

**Fitchburg Fire Department – Fire Prevention Bureau**  
**978-345-9672**

**Permit Application Procedure and Fees**

\* Please make all checks payable to the City of Fitchburg\*

\* All Permit Applications must include: Name of Person, Firm, or Corporation applying for permit, contact information (phone number, email) and address; purpose for which the permit is requested; location (if different than applicant address); and Competent Operator/Certification Number if applicable. Permits must be paid for at the time of application.

**Please note: It is not uncommon for our Fire Prevention Inspectors to be booked out at least one to two weeks. Please plan accordingly when applying for permits.**

**Permits listed below can be found on our website**

<http://www.ci.fitchburg.ma.us/203/Fire-Department>

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**Underground Storage Tank Removal – Commercial - \$50.00 – FP-292**

Contact Fire Prevention to schedule an appointment several days prior to removing the tank. Fire Prevention must be present upon tank removal to inspect tank and removal location. An LSP (Licensed Site Professional) must also be present for contamination assessment.

**Blasting - \$50.00 – FP-6**

Contact Lieutenant Phil Jordan upon permit application to discuss blasting location and times/length of project. Fire Watch Detail will be required. Minimum 4 hour charge based on current Collective Bargaining Agreement detail fee, plus \$5.00 Treasurer Fee/person.

Dig Safe number must be listed on the Permit.

**Cut & Weld (“Hot Work”) – \$25.00 – FP-6**

Fitchburg Fire Department will make the determination if detail will be required. Minimum 4 hour charge. The detail rate is based on the current Collective Bargaining Agreement, plus \$5.00 Treasurer Fee/person. You must have current, signed permit. Details should be scheduled 24 hours in advance. You can contact the Deputy Chief at 978-345-9665 to schedule details, or fill-out the online form and submit to Fire Department Headquarters, located at 33 North Street. Please provide the **billing email** and phone number when requesting a detail. Payment for details are expected within 30 days of the performed detail. **\*\*Nonpayment may result in a delay of permit renewal, or future permit approval\*\***. Fire Systems that are down for more than 8 hours, or overnight, require notification to Deputy Chief. Please contact via phone at 978-345-9665.

**Detail Cancellation Policy** - Details must be cancelled within 24 hours of detail. If the detail requested is not cancelled within 24 hours of the scheduled date and time, the requestor/company may be charged the minimum of four hours, per person requested. You can cancel your request by calling 978-345-9665.

**Hazardous Material Process - \$25.00 – FP-300 & FP-310 – Annual**

Complete Form FP-300. Call to schedule an inspection with Fire Prevention.

**Liquid Propane Storage - \$25.00 – FP-6**

- **Residential** – Fire Prevention will need a letter from Unitil stating whether Natural Gas is available at the address. If there is not, setup may be done by Propane Installation Company and inspected by Lieutenant Phil Jordan. If propane is already in use and a new company is applying for a permit for a “swap out” of services, Fire Prevention may issue permit without inspection. **\*\*New permit is required upon expiration of tank or tank company change\*\***.
- **Underground Liquid Propane Tank** - Requires an Inspection from Fire Prevention and Plumbing Inspector. Contact Fire Prevention several days prior to backfill date.

- **Portable Propane Bottles** – Each household is allowed 42 pounds (10 gallons) of propane. Any quantity over that requires a flammable/combustible storage permit.
- **Portable Fuel or Liquid Propane Tanks Refueling Stations - Annual** (propane cylinder exchange) Schedule an appointment with Lieutenant Phil Jordan to determine cage placement. Permit will require annual inspection. Facilities that are storing propane must call to schedule their annual appointment. Permits expire annually on January 31<sup>st</sup>.

**Temporary Propane/Hardship Permit**– Company installing the propane needs to fill out a permit. Letter needed from Unitil stating the date gas will become available. If Natural Gas is available, and you wish to use propane, a hardship form may be filled out and Fire Prevention will determine whether or not a permit will be issued on the grounds of hardship.

