

**NORFOLK FIRE DEPARTMENT
FIRE PREVENTION & INFORMATION
FOR PERMITS AND INSPECTIONS
CONTACT (508)528-3207**



EFFECTIVE JANUARY 1, 2015, THE NORFOLK FIRE DEPARTMENT, BY STATE REGULATIONS, NO LONGER ISSUES PERMITS FOR FIRE PROTECTION SYSTEMS, I.E. NEW FIRE ALARMS IN RESIDENTIAL (ONE -AND- TWO FAMILY DWELLINGS), COMMERCIAL FIRE ALARM SYSTEMS AND SPRINKLERS. PERMITS FOR SUCH INSTALLATIONS ARE UNDER THE AUTHORITY OF THE BUILDING DEPARTMENT.

The Norfolk Fire Department remains responsible for the **INSPECTION** of fire protection systems as required by **780 CMR, 905.1**. The Department charges a \$50 inspection fee (established 2007 by the Board of Selectmen).

In accordance with the regulations, **527 CMR 1.00: Massachusetts Comprehensive Fire Safety Code, NFPA 1, 2012 ed.**, the Department continues to issue PERMITS for:

- * **Sale of Residential Property (M.G.L. c. 148 § 26 F ½) SEE PAGE 3**
- * **Oil Burners Installed within Homes (527 CMR 1.00 66.19.4.4) SEE PAGE 5**
- * **Fuel Oil Tanks Installed or Removed (527 CMR 66.21) SEE PAGE 5**
- * **Propane (LPG) tanks (527 CMR 1.00 69.1.2) SEE PAGE 5**
- * **Transfer Tanks Affixed to Trucks (527 CMR 1.00 42.2.2.1) SEE PAGE 5**
- * **Black Powder/Model Rocketry (527 CMR 1.00 1.12.8.50.2)**
- * **Open Burning (527 CMR 1.00 10.11.1)**

These Permits are issued and inspections are performed by the on-duty shift firefighter staff. Inspections are generally scheduled Monday through Friday after 1pm. To meet the needs of contractors, realtors and the community, other days and times may be requested.

COMMERCIAL PROPERTY AND SPECIAL PERMITS, RESIDENTIAL PLAN REVIEWS (FOR FIRE ALARMS)

Inspections relating to **commercial and multi-family residential** property are performed by the Fire Chief. Such inspections include:

- * Fire alarm systems within commercial buildings **SEE PAGE 7 (*)**
- * Fire sprinkler and fixed extinguishing agent systems **SEE PAGE 7 (*)**
- * Flammable liquid storage tanks/containers used for commercial buildings (above/below ground installed/removed) **SEE PAGE 9**
- * Temporary LPG heating units
- * Cutting and Welding
- * Blasting Permits **SEE PAGE 9**
- * Shut down of fire protection systems
- * Storage, use, production of hazardous materials

(*) PERMITS for installation of fire protection systems, i.e. fire alarms and sprinklers, are the responsibility of the Building Department.

The Fire Chief also conducts plan reviews for the construction or renovation of residential buildings. Such plan reviews are performed to check the location of smoke, heat and Carbon Monoxide detectors (Fee \$20/per unit). SEE PAGE 4

The Fire Chief may be reached at the station Monday through Friday, between 8am and 4:30pm to obtain a Permit or to schedule an inspection.

SELLING YOUR HOME – A FIRE DEPARTMENT INSPECTION AND CERTIFICATE IS REQUIRED 26 F ½

WHAT THE FIRE DEPARTMENT INSPECTS WHEN PERFORMING AN INSPECTION

When a home is offered for sale, the Fire Department, upon the request of the homeowner and/or realtor, is required to issue a Permit, which states the home has smoke and carbon monoxide detectors in correct locations and operating properly as noted during an inspection. The Department will test all detectors. The Permit is valid for sixty (60) days.

HOME SALES SMOKE & CARBON MONOXIDE DETECTOR INSPECTION CHECKLIST

- | | | |
|--|-----|-----|
| 1. Have all batteries been changed to ensure detector is working | ___ | |
| 2. Detection required given construction date of the home (*) | | |
| A. <u>Homes constructed prior to January 1, 1975 (effective date 4-5-10)</u> | | |
| • Smoke detectors may be either battery, hardwired or combination | ___ | |
| • At each habitable level, at base of stairs and outside each bedroom | ___ | ___ |
| • Within 20' of kitchen/bathroom a photo electric detector is required | ___ | |
| • Outside 20' of kitchen/bathroom, dual photo electric/ionization or two separate smoke detectors are required | ___ | |
| B. <u>Homes permitted from after January 1, 1975 & August 27, 1997</u> | | |
| • Smoke detector are hard wired and interconnected | ___ | |
| • At each habitable level, at base of stairs and outside each bedroom | ___ | ___ |
| C. <u>Homes permitted after August 27, 1997</u> | | |
| • Hard wired interconnected smoke detectors with battery backup | ___ | |
| • Located INSIDE each bedroom | ___ | ___ |
| • At each habitable level, at base of stairs and outside each bedroom | ___ | |
| • Within 20' of kitchen/bathroom a photo electric detector is required | ___ | |
| D. <u>Homes permitted after January 1, 2008</u> | | |
| • Hard wired interconnected smoke detectors with battery backup | ___ | |
| • Located INSIDE each bedroom | ___ | ___ |
| • At each habitable level, at base of stairs and outside each bedroom | ___ | |
| • Within 20' of kitchen/bathroom a photo electric detector is required | ___ | |
| • Outside 20' of kitchen/bathroom, dual photo electric/ionization or two separate smoke detectors are required | ___ | |
| • Attached garage requires heat detectors | ___ | |
| 3. Carbon Monoxide (CO) detectors required if the home: | ___ | |
| • uses a wood/coal stove | | |
| • has gas fired cooking or heating | | |
| • uses oil fire heating units | | |
| • has an attached garage or garage beneath dwelling | | |
| 4. CO detectors are required to be located: | ___ | |
| • Within 10' of all sleeping areas | | |
| • On each level | | |
| • Within the basement if occupied, i.e. family room | | |
| 5. If combination smoke/CO detectors are used, the smoke detector is required to be photo-electric type for sensing smoke and have voice activation stating the reason the detector activated is for either fire or CO | ___ | |
| <u>SPECIAL NOTE:</u> CO detectors can be a plug-in (requires battery backup) or battery type (requires low battery warning) | | |
| 6. House number clearly visible from the street, i.e. 3" numerals, or if the home is set back, the house number placed on a pole to be clearly visible for emergency responders | ___ | |

(*) any home where a bedroom (reference to smoke detectors) or garage (reference to heat detectors) was added would have been required to have the fire detection system updated to the regulations in effect at the time of the issuance of a Building Permit

NEW FIRE ALARM INSTALLATION – RESIDENTIAL (less than 3 family units)

When a new home is constructed or existing home renovated, the Fire Department is required to review the plans for the work being performed (**780 CMR 107.1.2**). The plan review is conducted by the Fire Chief. The Fire Chief is responsible for advising the Building Department within 10 working days of submittal regarding the approval/denial of the plans submitted.

Plans need to be filed with the Building Department where Permits are issued for the work. Additionally, the Wiring Inspector is required to issue a Permit for any work pertaining to a fire alarm system.

Once the installation of the fire alarm system has been completed, the contractor needs to schedule an inspection with the Fire Department. The Fire Department will record request for the inspection using the NORFOLK FIRE DEPARTMENT – FIRE PROTECTION SYSTEM INSTALLATION APPLICATION and obtain a \$50 for the inspection. Concluding the inspection, the Department provides the contractor with a copy of the APPLICATION for documentation.

Prior to having an inspection performed, a GOOD STANDING filing is conducted by the Department with the Town. The GOOD STANDING report must show that taxes are not in arrears along with no outstanding Water Billing.

Once a Permit is filed, the on-duty shift staff will schedule an inspection of the installation. During the inspection, the Department tests all detectors, i.e. smoke, heat and carbon monoxide.

NEW FIRE ALARM INSPECTION CHECKLIST

1. House number is clearly visible from the street _____
2. All detectors working properly (check all battery operation) _____
3. Smoke detectors installed:
 - A. Within all sleeping areas (if a bedroom is part of renovation) _____
 - B. On each level _____
4. Photo-electric type smoke detector(s) installed if kitchen or bathroom is located within 20' of the detector _____
5. Carbon Monoxide (CO) detectors have been installed within 10' of any sleeping area, and on each level (including basement if occupied, i.e. family room) _____
6. If combination smoke/CO detectors are used are the detectors Photo-electric type, have battery back up and separate voice activation for fire and CO warning _____
7. If a garage is attached are heat detector(s) installed within this area _____
8. Is the power circuit for the fire alarm system on a dedicated circuit or part of a habitable space (not connected to a dimmer switch circuit) _____
9. If the fire alarm system was installed by a fire alarm company has the company been scheduled to be present for the testing by the Department _____
10. If the fire alarm system is monitored by a central station, has a KNOX BOX been ordered for Fire Department entry in the event the home is unoccupied _____

