

**AN ORDINANCE IMPLEMENTING FEES FOR  
FIRE MARSHAL PLANS REVIEW**

WHEREAS the Fire Marshal is required by state law to review plans and structures associated with most construction activities within the Town; and

WHEREAS the cost of reviewing plans and inspecting businesses is significant and is not reimbursed by the state; and

WHEREAS Section 29-291a-7a (g) of the State of Connecticut Fire Prevention Code permits a municipality or fire district to enact an ordinance to establish and collect fees for said plans review;

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF SELECTMEN OF WINDSOR LOCKS THAT Part II, Section 155 of the Windsor Locks Code of Ordinances is amended by the addition of the following sections thereto:

**ARTICLE VI - Fire Marshal Plan Review**

**Section 155-18. Approvals:**

- A. No building or structure subject to the Connecticut State Fire Safety Code and/or State Fire Prevention Code shall be constructed, used, occupied, enlarged, altered or repaired unless a letter of approval in writing has been granted for said activity by the Fire Marshal.
- B. No person shall install, enlarge, alter, remove, repair or replace any fire protection system in any building or structure subject to the Connecticut State Fire Safety Code and/or State Fire Prevention Code, until such person shall have obtained a letter of approval from the Fire Marshal.
- C. The approval required pursuant to this section shall be required in addition to any other permits or licenses required by federal, state or local law.

**Section 155-19. Schedule of Fees:**

- A. The fee for Plan Reviews for new construction, renovations, additions or modernization of buildings or structures shall be in accordance with the following table:

Fire Plan Review (Not Including R-3 Occupancies)	25% of the Base Building Permit Fee
Fire Protection Systems	25% of the Base Building Permit Fee
Electrical Plan Review	25% of the Base Building Permit Fee
Mechanical Systems (Plumbing , HVAC)	25% of the Base Building Permit Fee
Hazardous Materials Storage & Dispensing Systems	25% of the Base Building Permit Fee

- B. All plan review fees established pursuant to this section are due and payable at the Building Department when an application is submitted to the Fire Marshal.

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**Section 155-20. Penalties for Offenses:**

Any person who commences any work which is subject to the permit requirements of 155-18 without first obtaining a letter of approval shall be required to pay a penalty of \$500 in addition to the plan review fee otherwise applicable. No such penalty shall be imposed upon a person who commences emergency repair work without a permit provided that a permit is sought promptly thereafter.

**Section 155-21. Agencies Exempt from Fees; Exception:**

Agencies of the town of Windsor Locks and the Windsor Locks Board of Education shall be required to obtain all letters or approval required pursuant to this Chapter but all fees associated therewith shall be waived.

Passed 9/20/2016