**Any portable fill station has to be inspected for location and operation requirements for permit:**

- Containment
- Barrier Protection – Bollards or Jersey Barriers
- Emergency pump shut off – away from pump with marked signage
- Extinguisher
- No Smoking Signage
- Lighting is preferred

#### **Cargo Tank/Tanker Truck - FP-6**

In previous versions of the state fire code, fire departments were required to inspect and issue permit stickers for vehicles used for the transportation of combustible liquids bi-annually. The safety requirements within the fire code have not changed; however, the Fitchburg Fire Department will no longer be issuing permit stickers for these vehicles. We will continue to issue FP-6 permits for the storage of fuel within these tank vehicles for the site address which they are parked during non-business hours. (See Cargo/Transfer Tank Inspection Worksheets for requirements).

**Cargo Tank** - \$25.00 bi-annual permit -Single tank with a capacity of 55- 119 gallons

**Tanker Truck** - \$25.00 annual permit- Single (or multiple) tanks with a capacity of 119 gallons or more

\*Please provide us with the number of vehicles and gallon capacity of each.\*

**Gasoline Storage** - More than 793 gallons of gasoline requires a land license, which is obtained through the City Clerk's Office. These figures are based on an aggregate amount for the property location, so (2) 500 gallon portable tanks will require a land license.

**Diesel fuel** -Requires permit. Land License required at 10,000 gallons (fixed storage).

#### **Installation or Alteration of Fuel Oil Burning Equipment and Storage of Fuel - \$25.00 – FP-056**

Technician should apply for permit and provide occupant name and phone number. Fire Prevention will call the property owner to set up the inspection. If the application includes a *removal of an oil storage tank* there will be an additional fee of \$25.00 (please specify on the application). \*\*This form may also be used solely for residential oil tank removal.

#### **Storage of Explosives – Residential \$25.00, Commercial \$50.00 – FP-6 – Annual**

Fire Prevention may require an inspection upon application for Storage of Explosives. Permit application should clearly state the type of materials stored and the amount. More than 30,000 rounds requires a Land License.

**Storage of Ammunition – FP-6 - Annual**

More than 10,000 rounds of ammunition requires a permit. More than 30,000 rounds requires a land license. More than 5,000 rounds of shotgun shells requires a land license.

**Storage of Flammable Combustible Materials - Annual - \$25.00 – FP-6**

Fire Prevention may require an inspection of above and underground storage of flammable combustible materials. Permit application should clearly state the type of materials stored and the amount.

**Fire Alarm System Repair (or alteration) - \$25.00 – FP-6**

Fire Prevention may require an inspection upon application for Fire Alarm System Repairs/Alterations. If Fire Alarm System is tied directly to Fire Department, the technician must notify Fire Department of repair work by calling (978) 345-9660 extension 0 for dispatch before taking the system off line and again when system is back on line. \*\*. Fire Systems that are down for more than 8 hours, or overnight, require notification to Deputy Chief. Please contact via phone at 978-345-9665.

**New Fire Alarm System - N/C – FP-6**

Plans should be submitted to Fire Prevention. Contact Fire Prevention to determine if permit is required, or if it is covered under the Building Permit. Fire Prevention may require and inspection/test of all Fire Alarm Systems.

**Sprinkler Repair - \$25.00 – FP-6**

Plans should be submitted to Fire Prevention for review along with application for permit. Fire Prevention may require and inspection/test of all Sprinkler Systems. Fire Systems that are down for more than 8 hours, or overnight, require notification to Deputy Chief. Please contact via phone at 978-345-9665.

**New Sprinkler System N/C – Building Permit**

Plans should be submitted to Fire Prevention for review. Contact Fire Prevention to determine if an inspection is required upon completion. Permit fee may be covered under Building Permit.

**Range Hood - \$25.00 – FP-6**

Fire Prevention may require an inspection of a Range Hood.

- NFPA 96 requires all Hood Systems to include Dry Chemical Suppression if they create any grease laden vapor. This includes Food Trucks and mobile food operations. Call Fire Prevention for further information regarding compliance.

**Fire Suppression System - \$25.00 – FP-6**

Fire Prevention may require an inspection of a Fire Suppression System.

