



**LEE COUNTY GOVERNMENT
FIRE MARSHAL**

Application for Plan Review and Special Use Permit Guidance

The Following requirements exist for the submission of plans for review or requesting a permit:

- All applications, plans, or supporting documentation must be submitted digitally to fireplans@leecountync.gov.
- Lee County will only accept digital plans for records retention purposes, you may submit a hard copy if you require a stamped copy.
- All submitted plans must clearly list the building address as assigned by the Lee County GIS office and must also indicate the building number or letter utilized by the occupant.
- All submissions must include the e-mail address for the billable party, all invoices and receipts will be sent electronically.
- Payments are accepted in cash or check.
- **105.6 Required operational permits.** The *fire code official* is authorized to issue operational permits for the operations set forth in Sections 105.6.1 through 105.6.48.

Plans Review:

Must include a completed worksheet from the Sanford/Lee County Inspections Department, one set of digital plans to be reviewed, and all pertinent information for the requesting and billable party. Plans reviews require a fee of 50.00 dollars, plus .02 cents per square foot. This plan review fee includes the permit fee.

Permit Issued:

After the plans for review are approved and payment is received you will be notified and receive a signed permit from the Lee County Office of Fire Marshal. Permit will not be required to be posted, however is required to be accessible on the job site. (Electronic or hard copy).

Testing/ Inspection:

Upon the completion of work. You are required to contact the office to schedule any required inspection and testing.



FIRE ALARM

2018 NC Fire Code

105.1 General. Permits shall be in accordance with Sections 105.1.1 through 105.7.18.

907.1 General. This section covers the application, installation, performance and maintenance of fire alarm systems and their components in new and existing buildings and structures. The requirements of Section 907.2 are applicable to new buildings and structures. The requirements of Section 907.9 are applicable to existing buildings and structures.

Requirements to Request Final Fire Alarm Inspection

Provide NFPA 72 Report. Final fire inspection shall not be requested until 100% final inspection test completed.

Built as drawn! Consult approved plans.

Observe fire alarm system functional tests of all fire alarm devices, including duct detectors and all systems are functioning.

Observe activation test of fire alarm notification appliances. Alarms shall activate in ninety seconds or less with the flow switch adjustment setting on or greater than "B".

Observe activation test of fire sprinkler control valve tamper switches. On activation of the tamper switch a supervisory signal shall be sent to the fire alarm control panel.

Observe activation test of fire alarm notification appliances on kitchen hood suppression system activation, if applicable.

Measure decibel reading of notification appliances. Decibel reading shall be 15 dB above ambient noise level.

Verify proper voltage drop is acceptable, if required.

Verify the proper size of the batteries and are charged.

Verify duct detectors shuts down HVAC unit sends alarm signal to the fire alarm panel, and the ceiling remote annunciator lights up when the duct detector is activated.

Verify that all signals are being received at the fire alarm control panel.

Verify that all signals were received at the off-site monitoring agency.



LCG Fire Marshal

LEE COUNTY GOVT
NORTH CAROLINA

Office of Lee County Fire Marshal
115 Chatham Street. Suite 302
Sanford, North Carolina 27330
Phone (919) 718-4670 • FAX (919) 718-4630
Fireplans@leecountync.gov

APPLICATION FOR PLAN REVIEW

DATE:

PROJECT

NAME:

PHYSICAL ADDRESS:

BUILDING NUMBER / NAME:

PHONE NUMBER, EXT:

CONTRACTOR

NAME:

MAILING ADDRESS:

PHONE NUMBER, EXT:

FAX NUMBER:

EMAIL ADDRESS (REQUIRED):

CONTACT

NAME:

MAILING ADDRESS:

PHONE NUMBER, EXT:

FAX NUMBER:

EMAIL ADDRESS (REQUIRED):

APPLICANT'S SIGNATURE:

NOTICE

PLAN REVIEW: ALL SUBMISSIONS MUST BE MADE DIGITALLY TO fireplans@leecountync.gov WITH ARCHITECT/ENGINEER STAMP.

A HARD COPY OF PLANS MAY BE SUBMITTED IN ADDITION TO THE DIGITAL COPY IF YOU REQUIRE AN APPROVED HARD COPY.

SUBMITTED PLANS WILL BE REVIEWED AS QUICKLY AS POSSIBLE, WITH AN AVERAGE REVIEW TIME OF (15) BUSINESS DAYS.

**MAKE CHECKS PAYABLE TO LEE COUNTY FIRE MARSHAL'S OFFICE:
PAYMENT REQUIRED BEFORE PERMIT ISSUED:**

OFFICE USE ONLY:

Lee County Office of Fire Marshal

Occupancy Number:

OFFICIAL:

Date Completed Application Rec'd:

Received By:

APPROVED DATE:



**LEE COUNTY GOVERNMENT
FIRE MARSHAL**

PERMIT

105.1 General. Permits shall be in accordance with Sections 105.1.1 through 105.7.18.

Fire Alarm

Issued To:

Date Issued:

Date Expired:

Office of Fire Marshal

Title:

Name:

Signature:



LCG Fire
Lee County Govt
North Carolina Marshal

Inspection & Testing

Business:

Address:

Contractor:

Name:

Phone Number:

Test Date:

Notes:

Approval:

Official:

Title:

Signature: