



**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, and a signed permit form the Lee County Office of Fire Marshal. Permit will not be required to be posted, however is required to 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.

Any work conducted or altered without the review and approval of Lee County Office of Fire Marshal will result in a penalty.



LCG
LEE COUNTY GOVT
NORTH CAROLINA

Fire
Marshal

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 SUBMISSTIONS 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:



LCG
LEE COUNTY GOVT
NORTH CAROLINA

Fire
Marshal

Request for Construction of Sprinkler Systems

2018 NC Fire Code

- **105.1 General.** Permits shall be in accordance with Sections 105.1.1 through 105.7.18.
- **Chapter 9 Fire Protection Systems**
- **NFPA 13**

Inspection

EST. 1907

Requirements to Request Final Sprinkler Inspection

System built as drawn! Consult approved plans.

Verify proper components are installed and functioning tamper switch and water flow switch on the sprinkler system riser.

Conduct main drain test and verify residual pressure at the base of the riser meets/exceeds the required system demand pressure listed in the approved hydraulic calculations. Test performed at peak water demand and must flow for at least two minutes.

Ensure static and residual pressures listed on the “calc” plate are met.

Verify proper signage on riser components: Main drain, Control valve, Inspectors test, Hydraulic “Calc” Plate. (If sign is on a fire riser located outside or in an area exposed to corrosion then sign shall be metal and engraved or stamped.)

Verify that space sprinkler head cabinet is installed in an area that will not exceed 100 degrees Fahrenheit and has inside the correct number of spare sprinkler heads, sprinkler wrench, and NFPA 25.

Verify floor is sealed where riser penetrates the building.

Ensure proper placement, type, and temperature of sprinkler heads.

Sprinkler heads are free of obstructions by building elements (i.e. light fixtures, ceiling fans, decorations, etc.)

Check to ensure fire sprinklers are not painted. Painted fire sprinklers shall be replaced, they shall not be cleaned.

Check to ensure fire sprinklers escutcheons are properly installed.



LEE COUNTY GOVERNMENT
FIRE MARSHAL

PERMIT

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

Sprinkler

EST. 1907



Issued To:

Date Issued:

Date Expired:

Office of Fire Marshal

Title:

Name:

Signature:



LCG
LEE COUNTY GOVT
NORTH CAROLINA

Fire
Marshal

Inspection & Testing

Business:

Address:

Contractor:

Name:

Phone Number:

Test Date:

Notes:

Approval:

Official:

Title:

Signature: