



**LEE COUNTY GOVERNMENT  
FIRE MARSHAL**

**Application for Hood Systems**

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](mailto: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.
- **In Accordance to 901.2** in the North Carolina Fire Code

**Plans Review:**

Must include Application for plan Review, one set of digital plans to be reviewed, and all pertinent information for the requesting and billable party. Plans review for hood system requires a fee of \$75.00. 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](mailto: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](mailto: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 Hood System

### 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**

### Inspection

#### Requirements to Request Kitchen Hood Suppression System Inspection

- Ensure the system is built as drawn! Consult approved plans.
- Verify the location of manual pull stations.
- Verify the location, size, and type of extinguishing agent.
- Verify the proper pipe size.
- Verify the proper pipe support.
- Verify the proper nozzle type.
- Verify the nozzle location.
- Ensure all nozzles are free and clear of obstructions.
- Have test links available for fusible link tests.
- Ensure that pull station activation.
- Ensure that deactivation of all fuel sources under hood are working (Electric and Gas).
- Observe deactivation of “make up air” on test activation of system (Exhaust air shall remain working).
- Observe activation of fire alarm notification appliances on kitchen hood suppression system activation on all tests and verify that signal is received at the fire alarm panel.
- Verify proper placement of Class “K” fire extinguisher. Class “K” fire extinguisher shall be located within thirty feet of cooking equipment.
- Verify 3-inch system numbers installed at pull station(s), firing cabinet and hood locations to coordinate system component locations.
- If applicable, verify HVAC unit shut down.



LEE COUNTY GOVERNMENT  
FIRE MARSHAL

**PERMIT**

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

**HOOD System**

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: