



## BUILDING PERMIT PLAN REVIEW SUBMITTAL CHECKLIST

CITY OF LACONIA FIRE PREVENTION DIVISION  
848 NORTH MAIN STREET, LACONIA, NH 03246

Call (603) 524-6881 for appointments and information

FIRE  
PREVENTION  
General

100-3-C

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The Laconia Fire Department provides fire prevention plans review for construction, fire alarm and fire sprinkler system installations.

When requesting a fire prevention plan review, the following conditions shall be met:

- One complete set of scaled plans shall be submitted to the Laconia Fire Department Fire Prevention Division (digital copies are permitted). These plans may be presented in phases and shall include:
  - Architectural plans
  - Site plan, including driveways, roads and hydrant locations
  - Elevation drawings
  - Floor plans for each floor including basement, mechanical rooms and systems
  - Fire alarm installation plans, including layout and riser plan
  - Fire rated separation location(s), listing, and rating(s)
  - Door and window schedules
  - Sprinkler plans, hydraulically or pipe schedule, including calculations
  - Electrical plans
- Special assemblies or materials must be accompanied by related documentation and specifications information. This includes any ratings (UL, FM, etc.) that may be applicable.
- The timeliness of these reviews is dependant on the completeness of the plans provided.

Once the plans have been submitted and reviewed, the fire prevention division will issue an acceptance of the fire prevention components of the building permit request to the Planning Department and will outline any additional materials, changes or enhancements that may be required.

### Certificate of Occupancy Inspections:

Final Certificate of Occupancy inspections must be scheduled with the fire prevention division at least two (2) business days prior to the inspection. An owner, occupant, or representative must be present during the inspection. Inspections will not be scheduled until all other required inspections have been completed and approved.

Upon completion of the inspection and correction of any deficiencies noted, the fire department will issue an acceptance notice for the fire prevention aspects of the Certificate of Occupancy.

As-built drawing and PDF floor and site plans are required for commercial buildings

Failure to provide all of the requested plans for review or failure to permit and inspect all heating equipment, fuel tanks, etc, in a timely manner, will result in the denial of the fire prevention aspects of the Certificate of Occupancy by the fire prevention division.

