of existing architectural layout drawings showing the conditions present prior to demolition or changes.

### **Tenant Change:**

Tenant changes only require submittal of a layout drawing showing the layout and measurements of rooms of the space, including room names and square footage. The drawing must also designate exits, fire extinguisher and other fire protection systems locations, and furniture or fixtures layout. The drawing must include reference to adjacent spaces on the same floor level and indicate the front or main entry to the space. This drawing is not required to be submitted as stamped by a licensed architect, but should be of sufficient quality and detail to provide the information necessary for review.