FUEL OIL TANKS

Fuel oil tanks, installed inside a building, aboveground outside or underground, require a Permit to be filed and for an inspection to be performed by the Department. Any tank installed underground is required to be a "double walled" type container. Tanks installed aboveground outside a building are required to be mounted on a concrete slab or concrete pavers. Patio blocks are not acceptable. A tank installed within a garage is required to be protected against possible damage by a vehicle and protected for containment of any possible leakage.

OIL BURNER

Oil Burner installation Permits are usually filed by the firm or technician installing the burner. The State's Department of Fire Service (DFS) requires such a Permit be filed using **527 CMR 1.12.8.2.1, Form 1**, which may be obtained at the station. The specifics of the installation are listed in terms of information required prior to a Fire Department inspection. Form 1 is required to be filed within 72 hours of the installation, **527 CMR 1.00: NFPA 1, 1.12.8.51.1**

The installer needs to ensure the fuel oil lines are protected against damage and for containment of any possible leakage. To prevent a failed inspection, the burner is needed to be installed in accordance with the manufacturer's specifications.

LPG TANKS

LPG tank Permits are filed for the installation of above and underground propane tanks with the Department by the installing gas company. Aboveground tanks are required to be located away from potential sources of ignition, such as HVAC units, house vents and electrical services. Also LPG tanks need to be kept away from operable basement or first floor windows.

Underground LPG tanks require inspection prior to being covered to ensure corrosion protection has been provided, the tank has been properly painted to prevent rusting and the fill used is free of rocks or debris. Where ground water is anticipated the tank is required to be fastened to concrete forms to prevent rising.

TRANSFER TANKS

The Department will issue the DFS Permit Sticker upon the filing for the Permit by the vehicle's owner or representative and upon inspection of the truck. A common problem encountered during the inspection of trucks with transfer tanks is the portable fire extinguisher not being the correct rating, **10B:C**, or not having an annual inspection tag from a fire extinguisher service firm. Please have the vehicle's Registration available for the firefighters conducting the inspection.

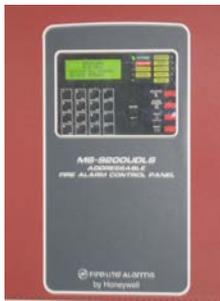
RESIDENTIAL FIRE ALARM PLAN REVIEWS

Performed by the Fire Chief, residential fire alarm plan reviews are conducted for all new construction of residential property or residential property undergoing renovation (Fee \$20/unit). The Department requests any homeowner, contractor, developer or architect bringing plans to the station for review have the following information:

1. **Building Permit Sign-off** – While not required to be complete or signed by the Building Commissioner, the Department needs this document to obtain the MAP, LOT & BLOCK numbers. Those bringing their Building Permit are reminded to ensure this information is obtained from the Assessor's Office prior to arriving at the station. Secondly the Building Permit Sign-off is needed for the Fire Chief's signature as the Building Department will not approve a Building Permit without the Fire Chief's signature.
2. **2 Sets of Plans** – The Building Department will require 2 sets of plans for their files (a full size set and a reduced size set). The Fire Chief is required by the Building Commissioner to sign both sets of plans prior to Building Department approval.
3. **Detector Placement** – The Fire Department will not enter locations for smoke, heat or CO detectors on any plans. If there are questions prior to submitting the plans, it is recommended an appointment be set with the Fire Chief to ensure detector placement will be approved upon review.

Whenever a bedroom is added to an existing dwelling, the entire home is required to be upgraded to current regulations pertaining to detector type and location. For example a home built prior to 1975 with battery operated smoke detectors has a bedroom added during renovation. The home will now be required to have AC/DC smoke detectors installed in all bedrooms and each level of the dwelling. If a garage is attached, then heat detection is required to be added. Finally, carbon monoxide detectors are required within 10' of all bedrooms and one on each level, including a basement if used as TV or game type room.

