

Nassau County Fire Marshal's Office

Contractors Guide to Plan Submission & Fee Collection

Inspection Divisions

General Division Memo

In Home (residence) Offices (*revised*)

When a call or letter is received requesting a fire inspection by the NC Fire Marshal's Office for an in home (residential) office; such as **tutoring service, speech pathology, SAT preparation, law office, doctor's office or any accessory office / business use**. Advise the person requesting the inspection of the following:

1. The Nassau County Fire Marshal's Office does not have inspection authority in **single family** and **two family residences**; advise the caller to contact their **local building department** for a scheduled fire safety inspection.
2. The Nassau County Fire Marshal's Office can perform a fire safety inspection of a home (residential) office; such as a law office, medical office, accounting office, etc.; **only if the local building department classifies the location as a business occupancy**. If this location is classified residential with an accessory office / business space, the Nassau County Fire Marshal's Office has **no** inspection authority at this location.

Posted 1/8/2008: M. Uttaro – Supervisor

New

Grease Hood & Duct System Plan Submittal

- 3 sets of Grease Hood & Duct System Plans
- 3 sets of Equipment Cut Sheets
- Completed Hood & Duct System Permit Application
- Required Fees of \$1,315.00

New
Accelerated Plan Review
Grease Hood & Duct System
Plan Submittal

- 3 sets of Grease Hood & Duct System Plans
- 3 sets of Equipment Cut Sheets
- Completed Hood & Duct System Permit Application
- Completed Accelerated Plan Review Application
- Required Fees of \$2,055.00

Revised
Previously Rejected Plans
Grease Hood & Duct System
Plan Submittal

- 3 sets of Grease Hood & Duct System Plans
- 3 sets of Equipment Cut Sheets
- Required Fees of NONE

Revised
Previously Rejected Plans
Accelerated Plan Review
Grease Hood & Duct System
Plan Submittal

- 3 sets of Grease Hood & Duct System Plans
- 3 sets of Equipment Cut Sheets
- Completed Accelerated Plan Review Application
- Required Fees of \$340.00

Revised 2x Rejected Plans

(plans that have been rejected twice for identical reasons; Fire Marshal reviewing plans will note this deficiency in the location log entry)

Grease Hood & Duct System Plan Submittal

- 3 sets of Revised Grease Hood & Duct Plans
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Required Fees of \$270.00

Revised 2x Rejected Plans

(plans that have been rejected twice for identical reasons; Fire Marshal reviewing plans will note this deficiency in the location log entry)

Accelerated Plan Review Grease Hood & Duct System Plan Submittal

- 3 sets of Revised Grease Hood & Duct System Plans
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Complete Accelerated Plan Review application
- Required Fees of \$610.00

Revised
Previously Approved
Grease Hood & Duct System
Plan Submittal

- 3 sets of Grease Hood & Duct System Plans
- 3 sets of Equipment Cut Sheets
- Required Fees of \$550.00

Revised
Previously Approved
Accelerated Plan Review
Grease Hood & Duct System
Plan Submittal

- 3 sets of Grease Hood & Duct System Plans
- 3 sets of Equipment Cut Sheets
- Completed Accelerated Plan Review Application
- Required Fees of \$1290.00

Test Inspection Failure
Accelerated Test Inspection
Grease Hood & Duct System

- Required re-inspection fee of \$550.00
- Complete Accelerated Test Inspection application with required fee of \$740.00
- Total Required Fees of \$1290.00

New

Automatic Fire Extinguishing System Plan Submittal

- 3 sets of Automatic Fire Extinguishing System Plans
- 3 sets of Equipment Cut Sheets
- Completed Automatic Fire Extinguishing System Permit Application
- Required Fees of \$1,315.00

New
Accelerated Plan Review
Automatic Fire Extinguishing
System Plan Submittal

- 3 sets of Automatic Fire Extinguishing System Plans
- 3 sets of Equipment Cut Sheets
- Completed Automatic Fire Extinguishing System Permit Application
- Completed Accelerated Plan Review Application
- Required Fees of \$2,055.00

