



**Fire Department**  
**24 Lowell St**  
**Methuen, Massachusetts 01844**  
**Telephone (978) 983-8940 Fax (978) 691-5056**

**Neil Perry, Mayor J. Tim Sheehy, Fire Chief**

**March 1, 2024**

## **Methuen Fire Department Guidelines for Third Party Plans Reviews**

Any work requiring permitting from 780 CMR Massachusetts State Building Code that includes:

1. New or substantially altered fire alarm systems
  - a. relocation of devices due to egress changes and/or the addition of walls
  - b. changes in the sequence of operation
2. New or substantially modified (relocation of 20 or more sprinklers) sprinkler systems
3. Overhead gas station suppression systems
4. Custom engineered hood suppression systems
5. Other complex fire protection systems
6. Design-Build or Phased construction projects
7. Changes in Occupancy use groups

shall be reviewed by an approved third-party firm listed below.

The review will focus on (but is not limited to) 780 CMR Chapter 4 (Special Detailed Requirements Based on Use and Occupancy), Chapter 9 (Fire Protection Systems) for new construction and /or for the code requirements for existing building alterations. The cost for review will be borne by the applicant (per 527 CMR 1.00, Section 1.15). The cost of the third-party review is set by the reviewing firm.

The Methuen Fire Department upon receiving the third-party review recommendation(s) will make a final determination on the application and give final approval for permitting.

**Plans should be submitted in the Methuen Building Department permitting portal**  
<https://www.cityofmethuen.net/inspections-division/pages/online-permitting> **after which you may contact any of the approved companies below** for them to begin the Tier1 (Commercial/Residential Permit) and Tier 2 (Fire Alarm/Sprinkler Installers Permit) reviews:

**Jensen Hughes**

[www.jensenhughes.com](http://www.jensenhughes.com)

Send all inquiries and documentation to:

Kurt Ruchala, PE, FSFPE; [kruchala@jensenhughes.com](mailto:kruchala@jensenhughes.com)

100 Quannapowitt Parkway, Suite 401

Wakefield, MA 01880

O: 1-781-382-2366 C: 1-508-450-6927

**SFC Engineering Partnership, Inc.**

[www.sfceng.com](http://www.sfceng.com)

Send all inquiries and documentation to:

Christopher Lizewski, P.E. [clizewski@sfceng.com](mailto:clizewski@sfceng.com)

183 Rockingham Rd, Unit 3 East

Windham, NH 03087

(603) 647-8700 x232

**SLS Consulting, Inc.**

[www.slsfire.com](http://www.slsfire.com)

Send all inquiries and documentation to:

Eric Montplaisir, P.E. [emontplaisir@slsfire.com](mailto:emontplaisir@slsfire.com)

1 Lincoln Street Boston, MA 02111

O: 888-224-9911 C: 603-289-8708

**Code Red Consultants, LLC**

[www.crcfire.com](http://www.crcfire.com)

Send all inquiries and documentation to:

Third Party Reviews [ThirdParty@crcfire.com](mailto:ThirdParty@crcfire.com)

154 Turnpike Road, Suite 200

Southborough, MA 01772

O: 617-500-7633

**MJB Fire Protection Engineering LLC**

PO Box 125

Woburn, MA 01801

603-689-3845, [matthew.bourque@mjbfppe.com](mailto:matthew.bourque@mjbfppe.com)

*Submittals must be in accordance with 780 CMR 9<sup>th</sup> Edition and the language below and be found to be satisfactory to the reviewing party. Anything less than complete, not easily understood, or lacking reasonable documentation is subject to rejection.*

**Documents to be uploaded include:**

Initial Construction Control Document

Tier 1 / Tier 2 Documentation as outlined below

The Construction Safety Plan (based on 527 CMR 1.00 – Mass State Fire Code and NFPA 241)

Existing Building Report (also known as a Chapter 34 Existing Building Code review)

107 Submittal Documents and Construction Control

**107.1.2 Fire Department Review.** For permits that include work under Chapters 4, 9, or 34, Construction documents shall be filed simultaneously with the head of the local fire department and building official for review and approval. The fire department shall complete the review within 10-

working days after receiving the documents. Upon the fire department's request, the building official may grant one or more extensions up to a total review period maximum of 30 days.

#### 901.2.1 Document Submittal Process

**Tier One, Construction Documents** - Prior to issuance of a building permit, construction documents for the fire protection system must be submitted in accordance with section 107.1.2 and a building permit obtained prior to the installation of fire protection systems or modifications, alterations, additions, or deletions to an existing fire protection system. The construction documents shall contain sufficient information to completely describe each of the fire protection system(s) for which a permit is to be issued. The construction documents shall include the following:

- a. Each system shall be described in a narrative report, which contains:
  - i. design methodology for the protection of the occupancy and hazards in accordance with this code and applicable NFPA Standards and,
  - ii. sequence of operation of all fire protection systems and operations and,
  - iii. testing criteria to be used for final system acceptance.
- b. Building and site access for firefighting and/or rescue vehicle(s) and personnel.
- c. Fire hydrant(s) location and water supply information.
- d. Type/description and design layout of the automatic sprinkler system(s).
- e. Automatic sprinkler system(s) control equipment location.
- f. Type/description and design layout of the automatic standpipe system(s).
- g. Standpipe system hose valve(s) type and location.
- h. Fire department connection type(s) and location.
- i. Type/description and design layout of the fire protective signaling system(s).
- j. Fire protective signaling system(s) control equipment and remote annunciator location
- k. Type/description and design layout of the smoke control or exhaust system(s).
- l. Smoke control or exhaust system(s) control equipment location.
- m. Building life safety system features (auxiliary functions) required to be integrated as part of the fire protective signaling system(s).
- n. Type/description and design layout of the fire extinguishing system(s).
- o. Fire extinguishing system(s) control equipment location.
- p. Fire protection system(s) equipment room location.
- q. Fire protection system(s) equipment identification and operation signs.
- r. Fire protection system(s) alarm/ supervisory signal transmission method and location.
- s. Fire command center location.
- t. Type/description and location of any emergency alarm system
- u. Type/description and location of any alternative fire suppression system or protection
- v. Type/description and location of any carbon monoxide protection.

**Tier Two, Shop Drawings** - Prior to installation of fire protection systems, shop drawings, where applicable, shall be submitted to the building official and fire official and shall contain, but not be limited to; detailed design layout, equipment specifications, system sequence of operation, and analysis to substantiate the design. Shop drawings shall note the name(s), license number(s) and license expiration date(s) of the contractor(s) installing the fire protection systems

**Exception.** For shop drawings of Fire Alarm and Detection Systems; see section 780 CMR 907.1.2 for applicable requirements

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