

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 submitting your application. Your compliance with these requirements will allow us to complete the review process more quickly and efficiently, with a reduced likelihood of rejection due to incomplete or missing information.



**THIS DOCUMENT IS EFFECT AS OF 12/1/2025**

**New York State Fire Code 2025**

§SF105.1 Permits

[NY] 105.1.1 Permits Required

No person or entity shall commence, perform, or continue any work that must conform with the Uniform Code and/or Energy Code, or conduct any uses or activities listed in Sections 105.5.1 through 105.5.6.1, unless all of the following apply:

1. Such person or entity has applied to the authority having jurisdiction for a permit.
2. The authority having jurisdiction has issued a permit authorizing such work.
3. Such permit has not been revoked or suspended.
4. Such permit has not expired.

→ Continue to Page 2 for the list of project types requiring a permit.

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

**Permits 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 (Form LGFM103 12/25) and accompanying plans are required for all of the above-listed project types. The only exception is a change to the fire alarm system monitoring station, for which plans are not required.

→ Continue to Page 3 for the Plan Submittal Process.

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

**Plan submittal process**

**Step 1 - Email Submittal-Required**

Submit a stamped copy of the plans, the attestation letter, completed application, proof of NYS Workers' Compensation Insurance, all other required documents, and a copy of the \$500.00 check to:  
FireMarshal@LakeGroveNY.gov

**Step 2 - Hard-Copy Submittal**

Submit one set of stamped plans, the attestation letter, completed application, proof of NYS Workers' Compensation Insurance, all other required documents, and a \$500.00 check (original) to the Village of Lake Grove via:

**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

**Fee Structure and Re-Inspection Policy**

Please note that the total fee of \$500.00 consists of \$250.00 for plan review and \$250.00 for the final inspection. If either the plan review or the final inspection fails, the corresponding portion of the fee must be repaid prior to resubmission or re-inspection.

All checks shall be made payable to the Incorporated Village of Lake Grove.

All submittals MUST include the following items. Incomplete submittals will be rejected without review:

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

**Plan Format Requirements**

1. A brief written summary describing the scope of the project.

This summary shall outline the nature of the work, major system components, and any operational impacts or changes related to the installation.

2. One (1) set of stamped plans.

All plans shall be stamped and signed by a New York State Licensed Professional Engineer or Registered Architect, as required by the New York State Education Law governing design professionals.

3. Attestation Letter (Required From the Engineer or Architect)

An attestation letter shall be submitted from the design professional of record. This letter is mandatory and no submittal will be reviewed without it.

The letter shall:

- Be printed on the official business letterhead of the Professional Engineer or Registered Architect.
- Be addressed to the Lake Grove Fire Marshal.
- Include, at a minimum, the following information:
  1. Date
  2. Project name, address, and a brief project description
  3. Professional stamp and signature
  4. NYS Professional Engineer License # or Registered Architect License/Registry #
  5. A narrative statement similar in form and content to the following:

"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 a New York State Licensed Professional Engineer. If you have any questions regarding this matter, please do not hesitate to contact my office."

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

**Stamp and Signature Requirements**

- All professional stamps shall be legible, readable, and reproducible.
- All signatures must be original, hand-signed.
- Facsimile, electronic, or copied signatures are NOT accepted under any circumstances.

Failure to submit this attestation letter will result in automatic rejection of the application.

4. Plans shall be submitted by a company licensed by the State of New York in accordance with General Business Law (GBL) Article 6-D.

5. Proof of a valid, current license issued under GBL Article 6-D shall be included with the application. Submittals lacking this required documentation will be rejected without review.

6. All submitted plans shall clearly display the name, business address, and telephone number of the person or firm responsible for preparing the plans. An original stamp bearing this information is required on all plan sheets.

Plans that do not contain this information and original stamp will be rejected without review.

**Size and Scale**

7. All submitted plans shall be a minimum size of 24 inches by 36 inches. Plans smaller than 24" × 36" will be rejected.

8. Plans shall be drawn to an established architectural or engineering scale. All submitted plans must be reproduced at a true 1:1 scale to prevent distortion or inaccurate measurement.

No plans will be accepted with a scale smaller than 1/8 inch = 1 foot 0 inches.

9. All line work, lettering, symbols, and graphical indicators shall be clear, sharp, and fully legible. Illegible plans—whether due to faint printing, poor reproduction, overcrowding, or visual obstructions—will be rejected.