Revised
Previously Rejected Plans
Automatic Fire Extinguishing
System Plan Submittal

- 3 sets of Automatic Fire Extinguishing System Plans
- 3 sets of Equipment Cut Sheets
- Required Fees of NONE

Revised
Previously Rejected Plans
Accelerated Plan Review
Automatic Fire Extinguishing
System Plan Submittal

- 3 sets of Automatic Fire Extinguishing System Plans
- 3 sets of Equipment Cut Sheets
- Completed Accelerated Plan Review Application
- Required Fees of \$340.00

Revised 2x Rejected Plans

(plans that have been rejected twice for identical reasons; Fire Marshal reviewing plans will note this deficiency in the location log entry)

Automatic Extinguishing System Plan Submittal

- 3 sets of Revised Automatic Extinguishing System Plans
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Required Fees of \$270.00

Revised 2x Rejected Plans

(plans that have been rejected twice for identical reasons; Fire Marshal reviewing plans will note this deficiency in the location log entry)

Accelerated Plan Review

Automatic Extinguishing System Plan Submittal

- 3 sets of Revised Automatic Extinguishing System Plans
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Complete Accelerated Plan Review application
- Required Fees of \$610.00

Revised
Previously Approved Plans
Automatic Fire Extinguishing
System Plan Submittal

- 3 sets of Automatic Fire Extinguishing System Plans
- 3 sets of Equipment Cut Sheets
- Required Fees of \$550.00

Revised
Previously Approved Plans
Accelerated Plan Review
Automatic Fire Extinguishing
System Plan Submittal

- 3 sets of Automatic Fire Extinguishing System Plans
- 3 sets of Equipment Cut Sheets
- Completed Accelerated Plan Review application
- Required Fees of \$1290.00

Test Inspection Failure
Accelerated Test Inspection
Automatic Fire Extinguishing
System

- Required re-inspection fee of \$550.00
- Complete Accelerated Test Inspection application with required fee of \$740.00
- Total Required Fees of \$1290.00

New

Fire Alarm & Smoke Detection Plan Submittal

- 3 sets of Fire Alarm Plans
- 1 set of Fire Alarm Battery Calculations
- 2 sets of Equipment Cut Sheets
- Completed Fire Alarm Plan Approval Application
- Completed Fire Alarm Permit Application
- Required Fees of \$1190.00

New

Fire Alarm & Smoke Detection Plan Submittal w/ Rough Out

- 3 sets of Fire Alarm Plans
- 1 set of Fire Alarm Battery Calculations
- 2 sets of Equipment Cut Sheets
- Completed Fire Alarm Plan Approval Application
- Completed Fire Alarm Permit Application
- Completed Fire Alarm Rough Out Permit Application
- Required Fees of \$1,405.00

New
Accelerated Plan Review
Fire Alarm & Smoke Detection
Plan Submittal

- 3 sets of Fire Alarm Plans
- 1 set of Fire Alarm Battery Calculations
- 2 sets of Equipment Cut Sheets
- Completed Fire Alarm Plan Approval Application
- Completed Fire Alarm Permit Application
- Completed Accelerated Plan Review Application
- Required Fees of \$1,930.00

New
Accelerated Plan Review
Fire Alarm & Smoke Detection
Plan Submittal w/ Rough Out

- 3 sets of Fire Alarm Plans
- 1 set of Fire Alarm Battery Calculations
- 2 sets of Equipment Cut Sheets
- Completed Fire Alarm Plan Approval Application
- Completed Fire Alarm Permit Application
- Completed Fire Alarm Rough Out Permit Application
- Completed Accelerated Plan Review Application
- Required Fees of \$2,145.00

Revised
Previously Rejected Plans
Fire Alarm & Smoke Detection
Plan Submittal

- 3 sets of Revised Fire Alarm Plans
- 1 set of Revised Fire Alarm Battery Calculations (if necessary)
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Required Fees of NONE

Revised
Previously Rejected Plans
Accelerated Plan Review
Fire Alarm & Smoke Detection
Plan Submittal

