

# **WAYLAND FIRE DEPARTMENT**

## **Requirements for Residential Building Plan Reviews**

Three sets of building plans are required: one will remain with the fire department, one is for the building department, and one is for the contractor.

The name and telephone number of the owner/contractor is required.

All plans should be properly marked with locations of required smoke, carbon monoxide, and heat detectors prior to submittal. The Fire Prevention Inspector or Fire Chief can provide information about proper placement of devices, if needed.

All plans must have proper street address. Lot numbers are not acceptable.

All plans must be properly scaled and include square footage.

For additions to existing buildings, plans for the new addition and the existing structure, including basement level, are required.

Plan reviews are typically completed within five business days of receipt, but could take up to 10 days as allowed by law. No plans will be released unless the plan review fee of \$100.00 has been paid.

Payment must be in the form of a check or money order payable to the "Town of Wayland".

A complete set of marked plans must be on site at the time of the final inspection.