Town of Putnam

Ordinance of Required Fire Marshal Inspection and Permit Fees

1. Purpose

The purpose of this fee schedule is to allow the Fire Marshal’s Office of the Town of Putnam to collect fees in connection with the Fire Marshal’s fire inspection and plan review responsibilities under CGS 29-305. In addition, the responsibilities required by the State Fire Safety Code, the State Fire Prevention Code, the Connecticut General Statutes and/or the Regulations promulgated by the State Fire Marshal’s Office or the Department of Public Safety.

2. Inspection

When the Fire Marshal’s Office performs an inspection that requires official certification issued from the Office, a fee shall be charged for such inspection prior to the issuance of the certificate. The fees for such inspection noted below shall apply.

<table>
<thead>
<tr>
<th>Type of Occupancy</th>
<th>Initial Fee</th>
<th>Renewal Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Apartment Buildings (3 Family or More)</td>
<td>$20.00 (per dwelling unit**)</td>
<td>$10.00 (per dwelling unit***)</td>
</tr>
</tbody>
</table>
| **Fee shall be not exceed $200
***Fee shall not exceed $100 |

<table>
<thead>
<tr>
<th>Type of Occupancy</th>
<th>Initial Fee</th>
<th>Renewal Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Rental Unit (Vacated)</td>
<td>$20.00</td>
<td>N/A</td>
</tr>
</tbody>
</table>

A. No rental unit, once vacated, shall be reoccupied before the owner of the building containing such dwelling unit shall obtain from the Fire Marshal or his/her designee a “permit for rental dwelling unit occupancy” for the particular unit. After a rental unit has been vacated and cleaned, the property owner shall contact the building safety and inspection office and request an inspection of the vacant unit.

B. No such permit shall be issued until the Fire Marshal or his/her designee has inspected the dwelling unit and approved such unit meets the Connecticut State Fire Safety Code insofar as such conformity may be ascertained by a visual inspection and until a fee of twenty-five dollars ($20.00) per dwelling unit has been paid to the Town of Putnam Fire Marshal.
C. Any residential building equipped with 1. A fire alarm system, 2. A fire suppression system (sprinkler or otherwise), 3. Locked utility rooms, 4. HVAC systems in locked rooms, or 5. Locked roof or basement access shall be required to install a Rapid Entry System used by the local fire department.

D. Such permit shall not constitute any type of guarantee or warranty by the town to any person as to the condition of the premise(s) and that the landlord/owner of said premise(s) shall remain fully liable for the condition of his/her premise(s)

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee 1</th>
<th>Fee 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Smoke/CO Alarm Inspection</td>
<td>$25.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Day Care Facilities</td>
<td>$50.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Educational</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Nursing and Convalescent Homes</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Institutional</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Assembly Use/Liquor License</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Residential Board and Care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Small &lt;16 Residents</td>
<td>$50.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>B. Large &gt;16 Residents</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Hotels</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Business/Mercantile</td>
<td>$50.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Bed and Breakfast</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Dormitories</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Tents (1,200 SF &amp; larger)</td>
<td>$50.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Carnival/Fair</td>
<td>$50.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Theater</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Wood Stove</td>
<td>$25.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Gas Piping Pressure Test (Commercial Including Residential 3 Family or More)</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Fuel Station Pressure Test</td>
<td>$25.00</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Sprinkler Pressure Test $25.00 N/A

*A renewal fee shall only apply for re-inspections that are conducted within 60 days of the expiration of the previous inspection certificate. Any inspections done after the 60 day grace period shall be assessed the initial inspection fee.

3. Plan Review

Whenever any person, firm, business, or other entity submits a plan in connection with a Building Permit for review and/or approval from the Fire Marshal’s Office, the fees for said review shall be based on the building square footage as set for in the table below. The Fire Marshal’s Office shall have thirty (30) days to complete plan reviews up to 10,000 square feet and 45 days to complete plan reviews greater than 10,000 square feet. Authorization to release building permit shall be submitted in writing to the Town of Putnam Building Official in accordance with Connecticut General Statute 29-263.

<table>
<thead>
<tr>
<th>Building Plan Review</th>
<th>Building Size</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Up to 2,000 sq ft</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>2,000 to 4,999 sq ft</td>
<td>$125.00</td>
</tr>
<tr>
<td></td>
<td>5,000 to 9,999 sq ft</td>
<td>$250.00</td>
</tr>
<tr>
<td></td>
<td>10,000 to 24,999 sq ft</td>
<td>$500.00</td>
</tr>
<tr>
<td></td>
<td>25,000 to 39,999 sq ft</td>
<td>$750.00*</td>
</tr>
<tr>
<td></td>
<td>40,000 to 49,999 sq ft</td>
<td>$1,000.00*</td>
</tr>
<tr>
<td></td>
<td>50,000 sq ft and over</td>
<td>$1,500.00*</td>
</tr>
</tbody>
</table>

(New construction or area to be renovated)
<table>
<thead>
<tr>
<th>Fire Alarm System</th>
<th>Building Size</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Up to 2,000 sq ft</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>2,000 to 4,999 sq ft</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>5,000 to 9,999 sq ft</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td>10,000 to 24,999 sq ft</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td>25,000 to 39,999 sq ft</td>
<td>$400.00*</td>
</tr>
<tr>
<td></td>
<td>40,000 to 49,999 sq ft</td>
<td>$500.00*</td>
</tr>
<tr>
<td></td>
<td>50,000 sq ft and over</td>
<td>$700.00*</td>
</tr>
</tbody>
</table>

*(Square footage of area being protected)*

<table>
<thead>
<tr>
<th>Sprinkler System/Active Fire Protection System</th>
<th>Building Size</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Up to 2,000 sq ft</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>2,000 to 4,999 sq ft</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>5,000 to 9,999 sq ft</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td>10,000 to 24,999 sq ft</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td>25,000 to 39,999 sq ft</td>
<td>$400.00*</td>
</tr>
<tr>
<td></td>
<td>40,000 to 49,999 sq ft</td>
<td>$500.00*</td>
</tr>
<tr>
<td></td>
<td>50,000 sq ft and over</td>
<td>$700.00*</td>
</tr>
</tbody>
</table>

*(Square footage of area being protected)*
Food Service Hood System

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per hood system</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Modifications, alterations or additions to existing Fire Alarm and/or Sprinkler/Active Fire Protection Systems will be assessed at ½ the fee listed above.