- 3 sets of Revised Fire Alarm Plans
- 1 set of Revised Fire Alarm Battery Calculations (if necessary)
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Completed Accelerated Plan Review Application
- Required Fees of \$340.00

Revised 2x Rejected Plans

(plans that have been rejected twice for identical reasons; Fire Marshal reviewing plans will note this deficiency in the location log entry)

Fire Alarm & Smoke Detection Plan Submittal

- 3 sets of Revised Fire Alarm Plans
- 1 set of Revised Fire Alarm Battery Calculations (if necessary)
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Required Fees of \$270.00

Revised 2x Rejected Plans

(plans that have been rejected twice for identical reasons; Fire Marshal reviewing plans will note this deficiency in the location log entry)

Accelerated Plan Review

Fire Alarm & Smoke Detection System Plan Submittal

- 3 sets of Revised Fire Alarm & Smoke Detection System Plans
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Complete Accelerated Plan Review application
- Required Fees of \$610.00

Revised
Previously Approved Plans
Fire Alarm & Smoke Detection
Plan Submittal

- 3 sets of Revised Fire Alarm Plans
- 1 set of Revised Fire Alarm Battery Calculations (if necessary)
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Required Fees of \$550.00

Revised
Previously Approved Plans
Accelerated Plan Review
Fire Alarm & Smoke Detection
Plan Submittal

- 3 sets of Revised Fire Alarm Plans
- 1 set of Revised Fire Alarm Battery Calculations (if necessary)
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Completed Accelerated Plan Review Application
- Required Fees of \$1290.00

Test Inspection Failure
Accelerated Test Inspection
Fire Alarm & Smoke Detection
System

- Required re-inspection fee of \$550.00
- Complete Accelerated Test Inspection application with required fee of \$740.00
- Total Required Fees of \$1290.00

New Fire Sprinkler Plan Submittal

- 3 sets of Fire Sprinkler Plans
- 2 set of Fire Sprinkler Hydraulic Calculations (if necessary)
- 2 sets of Equipment Cut Sheets
- Completed Fire Sprinkler System Permit Application
- Required Fees of \$1,315.00

New

Fire Sprinkler System Plan Submittal w/ Rough Out

- 3 sets of Fire Sprinkler Plans
- 2 set of Fire Sprinkler Hydraulic Calculations (if necessary)
- 2 sets of Equipment Cut Sheets
- Completed Fire Sprinkler System Permit Application
- Completed Fire Sprinkler Rough Out Permit Application
- Required Fees of \$1,530.00

New
Accelerated Plan Review
Fire Sprinkler System Plan
Submittal

- 3 sets of Fire Sprinkler Plans
- 2 sets of Fire Sprinkler Hydraulic Calculations (if necessary)
- 2 sets of Equipment Cut Sheets
- Completed Fire Sprinkler System Permit Application
- Completed Accelerated Plan Review application
- Required Fees of \$2,055.00

New
Accelerated Plan Review
Fire Sprinkler System Plan
Submittal w/ Rough Out

- 3 sets of Fire Sprinkler Plans
- 2 set of Fire Sprinkler Hydraulic Calculations (if necessary)
- 2 sets of Equipment Cut Sheets
- Completed Fire Sprinkler System Permit Application
- Completed Fire Sprinkler Rough Out Permit Application
- Completed Accelerated Plan Review application
- Required Fees of \$2,270.00

Revised Previously Rejected Plans Fire Sprinkler Plan Submittal

- 3 sets of Revised Fire Sprinkler Plans
- 2 set of Revised Hydraulic Calculations (if necessary)
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Required Fees of NONE

Revised
Previously Rejected Plans
Accelerated Plan Review
Fire Sprinkler Plan Submittal

- 3 sets of Revised Fire Sprinkler Plans
- 2 set of Revised Hydraulic Calculations (if necessary)
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Completed Accelerated Plan Review Application
- Required Fees of \$340.00

Revised 2x Rejected Plans

(plans that have been rejected twice for identical reasons; Fire Marshal reviewing plans will note this deficiency in the location log entry)

