

# West Haven Fire Services



20 Admiral Street  
West Haven, CT 06516  
Fire Marshal Keith Flood  
[kflood@cityofwesthavenfd.org](mailto:kflood@cityofwesthavenfd.org)  
203-933-2541



365 Elm Street  
West Haven, CT 06516  
Fire Marshal Roger Sicotte  
[rsicotte@westhavenfiredept.com](mailto:rsicotte@westhavenfiredept.com)  
203-931-0031



860 Ocean Avenue  
West Haven, CT 06516  
Deputy Fire Marshal Kevin Mullen  
[kmullen@westshorefd.com](mailto:kmullen@westshorefd.com)  
203-933-8420

## Plan Review Application

Property Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Property Address \_\_\_\_\_ Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Applicant's Name \_\_\_\_\_ Fax \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Applicant's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_

Plan /Revision Date \_\_\_\_/\_\_\_\_/\_\_\_\_ West Haven Building Permit # \_\_\_\_\_

**Architect** \_\_\_\_\_ **Contact person** \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Fax \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Contractor** \_\_\_\_\_ **Contact Person** \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Fax \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**(Check ALL that apply)**

\_\_\_\_ New Construction

\_\_\_\_ Existing

\_\_\_\_ Occupancy change

\_\_\_\_ Renovation

\_\_\_\_ Addition

\_\_\_\_ Kitchen Hood/Suppression

\_\_\_\_ Fire Alarm System

\_\_\_\_ Sprinkler System

\_\_\_\_ Other (describe in summary section)

**Occupancy Classification**

\_\_\_\_ Assembly      \_\_\_\_ Business      \_\_\_\_ Daycare      \_\_\_\_ Educational  
 \_\_\_\_ Factory      \_\_\_\_ Healthcare      \_\_\_\_ Institutional      \_\_\_\_ Industrial  
 \_\_\_\_ Mercantile      \_\_\_\_ Residential      \_\_\_\_ Storage      \_\_\_\_ Other

**Summary of Work**


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**Connecticut General Statute 29-292-4e Plan Submittal and Review**

Detailed plans and specifications for new structures and additions, renovations, or alterations to existing structures shall be submitted by the applicant to the local fire marshal having jurisdiction to demonstrate compliance with Section 29-263 of the Connecticut General Statutes. ***Exception one and two family dwellings***

In the event of modifications or changes to the plans that have been submitted, a new set of plans showing the changes must be submitted for review.

Knox Box Application has been received and shall be mounted in a location determined by the Fire Marshal.

Received by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Construction value \_\_\_\_\_ Fee Paid \_\_\_\_\_ Check # \_\_\_\_\_

**Comments**


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Fire Marshal Signature \_\_\_\_\_ Date \_\_\_\_\_

On **December 3, 2025**, the City of West Haven Fire Department Board of Fire Commissioners revised the policy pertaining to Fire Marshal Fees. The City of West Haven Fire Department shall charge a fee for all Plan reviews and inspections required under the Connecticut General Statutes 29-292. Effective date for this policy was **January 1, 2010**.

The Fees associated with Plan reviews (CGS 29-292-4e) or inspections (CGS 29-305) shall be payable to the City West Haven Fire Department and are in addition to any fee required by the West Haven Building Department. Prior to inspections of occupancies that require certificates or permits, the appropriate fee must be paid in full. Inspections not requiring permits or certificates will be invoiced to the building owner and payable upon receipt within 10 days to the City of West Haven Fire Department 20 Admiral Street St., West Haven, Connecticut 06516. Government and Public Educational occupancies are exempt from Inspection fees but are subject to inspection.

### **Inspection Fee Schedule**

Places of Assembly	<b>\$100.00</b>
Blasting Permit	<b>\$50.00</b>
Business	<b>\$100.00</b>
Carnivals	<b>\$100.00</b>
Daycare Facility	<b>\$100.00</b>
Demolition	<b>\$100.00</b>
Dry Cleaners	<b>\$100.00</b>
Educational	<b>\$100.00</b>
Fireworks	<b>\$100.00</b>
Group Homes/ Daycare	<b>\$100.00</b>
Hospitals	<b>\$500.00</b>
Industrial	<b>\$100.00</b>
Institutional	<b>\$100.00</b>
Liquor License inspection	<b>\$100.00</b>
Mercantile	<b>\$100.00</b>
Propane	<b>\$100.00</b>
Residential Inspection:	
3-4 Unit Buildings	<b>\$100.00</b>
5-10 Unit Buildings	<b>\$125.00</b>
11-20 Unit Buildings	<b>\$250.00</b>
21 Units and above	<b>\$300.00</b>
Re-inspection fee	<b>\$25.00</b>
Service Stations	<b>\$100.00</b>
Skilled Nursing Facilities	<b>\$200.00</b>
Storage	<b>\$100.00</b>
Underground Flammable/ Combustible Liquid tank removal (UST)	<b>\$100.00 Commercial \$75.00 Residential</b>
Copies of reports/F.O.I. Rules	<b>F.O.I. Rules</b>
Food Truck Annual	<b>\$75.00</b>
Food Truck special event w/permit	<b>\$25.00</b>
Special Events	<b>\$150.00</b>

### **Plan Review Fees**

When any person, firm, business or other entity submits a plan, application or other document in connection with a building permit for review and/or approval to the office of the Fire Marshal, the fees for the said review and/or approval shall be as follows:

<b>Construction Value</b>	<b>Fee</b>
\$0.00 up to and including \$40,000.00	<b>\$150.00</b>
In excess of \$40,000	<b>\$150.00 plus 0.7% per \$1000.00 or portion thereof</b>
Special Installation (hood & duct, computer rooms, kitchen suppression systems, other)	<b>\$150.00 per system</b>

All Fire Marshal Fees must be paid in full in order to receive Fire Marshal approval per the State of Connecticut Building Code 105.3.1.2.

Late fees of 1.5% per month will apply to any unpaid fees not received within 30 days upon receipt.

One and two family occupancies are exempt from the above fees in addition to city buildings.

Any building plans 10,000 square feet or greater may be required to have an independent plan review, as determined at the sole discretion of the office of the Fire Marshal. The independent plan review shall be conducted by a plan reviewer hired by the applicant and subject to the approval of the Office of the Fire Marshal. The applicant shall pay all costs associated with the contracted plan reviewer's independent review. The applicant shall submit the plan reviewer's written report, along with documentation that the reviewer's costs have been paid in full, prior to the Office of the Fire Marshal's review and approval of such plan.