Resubmittal fee for rejected plans ¾ Base Fee

*Any building plans for buildings 25,000 SF or greater may be required to have an independent plan review, as determined at the sole discretion on the Putnam Fire Marshal’s Office. The independent plan review shall be conducted by a plan reviewer hired by the applicant and is subject to approval by the Fire Marshal’s Office. The applicant shall pay all costs associated with the approved and contracted plan reviewer’s independent review. The applicant shall submit the plan reviewer’s written report, along with documentation that the reviewer’s costs have been paid in full. A fee of ¾ the amount listed above shall be assessed for a Fire Marshal’s Office review of the written report and plans. The Fire Marshal’s Office will have 10 days to review and upon approval shall submit authorization to release building permit, in writing, to the Town of Putnam Building Official in accordance with Connecticut General Statute 29-263.
4. Permits

Approval to install, operate or conduct an operation listed below shall require a permit be issued for the Fire Marshal’s Office prior to such action. When the Fire Marshal’s Office issues a permit to install, operate or conduct an operation, the fees listed below shall apply.

<table>
<thead>
<tr>
<th>Permit</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Fireworks/Sparkler Vendor (Annual)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Retail Fireworks/Sparkler Vendor (30 Day)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Private Fireworks Display*</td>
<td>$100.00</td>
</tr>
<tr>
<td>Fireworks/Explosives Storage</td>
<td>$100.00</td>
</tr>
<tr>
<td>Pyrotechnic/Special Effects</td>
<td>$50.00</td>
</tr>
<tr>
<td>Underground Flammable/Combustible Storage Tank Removal</td>
<td></td>
</tr>
<tr>
<td>A. Under 1,000 Gallon Capacity</td>
<td>$25.00</td>
</tr>
<tr>
<td>B. Over 1,000 Gallon Capacity</td>
<td>$50.00</td>
</tr>
<tr>
<td>Commercial Fuel Tank Installation</td>
<td>$50.00</td>
</tr>
<tr>
<td>Propane Filling Station – Annual</td>
<td>$25.00</td>
</tr>
<tr>
<td>Propane Exchange retail Operation – Annual</td>
<td>$25.00</td>
</tr>
<tr>
<td>Open Burning Permit</td>
<td></td>
</tr>
<tr>
<td>A. 7 Day permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>B. 30 Day Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Blasting Permits</td>
<td>$60.00 (Per CGS)</td>
</tr>
<tr>
<td>Missed (No-Show) Inspection Fee</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Return Check Fee (Per Town of Putnam Policy)

*For private firework displays – 1 Fire Marshal and 2 certified firefighters with proper extinguishing equipment shall be on site from the time the pyrotechnics arrive until the show is over. The fire marshal cost shall be a rate of $45.00 per hour. The 2 firefighters shall be at a rate of $100 per hour combined.
5. Incident Reports

<table>
<thead>
<tr>
<th>File Copies</th>
<th>Fee</th>
</tr>
</thead>
</table>

All requests for copies of reports will be charged a fee in accordance with the Town of Putnam Policies and the Freedom of Information Act.

6. Enforcement

(a) No permit or required certificate shall be issued to any party until the fee for such permit or certificate has been submitted with the appropriate application.

(b) The Mayor may take all enforcement action necessary to secure payment of the delinquent unpaid fees, including the authorization of the Town Attorney to bring action for payment in a court of law.

(c) All fees shall be made payable by check only made out to the Town of Putnam.

(d) Any person who fails to comply with the provisions of this code or violates any condition attached to a permit or fails to carry out a order made pursuant to this code shall be fined twenty-five dollars ($25) per day.

7. Exempt

(a) Government, public education, and non-profit organizations are exempt fees listed in this document but are still subject to the required permits and inspections.

(b) The Selectman, upon written request from the applicant and with approval from the Fire Marshall’s Office, may waive any fees listed in this document for the good of the Town of Putnam.

Hazardous Buildings

<table>
<thead>
<tr>
<th>Cost of Signage</th>
<th>N/A</th>
</tr>
</thead>
</table>

A. Any building deemed as a hazardous condition to firefighters by the local Fire Marshal shall be required to display a twenty-four (24) inch by twenty-four (24) inch sign complying with the fire departments marking system. The cost of such signage and mounting shall be paid for by the property owner and mounted on the front
exterior of such building in plain sight for as to be visible for fire department personnel.

B. *See Appendix A

Appendix A:

Vacant Building Marking System

A. Two foot by two foot sign with white background and solid read markings
B. Basic Marking
   a. Large red X
      i. No entry permitted under fire conditions
   b. Slash
      i. Limited entry permitted under fire conditions
   c. Open Box
      i. Entry is permitted under fire condition
C. Descriptive Marking
   a. FO – Floor open (with floor number)
      i. Example – FO 1 (Hole in the first floor)
   b. RO – Roof open
   c. SO – Stair open
      i. Example – SO 1-2 (Stair between floors 1 & 2)
   d. WO – Wall open or unstable (With building side)
      i. Example – WO C (Wall open, rear)
   e. HC – Hoarding Condition

Latest Revision: October 31, 2017