



# CHELMSFORD FIRE DEPARTMENT

## FIRE PREVENTION OFFICE

50 BILLERICA ROAD  
CHELMSFORD, MA 01824  
(978) 244-3361



### Chelmsford Fire Department Commercial Plan Review Guidelines

Commercial Building Plan Review Fee (Per building, payable to Town of Chelmsford)

<i>Up to 25,000 Square Feet</i>	<i>\$100</i>
<i>25,001 to 100,000 Square Feet</i>	<i>\$150</i>
<i>100,001 Square Feet and over</i>	<i>\$200</i>
<i>Condominium Units</i>	<i>\$50/per unit/includes a smoke detector certificate</i>

Submit the following materials for review:

- Applicable Plan Review Fee
- Architectural (Floor plans), Sprinkler, Fire Alarm, and Life safety plans
  - *All drawings must contain the wet stamp of the responsible registered design professional.*
  - *The registered design professional must design the fire extinguisher placement*
- Electronic drawings in PDF format of all required drawings
  - *Architectural, Structural, Sprinkler, Fire Alarm, Mechanical, Electrical, Plumbing*
    - *Submitted via Permiteyes portal*
- All applicable initial construction control affidavits
- CFD contractor information form (Furnished upon request.)
  - Contractor shall provide an email address and 24-hour contact information
- Code Review analysis
- Fire Protection Narrative
  - Must comply with standards for Tier One Construction Documents contained in 780 CMR Ch. 9
- A construction site safety and fire protection plan
  - Plan shall comply with NFPA 241 (2022) and 527 CMR 1 Ch. 16
- BDA survey shall be completed and submitted for review per 780 CMR to determine system requirements for all new construction and Tier III renovations.
- A landscaping and/or vegetation management plan – if applicable – to be submitted to the office for review

This submittal policy applies to all commercial buildings and apartment buildings with three or more units. Townhouses and one and two-family homes shall follow the residential plan review submittal guidelines.

This list of documents may be modified at any time and on a case-by-case basis.

A Knox Box keyed to the Chelmsford Fire Department Specification is required before final inspection. All keys for the Knox Box shall be labelled with tags.

Please allow up to 15 business days for review and approval.

Revised 9/2025