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

10. Plans shall clearly indicate the intended location, occupancy, and use of the structure or space involved in the project.

11. Plans shall identify the business name, numerical street address, and the nearest intersecting street(s) for the building or premises where the work is to occur.

12. Plans shall clearly show the main entrance, labeled as such and a north arrow / compass point accurately indicating building orientation.

### **Applicability**

Plans submitted for review must deal directly and exclusively with the proposed installation governed by this office.

Where a fire alarm, carbon monoxide detection, sprinkler, or other fire-protection system is part of a larger construction project, the applicant shall submit separate, dedicated plan sheets specific to the fire-protection system.

Extracts from architectural, plumbing, electrical, or other non-fire drawings—showing only partial or unclear information—will not be accepted.

### **Elevations**

Provide a cross-sectional elevation of the building showing:

- All ceiling heights,
- All changes in ceiling height, and
- All spaces above suspended ceilings, including concealed areas.

This information is required to verify proper device installation and code compliance.

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

### **Revisions**

For all plan revisions, the following must appear on the plans:

- Revision number
- Revision date
- Description of revision
- All revisions must be clouded or otherwise clearly identified

Hand-drawn or handwritten plan revisions are not permitted and will result in rejection of the submittal.

### **Approval Stamp Area**

Plans shall include a clearly defined blank area measuring at least 40 square inches, with no side less than six (6) inches, designated for approval stamps and official markings.

No text, symbols, or line work shall appear within this reserved area.

### **Details**

Where details are required, they shall be shown as fully drawn and dimensioned details, not as narrative notes stating that the installation "shall comply."

Graphical detail drawings shall be used wherever a detail is required.

### **Symbols Legend**

A legend identifying all symbols used for devices, wiring, equipment, and components shall be shown on each page of the plans.

Failure to include a legend on every page will result in rejection.

### **Room/Area Identification**

All spaces shown on the plans shall be labeled to indicate their use and shall show all points of entry and exit.

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

**Maximum Occupancy**

The maximum occupancy for each space shall be clearly indicated on the plans, including the full calculation used to determine the occupant load in accordance with the applicable provisions of the New York State Uniform Code.

**Dimensions**

All spaces shown on the plans shall be labeled with dimensions or square footage.

**Egress**

The travel distance and path of egress from each area to the nearest exit shall be clearly depicted.

**Permit Application**

The application must be completed in its entirety. Any application containing blank fields, missing information, or any illegible entries will be rejected without review.

The applicant **MUST** be the general contractor who will be performing the work for which the permit is being issued. Permits will not be issued to architects, engineers, expeditors, business owners, tenants, or any party other than the licensed general contractor responsible for the actual construction activities.

**Additional Information**

Construction permits are valid for one (1) year from the date of issuance.

Once a permit expires, the permittee must:

1. File a new application,
2. Resubmit all required documentation, and
3. Pay the required \$250.00 fee.



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

Simply dropping off plans does not initiate a review. The Village of Lake Grove does not review plans immediately upon receipt. All submissions are processed in the order received, and applicants should expect a review period of 15-20 working days.

All permits are issued to the named applicant. No third-party company or contractor may perform work under a permit issued to another party.

**Investigation and Penalties**

Working without approved plans and a valid permit is a violation of New York State Law. Offenders are subject to fines and/or arrest.

Any change in the contractor (permit holder) renders the existing permit immediately void. A new contractor must immediately file a new permit application. Failure to immediately notify the Lake Grove Fire Marshal's Office of this change will result in the revocation of the building permit and the initiation of legal action.

Any work performed without approved plans and a valid permit is subject to fines that are at least equal to the full amount of the original permit fee, plus an investigation fee and a penalty fee.

The minimum investigation fee shall be 100% of the original permit fee.  
The minimum penalty fee shall also be 100% of the original permit fee.

If work is found to have commenced without approved plans and a valid permit, the Lake Grove Fire Marshal's Office will shut down any or all portions of the project as necessary to inspect, investigate, and verify the extent of the unpermitted work. The project will remain shut down until all required paperwork has been completed and any related legal actions have been resolved.

If any portion of the work is not visible or not readily accessible, the owner or contractor will be required to demolish, disassemble, or remove any materials or obstructions, regardless of cost, to allow for full inspection. Failure to comply will result in the suspension or revocation of any Building or related permits for the site.

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

Once a project has been shut down, no work of any kind may resume until full compliance with all applicable requirements has been achieved.

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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