**Building Occupancy Permit – N/C –** Contact Lieutenant Jordan to sign the Building Permit in order to obtain the Occupancy

**Smoke Detector and Carbon Monoxide Certificate of Compliance –** If you are selling a residential property in the City of Fitchburg, you must contact the Fire Prevention Bureau at **(978) 345-9672** to schedule a Smoke and Carbon Monoxide Detector Inspection. Please contact the Fire Prevention Bureau **at least two weeks prior** to your scheduled closing to ensure you will get an appointment and have time to make any necessary changes if required. Certificates of Compliance are valid for sixty days from the date of issue. *The Fire Prevention Bureau is available to conduct inspections Monday – Friday between the hours of 9:30 a.m. and 3:30 p.m.* If the property consists of six or more residential units, you will be required to have an electrician present during the inspection.

Upon transfer of ownership, all residential properties in the City of Fitchburg must be equipped with hard-wired smoke detectors with a battery backup. Please see the Smoke Detector/Carbon Monoxide Regulations for additional requirements. Please contact Fire Prevention if you have any further questions. You may also schedule a pre-inspection walkthrough with the Inspector for an additional \$25.00 fee. If the property does not pass inspection, there will be a \$25.00 charge, in addition to the cost of the certificate, for each re-inspection.

**Annual Inspections - \$50.00** – Chapter 304 of the Acts of 2004, an Act Relative to Fire Safety in the Commonwealth the following establishments must have an annual valid certificate of inspection

- Nightclubs
- Restaurants
- Social Clubs
- Group Homes
- Boarding Homes
- Clinics
- Daycare Facilities

Please contact Fire Prevention to schedule at least two weeks prior to your expiration. If you require an invoice to submit for payment, please allow enough time for payment to be processed. Certificates cannot be issued without payment. Please have current copies of Fire Alarm and Sprinkler Test Reports to give to the inspector.

**Quarterly Inspections - \$25.00 - Inspections are conducted during the months of March, June, September, and December.** If you require an invoice to submit for payment, please allow enough time for payment to be processed. Certificates cannot be issued without payment. Please have current copies of Fire Alarm and Sprinkler Test Reports to give to the inspector. The following establishments are required to have Quarterly Inspections:

- Nursing Homes
- Rest Homes
- Hospitals

**Key Safe/Lockbox Instructions** – Rapid Entry System Lock Boxes by Kidde are available for purchase online at <https://lockbox.shopkidde.com/> . Entry System Lockboxes are no longer available for purchase using an order form by phone, fax, or standard mail. Kidde has moved to the online ordering method in order to protect customer information, and provide a faster, more secure ordering process. After setting up an account, select the Fitchburg Fire Department and checkout using a credit card. Fitchburg Fire requires Supra Safe 2HS – <https://lockbox.shopkidde.com/supra-safe-2hs.html> the Keycode is OB429. Please note: it may take several weeks to receive lock box, so please plan accordingly.

When the key-safe arrives, contact the Fire Prevention Clerk at 978-345-9672, to schedule an appointment with the inspector, who will meet you at your location to discuss the key-safe mounting height and location. Please do not mount the key-safe box until you have spoken to the inspector. Once the key-safe is installed, contact Fire Prevention to make arrangements for the keys to be locked in the key-safe. Please ensure the keys are clearly tagged with the location's address. This will assist the responding emergency personnel in quickly accessing the specific incident area. Please provide the Fire Prevention Bureau a copy of your key-safe order for our records.

#### **Burning Permits – Residential**

The City of Fitchburg allows open burning between January 15 and May 1 each year, between the hours of 10:00am – 4:00pm. **\*\*A burn permit must be obtained to open burn\*\***. Please fill out the online form <http://www.fitchburgma.gov/formcenter/health-department-5/burn-permit-application-55> to obtain your permit, and schedule an appointment for an inspection with the Health Department 978-829-1870.

To be allowed to burn you will need:

- proximity access to water such as a garden hose
- Burning location away from power lines, and at least 75 feet away from any tree or building, including sheds.

