



Westwood Fire Department  
Headquarters  
Office of Fire Prevention  
637 High Street, Westwood, MA 02090

John Deckers  
Chief of Department

Michael F. Reardon  
Deputy Chief

---

## Business & Commercial Plans Submission

1. All plans must be submitted on-line to the Building Department. Please visit <http://www.townhall.westwood.ma.us/gov/depts/commdevdepts/bdivision/default.htm> for more information.
2. The *repair, alteration, change of occupancy, addition* or relocation of all *existing buildings* shall comply with one of the methods listed in Sections 301.1.1 through 301.1.3 of the *International Existing Building Code* as selected by the applicant. Application of a method shall be the sole basis for assessing the compliance of work performed under a single permit unless otherwise approved by the *code official*. Sections 301.1.1 through 301.1.3 shall not be applied in combination with each other.
3. Construction documents for Fire Protection Systems may be required in accordance with 901.2.1 of the MA Amendments to the International Building Code 2015 Edition.
4. Plans must be marked with the correct locations of smoke, carbon monoxide and heat detectors (where required). This is the responsibility of the applicant. Consult with your electrician or fire alarm company for correct locations.
5. The addition, removal or alterations of fire protection devices or sprinklers will require a permit to be obtained from the fire department and the building department prior to the start of work.
6. The relocation of ten or more sprinkler heads requires the submittal of plans.
7. A copy of all licenses and credentials must be submitted when applying for a permit.
8. Work requiring the disabling of the fire alarm system must be coordinated with the fire department in advance. Building management must be notified when the system is disabled and when it is placed back on-line.
9. No request for disabling the system will be honored prior to 7:00 a.m. without approval of the Deputy Chief.
10. All work must conform to:
  - 527CMR 1.00, *Massachusetts Comprehensive Fire Code* (with MA amendments)
  - 780 CMR, *Massachusetts State Building Code*, 2015 Edition (with MA amendments)
  - *International Existing Building Code* (IEBC), 2015 Edition (with MA amendments)
  - Any other applicable sections of national, state, or local codes and standards
11. The provisions of subsection 901.5.1 of the MA Amendments to the International Building Code 2015 Edition and (780 CMR, MA State Building Code) must be strictly adhered to.
12. The Westwood Fire Department reserves the right to require additional devices as necessary to ensure complete coverage.