

# *Cromwell Fire Department*

**Fire Marshal's Office  
Harold Holmes  
Fire Marshal  
Office: 860-635-3188  
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## **Information Required to Perform Plan Reviews**

**For a fire official to perform a proper plan review of codes and regulations, the applicant must submit a complete set of plans with the following information:**

- Name and/or identification of the project
- Exact location, street, and Town, of the project
- Compass North Indicator
- Name & address of the submitter owner of the project
- Construction type
- Seal & Signature of design professional
- Classification of the occupancy/use of the project
- Code Analysis with current CT Fire Safety Codes
- Complete detailed & dimensioned floor plans
- Exterior & Interior elevations
- Walls sections and details
- Key plan if necessary
- Complete set of structural drawings and details
- Detailed drawings & schedules of all mechanical systems,  
I.e., Plumbing, Electrical, HVAC, Kitchen Venting
- Sprinkler system plans if applicable with calcs
- Date of drawing and any revisions
- Door & Window details, schedules
- Occupancy load with calculations of all spaces over 50 persons
- Hardware schedules
- Interior finish schedules
- Scale for each drawing and detail
- Reflected ceiling plans for each level

1 West Street, Cromwell, CT 06416

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