NEW COMMERCIAL PROPERTY FIRE ALARM SYSTEMS



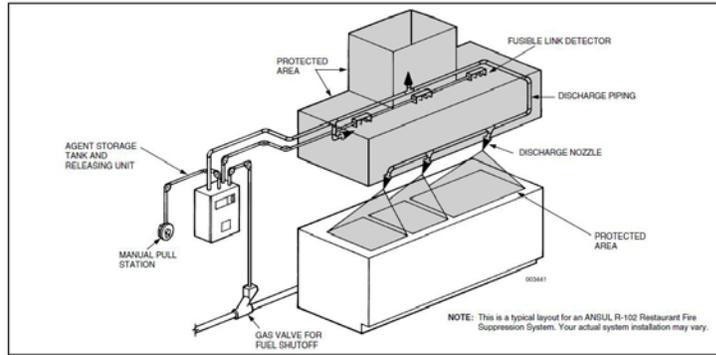
Any new construction or renovation of commercial/non-residential property where a new fire alarm system is being installed or existing system being modified will require a Plan Review, **a Permit filed and approved by the Building Commissioner** (effective January 1, 2015, the Fire Department has been removed from Permitting fire protection systems by State regulations) and acceptance test inspection witnessed by the Department. Testing involves activation of all devices, AC/DC operation and supervision of devices.

The Norfolk Fire Department uses a radio box system (Easton Electronics) for monitoring fire protection systems. The Department urges new installations to be monitored through this system. Annual fee for monitoring is \$185 as set by the Board of Selectmen.

The Department does insist that fire protection systems transmit the alarm, trouble and supervisory (sprinkler systems) to an approved central station either through digital dual line communicator (which requires two dedicated telephone lines) or private radio transmission.

Norfolk requires central station monitored alarms to be immediately sent to the Department. Call verification to the protected property is not permitted under any circumstance (call verification is permitted for one- and two- family dwellings).

FIRE SPRINKLER AND FIXED AGENT EXTINGUISHING SYSTEMS



Engineer stamped plans for fire sprinkler and fixed agent extinguishing systems are required to be submitted to the Fire Chief for plans review. Upon completion of the installation an acceptance test is performed, witnessed by the Department.

When an underground fire sprinkler service is installed, the Fire Department requires notification of the flushing and hydrostatic two (2) hour testing for witnessing. Flushing an underground fire service will also require the approval and presence of the Norfolk Department of Public Works, Water Division. A Contractor's Materials and Test Certificate (CMTC) for underground piping is required to be filed with the Department (a copy of the CMTC may be obtained from the Fire Department if needed).

Fire Department connection (FDC) for the Norfolk Fire Department is 4" Storz. The Department may request a 30° connection to prevent fire department supply hose kinking.

The Fire Department also reserves the right to have any hydraulic calculations reviewed by a mutually agreed third party, with the cost of such review the responsibility of the contractor, developer or property owner.

Once a fire sprinkler system has been installed, the Fire Department requires witnessing the two (2) hour hydrostatic test (twenty four [24] hour hydrastatic test for dry pipe systems), main drain and inspector's test. A CMTC for aboveground piping is required to be filed with the Department.

Engineered stamped plans for fixed extinguishing agent systems are required to be submitted. The plans are required to note the connection of the system contacts to a fire alarm control panel. Upon completion of the installation, the Department requires the installer to perform a "dry fire" test of the system to check for the operation of the gas valve or electrical automatic shut-off and unobstructed flow at each flow point. The test is required to be performed using a test link. The installer is also responsible for demonstrating the operation of the manual pull station.

Flammable Liquid Storage Tanks or Containers (Above/Below Ground) Installed/Removed

The installation or removal of flammable liquid tanks requires a Permit issued by the Fire Department along with an inspection upon removal.

Norfolk Fire Department requires a Fire Detail to be present, the cost to be the responsibility of the contractor or business/property owner, when FLAMMABLE LIQUID tanks are removed.

Blasting Permits

A Permit for blasting operations can be obtained from the **Fire Chief**. When filing for a Blasting Permit (Form 13A), the following information will be required:

- * Certificate of Competency
- * Explosives User Certificate (copy)
- * Blast Design Plan
- * Blast Analysis
- * Pre-Blast Survey Documentation (must include list of addresses where Pre-Blast Inspection surveys were accepted/refused)

The Fire Department requires an on-site Fire Detail for all blasting operations. The cost of the Fire Detail, if for only one (1) day, is required to be paid in full. If the blasting operation involves multiple days, at least one-half of the total is required at the time the Permit is issued. Fire Detail rates are staffed in four (4) increments only.

Blasting Permits are issued for a maximum of thirty (30) days and are specifically issued solely for the licensed blaster who will be conducting the actual blasting. If more than one licensed blaster is anticipated to be working the site, then a separate Permit is required.