Fire Sprinkler Plan Submittal

- 3 sets of Revised Fire Sprinkler Plans
- 2 set of Revised Hydraulic Calculations (if necessary)
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Required Fees of \$270.00

Revised 2x Rejected Plans

(plans that have been rejected twice for identical reasons; Fire Marshal reviewing plans will note this deficiency in the location log entry)

Accelerated Plan Review Fire Sprinkler System Plan Submittal

- 3 sets of Revised Fire Sprinkler System Plans
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Complete Accelerated Plan Review application
- Required Fees of \$610.00

Revised Previously Approved Plans Fire Sprinkler Plan Submittal

- 3 sets of Revised Fire Sprinkler Plans
- 2 set of Revised Hydraulic Calculations (if necessary)
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Required Fees of \$550.00

Revised
Previously Approved Plans
Accelerated Plan Review
Fire Sprinkler Plan Submittal

- 3 sets of Revised Fire Sprinkler Plans
- 2 sets of Revised Hydraulic Calculations (if necessary)
- 2 sets of Revised Equipment Cut Sheets (if necessary)
- Completed Accelerated Plan Review Application
- Required Fees of \$1,290.00

Test Inspection Failure
Accelerated Test Inspection
Fire Sprinkler System

- Required re-inspection fee of \$550.00
- Complete Accelerated Test Inspection application with required fee of \$740.00
- Total Required Fees of \$1,290.00

Fire Sprinkler System Relocation Permit

- Complete Existing Fire Sprinkler Head Relocation Permit application with required fee of \$550.00

**There is no Accelerated application for this filing.

Test Inspection
Fire Sprinkler System
Relocation Test
Accelerated Test Inspection

- Complete Accelerated Test Inspection application with required fee of \$740.00

** There is no regular fee or re-inspection fee for a Sprinkler Head Relocation Test Inspection.

Test Inspection Failure
Fire Sprinkler System
Relocation Test
Accelerated Test Inspection

- Complete Accelerated Test Inspection application with required fee of \$740.00

** This fee applies when a previous Accelerated Test Inspection for a Sprinkler Head Relocation Test Inspection Fails.

Accelerated Test Inspection

Additional Fire Marshal's Required

- Complete **Accelerated Test Inspection** application with required fee of \$740.00 + \$340.00 for each additional Fire Marshal required for the test inspection.

(i.e. An **Accelerated Test Inspection** with 3 Fire Marshal's would be \$740.00 + (2 x \$340.00)
= \$1420.00)

New Site Plan Submittal

- 3 sets of Site Plans
- Completed Site Plan Permit Application
- Required Fees of \$550.00

Fee Exemptions

Plan Submittals for Public / Government Buildings

- Regular plan submissions and revised submissions are **fee exempt**; included in this exemption are test inspection fees, permit fees, plan review fees and rough out permits.
- Accelerated Plan Review / Accelerated Test Inspection / are not fee exempt.

Assigned Division Location & Task Assignments

General Division

Public Assembly Occupancies including:

- Amusement arcades
- Arenas (**without school**)
- Banquet halls
- Bars / Taverns
- Bowling allies
- Churches (**without school**)
- Community centers (**without school**)
- Country Clubs (public & private)
- Dance halls
- Exhibition halls (**without school**)
- Funeral homes
- Government buildings (*City, Town & Village*)
- Gymnasiums (**without school**)
- Restaurants
- Movie theaters
- Pool & Billiard halls
- Skating rinks
- Stadiums (**without school**)
- Swimming pools (**without school**)
- Tennis courts (**without school**)

Business Occupancies including:

- Banks
- Barber shops / Beauty shops
- Firehouses
- Outpatient Medical Facilities
- Police Stations
- Post Offices
- Professional Offices
- Television / Radio Stations

Mercantile Occupancies including:

- Beverage stores
- Department / Big Box type stores
- Markets
- Retail stores
- Shopping Malls

Multiple Residence Occupancies including:

- Apartment buildings
- Condominium Developments
- Garden Apartments
- Houses w/ LEGAL 3 Families or more NOTE:
The Nassau County Fire Marshal's Office has
no enforcement jurisdiction in 1 and 2 Family
Residences or ILLEGAL multiple residences.

