



**Boston Fire Department
Fire Prevention Division
1010 Massachusetts Avenue – 4th Floor
Boston, MA 02118
Tel: 617-343-3772 Fax: 617-343-2197**

Place of Assembly Requirement Check List

3 Copies of Stamped and Signed Architect Plans to Scale including the following:

- _____ 1. A set of plans for each different use with set up & room names.
- _____ 2. Show business Name & Address on plans (if on corner show both streets).
- _____ 3. Include the occupant load factors, the use group & the building code edition used.
- _____ 4. Show all aisle widths to exits at the most narrow point.
- _____ 5. Show all door widths and direction of swing.
- _____ 6. Show all Emergency Lighting/Exit Signs (symbols explanation in legend).
- _____ 7. Place all table, chairs, booths, etc. on plans (number of people seating).
- _____ 8. Show area where people are standing and explain how the number was determined.
- _____ 9. If 100 or more people confirm exits have panic hardware.
- _____ 10. If no renovations were done, supply a letter stating such.

Where applicable one or more of the following may also be required:

- _____ 1. Current Alarm Report or Record of Completion if new.
- _____ 2. Current Sprinkler Report or NFPA Reports if new.
- _____ 3. Name of monitor company – letter if different from alarm company.
- _____ 4. Copy of kitchen hood (Ansul) system tag.
- _____ 5. Contract with kitchen hood cleaning company.
- _____ 6. Report of last hood cleaning.
- _____ 7. Evacuation plans in narrative form.
- _____ 8. Confirm fire extinguisher provided with up to date tag.
- _____ 9. Flame certifications for interior finish, furnishings, draperies and decorations.
- _____ 10. Fire Escape report (due every 5 years).
- _____ 11. Fire Pump yearly test report.

This information is required for new owners, a new business or a name change.

Other reports may be required if it is a newly constructed building see our Certificate of Occupancy Guidelines