

PORTSMOUTH FIRE DEPARTMENT

2300 East Main Road • Portsmouth, Rhode Island 02871 • Tel : (401) 683-1200 •
Fax: (401) 683-1206

PLANS REVIEW CHECKLIST

All Plans:

Date: _____

Project or building name: _____

Building Address: _____

Person submitting plans or contact person: Name _____

Phone number: _____ Cell Phone: _____

Address: _____

Total square footage of building _____ 1st floor _____

2nd floor _____ 3rd floor _____ (List floors above 3rd floor separately)

_____ Description of building use

_____ To scale floor plan If possible, provide a disc with the floor plan as well.

Total cost of project (for which plans are being submitted): _____

_____ Check for review fee. (See page 3 for fee schedule)

Check Number _____ Amount _____

Building Construction Plans:

- _____ Door schedule
- _____ Stair details
- _____ Interior finish details
- _____ Emergency lights and exit signs
- _____ Fire extinguisher locations
- _____ Construction type
- _____ Wall and ceiling type (Fire rating, provide UL listing sheet)

Fire alarm plans:

- _____ Description of system
- _____ Device locations (Including drill key switch, fan shut downs etc.)
- _____ FACP location
- _____ Radio box location
- _____ Enunciator location if applicable
- _____ Key access box location
- _____ Device to device diagram
- _____ Cut sheets for all components
- _____ Battery calculations
- _____ Copy of pre-test (Due before final inspection by fire department)

Sprinkler system plans:

_____ Description of system

_____ Device locations (Including flow and tamper switches, valves, air compressors)

_____ Piping diagram

_____ Cut sheets for all devices (Including air compressors)

_____ Hydraulic calculations

Fee Schedule:

Every request for plan review, by the Portsmouth Fire Department Fire Prevention Office, under the provisions of the Fire Safety Code shall be accompanied by the fee prescribed in this section. Plan review fees shall be as follows:

Cost of Construction	Required Fee:
\$500 or less	\$25
Over \$500 but not over \$1,000	\$35
Over \$1,000 but not over \$2,000	\$45
Over \$2,000 but not over \$500,000	\$45 plus \$6 per \$1,000 or fraction thereof over \$2,000
Over \$500,000	\$3,033 plus \$4 per \$1,000 or fraction thereof over \$500,000