



**LUKE A. BRONIN**  
MAYOR

# CITY OF HARTFORD

HARTFORD FIRE DEPARTMENT  
253 High Street  
Hartford, Connecticut 06103  
Telephone: (860) 757-4500  
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[www.hartford.gov](http://www.hartford.gov)



**REGINALD D. FREEMAN**  
Fire Chief/Emergency  
Management Director

## PLAN REVIEW PROCEDURES

Please follow the procedures below for submittal of any plans that are required by State Statute to be reviewed by the Fire Marshal's Office.

1. Complete the Application for Fire Marshal Plan Review. (Obtain the required Application Number from the Licenses & Inspections Division of the Development Services Department located at 260 Constitution Plaza)
2. Submit a full permit set of plans and the completed Application to the Fire Marshal's Office located at 253 High Street. Application will be reviewed for completeness and payment will be assessed by the Fire Marshal's Office.
3. Pay the fee. Please note that **ONLY** checks or money orders will be accepted. If plans and/or payment are not received at the time of submittal, a delay in obtaining Fire Marshal approval for the issuance of the permit will occur.
4. Once the review is completed, you will be notified by the Licenses & Inspections Division of the approval of the permit and work can begin.

*Should you have any questions on this procedure, please contact the Fire Marshal's Office at 860-757-4530, Monday-Friday from 8:00 AM to 4:30 PM.*