Certificates of Fitness including:

- Portable Fire Extinguisher individual certificate

Fire Protection Licenses including:

- Automatic Fire Extinguishing System
Installation company license to install / service
- Fire Sprinkler System Installation company
license to install / service
- Grease Hood & Duct System Installation
company license to install / service
- Portable Fire Extinguisher company license for
service
- Kitchen Exhaust Cleaning company license for
service

Tent Inspections

Industrial Division

Business Occupancies including:

- Airports / Heliports
- Aircraft Repairs
- Bakeries (commercial production)
- Boat yards / showrooms
- Car Washes
- Dry Cleaning stores
- Gasoline service stations
- Laboratories; testing / research
- LPG / Propane (liquefied petroleum gas) sales / storage / dispensing / exchange sites
- Lumber Yards
- Marinas / Boat yards
- Motor Vehicle Showrooms
- Motor Vehicle Repair Facilities
- Pool chemical supply stores (oxidizer locations)
- Print shops
- Telephone Exchanges (i.e. Verizon)

Factory Occupancies including:

- Beverage production / manufacturing
- Brick / Masonry production / manufacturing
- Electric light plants / power houses
- Engine rebuilding plants / manufacturing

- Food processing / manufacturing
- Foundries
- Furniture manufacturing
- Ice manufacturing / production
- Laundries (commercial)
- Manufacturing (miscellaneous) facilities
- Metal production
- Millwork facilities
- Motion picture / television filming
- Printing / Publishing manufacturing facilities
- Recycling plants / processing
- Refuse incineration (garbage plants)
- Trailer parks
- Upholstering manufacturing facilities
- Woodworking facilities

Hazardous Occupancies including:

- Combustible material bulk storage / manufacturing / processing
- Explosive material bulk storage / manufacturing / processing
- Flammable material bulk storage / manufacturing / processing
- Hazardous material bulk storage / manufacturing / processing
- Oxidizer bulk storage / manufacturing / processing
- Toxic material storage / manufacturing / processing

Storage Occupancies including:

- Building products warehouse
- Clothing warehouse
- Food product warehouse
- Merchandise (miscellaneous) warehouse
- Miscellaneous bulk storage facilities
- Motor vehicle scrap / junk yards
- Motor vehicle storage
- Self storage facilities

Certificates of Fitness including:

- Cutting & Welding individual certificate
- Flammable Gas Bulk Transport individual certificate
- Flammable Gas Cylinders Handling individual certificate
- Flammable / Compressed Gas Transport / Handling individual certificate
- Gaseous Oxidizer Handling individual certificate
- Solid / Liquid Oxidizer Handling individual certificate

Fire Protection Licenses for:

- Automatic Fire Suppression License (Article III)

- LPG / Propane location / company license for sales / exchange of cylinders

Institutional / Education & Special Facilities Division

Business Occupancies:

- Specialty Schools for dancing, cooking, art, ceramics, martial arts, health care, tutorial services, etc.
(NYS Licensed or Non NYS Licensed)

Education Occupancies:

- Public and Private educational facilities
- Public and Private colleges and technical trade educational facilities

Institutional Occupancies:

- Adult residences including those for persons with physical disabilities or mental disabilities.
- Alcohol and drug treatment centers
- Assisted living facilities
- Child care facilities (including in private homes & religious facilities)
- Congregate care facilities
- Convalescent facilities
- Day care facilities (including in private homes & religious facilities)
- Detention centers
- Detoxification facilities

- Half way houses
- Healthcare facilities
- Hospitals
- Group homes
- Nursing homes
- Mental hospitals
- Penal (jail / prison) facilities
- Social rehabilitation facilities

Miscellaneous Occupancies:

- Nassau County and New York State owned and operated buildings

Hazardous Materials Division

- Hazardous Materials Response Team
- Spill Response