

Village of Lake Grove Fire Marshals Office-Construction/alteration
Plan Submittal Procedure

**CONSTRUCTION/ALTERATION PLANS SUBMITTAL
PROCEDURE**

Please review and familiarize yourself with all requirements listed in this document prior to your submittal. Your compliance with these requirements will enable us to complete the review process faster and more efficiently with less chance of rejection due to improper or missing information.



THIS DOCUMENT IS EFFECT AS OF 6/1/2010

New York State Fire Code

§SF105.1 Permits

A city, town, village or county that is responsible for administration and enforcement of this code shall determine local permit requirements in accordance with the applicable provisions of local law.

Code of the Village of Lake Grove

Permit Required.

A permit shall be obtained from the Fire Marshal for all of the following:

- Construction, renovation or alteration of a commercial structure.
- Installation or modification of any automatic fire alarm systems.
- Installation of fire stop systems.
- Installation or modification of any automatic sprinkler or water spray systems.
- Installation or modification of any fire-detection systems.
- Change of fire alarm system monitoring station.
- Installation or modification of any hood and duct system.
- Installation or modification of any fixed suppression system.

An application (LGFM103) and plans are required for all of the above listed project types except change of fire alarm system monitoring station, which does not require plans. .

WORKING WITHOUT APPROVED PLANS AND A PERMIT IS A CRIME

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Section 1

All submittals **MUST** include the following or they will be rejected:

Plan Format Requirements:

1. 2 sets of stamped plans. All plans shall be stamped by a licensed Professional Engineer or a Registered Architect as required by the New York State Department of Education Law.
2. Attestation letter from the engineer or architect. This letter shall be on their professional business letterhead, shall be addressed to the Lake Grove Fire Marshal and shall include at a minimum, the following information:
 - Date
 - Project name, address and description
 - Stamp and signature
 - NYS License#/Registry #
 - Narrative similar to this:
This letter shall serve to certify that the seal and signature appearing on the accompanying design drawing for a wet fire sprinkler system to be altered at ABC Associates, which is an interior alteration for a new restaurant at 132 Middle Country Road in Lake Grove, NY 11755 is my seal and signature as an engineer. If you have any questions regarding this matter, please do not hesitate to contact my office.
 - All stamps shall be legible and readable. All signatures shall be original. Facsimile or copied signatures shall NOT be accepted.
 - No submittals will be reviewed without this document.
3. Plans shall be submitted by a company licensed by the State of New York as Per General Business Law Article 6D. Proof of a valid license is to be submitted with the application.
4. Name address and telephone number of person drawing plans and an original stamp of same.
5. Plans size is to be 24-inch by 36-inches.

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6. Plans shall be drawn to an established scale. Care is to be taken to insure that plans are reproduced on a 1:1 scale so as to avoid any distortions or variations. NO plans will be accepted with a scale less than 1/8"=1"0".
7. All line work and lettering shall be clear and legible.
8. The intended location and use of the structure involved shall be indicated.
9. Business name, numerical street address and nearest intersection of building shall be indicated.
10. Main entrance location shall be labeled as such.
11. Compass point showing building layout shall be drawn.
12. Plans submitted for review shall deal directly with the type of installation proposed. Where a proposed installation governed by this office is part of a proposed major construction project, a separate plan shall be generated for the proposed installation in lieu of extraction from other plans indicating partial information. (i.e.: architectural, plumbing or electrical drawings).
13. Provide cross sectional elevation of the building depicting ceiling heights and spaces above suspended ceilings.
14. For all plan revisions, the revision number, date and revision description shall be noted on the plans. All revisions are to be called out and readily visible. No hand drawn additions to the plans will be accepted.
15. All plans shall have an area of at least forty (40) square inches available for approval stamps. This area shall be a clearly defined quadrangle with no side less than six inches in length.
16. Where details are required to be shown, they shall be shown as a drawing detail and not as a note indicating compliance.

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17. A legend explaining the symbols being used to identify devices and components shall be shown on plans. NOTE: This legend is to be on each page of the plans.
18. All spaces located on the plans shall be labeled as to their use and shall show entry and exit points.
19. Maximum occupancy for each space is to be indicated on the plan including the calculation used to determine same.
20. All spaces located on the plans shall be labeled with dimension or square footage.
21. Travel distance and path to nearest exit is to be shown from each area.
22. Maximum occupancy calculation is to be indicated on the plans.

Permit Application and additional requirements

1. Application is to be completed in its entirety. *If there are any blanks or if any part of the application is illegible, the application will be rejected.*
2. The applicant MUST be the general contractor. We do not issue permits to architects, expeditors, business owners or anyone other than the general contractor that will be doing the work that the permit is being issued for.
3. Electronic copy of plans and supporting documentation submitted in PDF form via email or on a memory stick. We do not accept CD's or DVDs.
4. Fee of \$500.00. Note that \$250.00 of this is for the plans review and \$250.00 is for the final inspection. If either of these fails, you are required to repay the related portion of the fee. All checks are to be made out to the Incorporated Village of Lake Grove.
5. Submittals must include the appropriate prepaid/pre-addressed mailer so we can return the plans to you. If you do not supply a mailer, the plans will be left at village hall for you to pickup.

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Section 2

- Construction permits are valid for one year from date of issuance. All other permits are valid for six months from date of issuance. Once a permit expires, a new application must be filed along with all required documentation and a fee of \$250.00.
- Dropping plans off does NOT constitute a review. Plans will not be reviewed immediately upon receipt at the Village of Lake Grove and although plans will be reviewed as quickly as possible, a period of 15-20 working days should be expected for a review.

NOTE: ALL permits are issued to the applicant. No other company is permitted to work under said permit.

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SECTION 3

INVESTIGATION & PENALTY FEES

Any work done without approved plans and a proper permit is subject to the amount of the original permit fee plus an investigation fee and a penalty fee.

The minimum charge for the investigation fee is 100% of the original permit fee. The minimum charge for the penalty fee is 100% of the original permit fee.

If work is found to have commenced without approved plans and a proper permit, this office reserves the right to shut down any/all portions of the entire project deemed necessary to inspect, investigate and confirm that work has been done.

If any portion of the work performed is not clearly visible or not readily accessible, you will be ordered to demolish, disassemble or remove any and all obstructions regardless of the cost incurred. Failure to comply will result in the suspension/revocation of any Building or other permits related to the site.

Once a project has been shut down, no work of any kind shall be permitted until such time as full compliance with all requirements has been gained.

Working without approved plans and a proper permit is a crime under New York State Law. Violators are subject to fine and or arrest.

For further information call 516-807-6412 during regular business hours which are Monday-Friday 8:00AM to 5:00PM. **Please note that the Fire Marshal does not answer the phone when out on inspections. For an immediate response use email or send a text message to that number.**

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Submittal Methods

You have two options for plan submittal:

US Postal Service:

Incorporated Village of Lake Grove
Office of the Fire Marshal
Post Office Box 708
Lake Grove, NY 11755

In Person or via Fed-Ex, UPS etc:

Incorporated Village of Lake Grove
Office of the Fire Marshal
980 Hawkins Avenue
Lake Grove, NY 11755