



TOWN OF BURLINGTON FIRE DEPARTMENT



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Michael T. Patterson, Jr
Fire Chief

Andrew J. Connerty
Asst. Fire Chief

Town Administrator Paul Sagarino has made the decision to close our municipal buildings to the general public as of Tuesday, March 17, 2020 in conjunction with guidelines issued by Governor Charles Baker. The current plan of the Town is for all employees to continue to come to work in order to staff all Town offices and assist our residents over the phone or internet.

This order will affect how we conduct business at the Fire Station particularly our Fire Prevention Office. As you know, contractors and residents constantly go through our Fire Prevention Office for permits and plan reviews. The current practice of conducting this business within our Fire Prevention Office shall cease as of tomorrow.

After consulting with Captain Michael Hanafin, our new procedure regarding permits and plan reviews shall be the following;

- Contractors and residents will be asked to download permit applications off the Town's website.
- If the permit application required is not on the Town's website, contractors and residents may request the application through our Fire Prevention Office. The application will then be either electronically sent to the individual or mailed.
- The contractor and resident can then electronically forward the permit application along with any plans back to Fire Prevention.
- If electronically forwarding is not possible for the contractor or resident, they can mail the application and plans to the Fire Prevention Office.
- Any fees associated with the permit application will need to be mailed to the Fire Prevention Office.
- Contractors and residents will be asked to include their contact information including a phone number in order to communicate with our Fire Prevention Officers.
- Plan reviews between our Fire Prevention Officers and contractors and residents will take place over the phone.
- Upon approval, Fire Prevention will electronically forward or mail the signed permit back to the contractor or resident.

We recognize that the closing our building to the general public may be an inconvenience. However it is in the best interest of public health and safety. We will continue to monitor this procedure and alter it if necessary.