With A Permit, Burning of the Following Materials Is Allowed:

- Brush, cane, driftwood, and forestry debris from other than commercial or industrial land clearing operations
- Materials normally associated with the pursuit of agriculture such as, fruit tree prunings, dead raspberry stalks, blueberry patches for pruning purposes, and infected beehives for disease control.
- Trees and brush resulting from agricultural land clearing.
- Fungus infected elm wood

Burning of the Following Materials Is Prohibited Statewide:

- Grass, hay, leaves and stumps, and tires.
- Construction material and debris

Once approved, your permit will be on file with the Fire Department. Prior to burning, please call the Fire Department after 10am at 978-345-9660 **extension 0** to notify Dispatch, and to ensure it is not a “no burn day”. Per MassDEP, at the discretion of the Fire Department, burning is only allowed on days when both the air quality and fire safety conditions are acceptable. Please note: Your permit will be valid for one burning season. Call the Health Department or renew online to keep your permit active.

#### **Burn Permit – Agricultural – Annual**

Issued by the Agricultural Zoning Board. Same burning rules apply.

#### **Outdoor Cooking Fires**

Fire pits have become popular in recent years. But unless they are being used primarily for cooking, they are technically subject to the MassDEP open burning regulation. If you do use a fire pit for cooking, the fire must be:

- Kept to a reasonable size of less than 3 feet wide X 2 feet high.
- A minimum of 10 feet from any buildings.
- Located away from combustible materials
- Contained in a non-flammable enclosure
- Tended by someone who is 18 years of age or older.

Remember to burn only clean, dry firewood. This will minimize the amount of smoke leaving your property and affecting neighbors. You may not burn trash, refuse or similar materials.

#### **21-E Request Form – Environmental Site Assessment**

Massachusetts General Law Chapter 21E was originally designed to regulate and promote cleanup of oil and hazardous materials in soil and groundwater in the Commonwealth of Massachusetts. A 21E Site Assessment Request must be filled out and returned to Fire Prevention. Please allow up to 2 weeks for the information to be collected and processed. Payment must be received before the records can be released. We do not have the staff resources to allow same day requests, but providing Fire Prevention with as much information regarding the property as possible, will help expedite the process.

## **Public Assembly**

The City of Fitchburg reserves the right to require a Public Safety Review of any public assembly event taking place on public or private property that requires support, supervision, license or permits from any City Department.

The event Chairperson must complete and return the Public Assembly Request to the Fire Department Headquarters, located at 33 North Street, no less than six weeks prior to the proposed event. This will allow adequate time for processing.

Failure of the event organizer to meet public safety and other requirements specified in the review may result in refusal to allow the event to open or continue.

<http://www.ci.fitchburg.ma.us/DocumentCenter/View/1561/Request-for-Public-Assembly-Event>

Please note: a Crowd Manager is required for occupancy up to 250 people. Occupancy above 250 people requires additional Crowd Managers for every 250 people. For more information regarding Crowd Managers, or to become certified as a Crowd Manager, please click on the link below.

<https://www.mass.gov/crowd-manager-regulations-and-training-program>

An Entertainment Permit may be required if you are having Live Acoustic Music, Live Amplified Music, DJ, Dancing, or other types of entertainment the Board of License Commission feels a permit is appropriate.

## **FP33C – Vehicle Fire**

In order to process a Commonwealth of Massachusetts Department of Fire Services Burned/Recovered Motor Vehicle Report (Form FP33C) the owner of the motor vehicle must contact Fitchburg Fire Prevention at 978-345-9672, to schedule an appointment to come in person, and meet with the Fire Investigator.

When you arrive at your scheduled appointment, please have the following items with you:

1. Driver's License
2. Title
3. Registration
4. Loan Paperwork
5. Bill of Sale
6. Repair Data (copies of services orders, etc.)
7. Computer printout of Last Annual Inspection
8. All Keys for Vehicle
9. Insurance Policy
10. Stolen Car Police Report (if applicable)
11. Recovery Report (if applicable).

If you are missing any of these items, please provide an explanation to the Investigator during your appointment.