



Department of Fire & Emergency Services

Office of the Fire Marshal

75 Masonic Avenue, Wallingford, CT 06492

(203) 294 – 2766

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Plan Review Submission Process

- The application, plans, and fee shall be submitted in accordance with Chapter 112, Fire Prevention, of the Codes of the Town of Wallingford through Smartgov. However, In-person submissions will be accepted, as necessary.
- Once the fee has been processed, the 30-business day plan review period will begin by the OFM. Upon approval, the Building Department will be notified and provided any additional information or corrections as needed.
- During construction, the applicant shall notify the OFM of modifications to the approved plans.

Construction Plan Review Submission Requirements

- We require all current State of Connecticut adopted codes specific to your project to be included with all plans submitted to ensure code compliance. **No exceptions, your project will be delayed without this information.**
- We require an electronic version, pdf, and one (1) hard copy of all plans submitted for review including but not limited to: Site, Architectural, Fire alarm system, Fire sprinkler system, Fire suppression system, and Commercial kitchen hood system installations or upgrades.
- Architectural plan requirements shall be in accordance with Section 29-276c and 29-298 of the Connecticut General Statutes.

Coordination of Plan Review

- Section 29-263 of the Connecticut General Statutes requires that the Building Official issue or refuse a permit within thirty (30) days after the date of the application.

Building Permit Approval

• Connecticut General Statutes: Sec 29-292-5e: The local fire marshal shall provide to the local building official certification in writing prior to the issuance of a building permit that the construction documents for any building, structure or use subject to the requirements of the Connecticut State Fire Safety Code are in substantial compliance. The fire marshal shall notify the building official of the degree of compliance within that time period.

- **CT General Statutes stipulates plan review approvals can take up to 30 business days. Please plan your schedule accordingly. Incomplete or incorrect information provided on this form will delay the review process.**

Inspections

- The applicant shall contact the OFM for all inspections including site, construction, above ceiling, fire protection system tests, and final inspections.
- A final inspection of the occupancy and acceptance test of fire and life safety systems are required prior to receiving a certificate of occupancy.