

# Cambridge Fire Department

Bureau of Fire Prevention  
491 Broadway Cambridge, MA 02138

## Plan Drop-Off Form

527CMR\*780CMR\*MGL148\*NFPA\*MSBC 6<sup>th</sup> Edition

*The process of reviewing building plans and specifications are to determine the safety characteristics of the proposed building. This is generally done before permission is granted to begin construction. NOTE: Plans must include any fire protection installations or alterations. Sub-Contractor shop drawings must be provided **PRIOR** to the issuance of the building permit (780CMR 903.1)*

Contact Name:

Contact Phone:

Project Name:

Project Address:

### **REQUIRED DOCUMENTS**

*Items below are mandatory with all submittals; otherwise plans will not be accepted.*

1. Building permit application (completed)
2. Fire protection systems and operation narrative
3. Three (3) sets of stamped plans
4. Plan review fee (make checks payable to City of Cambridge)
5. Brief Description of project:

### **DO NOT WRITE BELOW THIS LINE**

Drop Date: \_\_\_\_\_

Time: \_\_\_\_\_

Plans Disapproved: Reason \_\_\_\_\_

CFD Permit/Project # \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Inspector Initials: \_\_\_\_\_