



**TOWN OF SMITHTOWN
DEPARTMENT OF PUBLIC SAFETY
FIRE PREVENTION DIVISION**

65 Maple Avenue, Smithtown, New York 11787 (631) 360-7553

**PLANS REVIEW SUBMITTAL CHECKLIST
FOR THE VILLAGE OF THE BRANCH**

FIXED SUPPRESSION/HOOD & DUCT SYSTEMS

ANY OMISSIONS IN THE APPLICATION FORM(S) OR INCOMPLETE AND/OR MISSING REQUIRED DOCUMENTATION WILL BE CAUSE FOR REJECTION OF THE APPLICATION WITHOUT REVIEW BY THE FIRE PREVENTION DIVISION.

PLANS CANNOT BE ACCEPTED FOR REVIEW WITHOUT THE FOLLOWING:

- Completed PERMIT APPLICATION (Form DPS309VOB)
- Three (3) sets of drawings signed and sealed by an engineer or registered architect.
- One (1) electronic copy of the plans.
- Two (2) sets of cut sheets.
- Postage paid self-addressed mailing container appropriately sized to return plans.
- Fee(s) indicated payable to the **VILLAGE OF THE BRANCH**.
- Proof of Workmen's Compensation Insurance.
- Copy of the installers valid Suffolk County Fire Extinguisher License.

This list indicates the documents that must be included with the submittal package in order for this office to accept the application and in no way constitutes a review or approval of the application and/plans.

Submittal Accepted by: _____
SDPS employee initials