

Hazardous Materials Construction Permit Application



Greensboro Fire Department
Fire and Life Safety Division
300 W. Washington Street
Greensboro, NC 27401
(336) 373-7929

<http://www.greensboro-nc.gov/firepermits>



Note

Updated 07/01/2023

A construction permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a storage facility or other area regulated as a “Hazardous Material”. This permit can be submitted (2) ways:

1. If the work for this permit request is associated with a building/site plan review, NC Fire Code compliance should be verified/reviewed on that plan. However, a separate permit application (only) will have to be submitted as a Hazardous Materials Fire Permit for our documenting purposes and payment.
2. This can also be submitted separately as a stand-alone permit.

Guilford County Schools

All Guilford County School fire permits, building plans, and Technical Review Committee (TRC) site plans will now be reviewed by Guilford County Fire Marshal’s Office. Here is their website for more information:

<https://www.guilfordcountync.gov/our-county/emergency-services/fire-division/guilford-county-fire-marshal-office/building-fire-system-plan-reviews/-fsiteid-1>

How do I submit for a Greensboro Fire Permit?

1. Go to www.greensboro-nc.gov/firepermits and download the applicable permit application(s) for your project.
2. On the applicable permit application, see the *Requirements for Fire Permitting and Inspection* section.
3. If a fire permit is required for your scope of work, combine the permit application and required documents into a single PDF and submit them at www.greensboro-nc.gov/PlanReviewandTracking (you will need to create a login). Once at your dashboard you will need to select “New Request.” Enter the requested information and submit your plan.
4. We then receive the submittal and verify the fees are correct. You will then receive notification via email and your dashboard for payment. You can pay from your dashboard by clicking the “\$” beside your plan or by clicking the link in the email.
5. Once you pay online by credit/debit card, your submittal will go into the review queue. If the plan doesn’t require payment we will confirm no fee is required and then add the plan to the queue.
6. Once your plan is reviewed, you will be able to resubmit a revision or download the approved set of plans directly from the website. Look in the comments section of your submittal for more information.
7. Once your permit has been approved, you will be able to download the approved and stamped set directly from the website. You may then call (336) 373-7829 to schedule a Fire inspection. An approved stamped set of paper plans shall be on site.

Requirements for Fire Permitting and Inspections

Any work that is not addressed in this section does not currently require a fire permit or inspection. However, all work associated with NC Fire Code is still required to meet the applicable code requirements. All work items associated with the scope of work can be submitted together with one application.

- **New Installations-** *ALL properties (that are subject to NC Fire Code)*
 - **All new Hazardous Material Storage Facilities=** Permit submittal required – see below for documents required (\$100) / Inspection Required (\$150)

Required documents:
 - Completed Permit Application
 - Accident Procedures
 - Consequence Analysis
 - Hazardous Materials Inventory Statement (HIMS)(A copy must also be sent to Guilford County Emergency Management)
 - Hazardous Materials Management Plan
 - Operating and Emergency Procedures
 - A Pre-startup Safety Review
 - Site Plan to Scale (Include Lot Lines and Distance to Buildings)
 - Written Plan for Management of Change
 - Facility Closure Plan
 - May Require FPE Seal

- **Existing Installations -** *ALL properties (that are subject to NC Fire Code)*
 - **All Modifications to Hazardous Material Storage Facilities=** Permit submittal required – see below for documents required (\$100) / Inspection Required (\$150)

Required documents:
 - Completed Permit Application
 - Accident Procedures
 - Consequence Analysis
 - Hazardous Materials Inventory Statement (HIMS)(A copy must also be sent to Guilford County Emergency Management)
 - Hazardous Materials Management Plan
 - Operating and Emergency Procedures
 - A Pre-startup Safety Review
 - Site Plan to Scale (Include Lot Lines and Distance to Buildings)
 - Written Plan for Management of Change
 - Facility Closure Plan

Required Fire Inspections

- Final Fire Inspection
- Fire Inspections Scheduling- Call 336-373-7829

Fee Schedule

(Please note that permit review fees are paid for separately from the inspection fees)

Permit Review Fees

(This fee is paid online prior to your permit/plan being reviewed)

- **Hazardous Materials Review:** \$100
- **Hazardous Materials Resubmission Review:** \$150

Inspection Fees

(This fee is billed to you by Fire Recovery USA after each inspection)

- **Hazardous Materials Inspections:** \$150 per visit (up to 3 hours), \$150 each additional hour
- **If additional inspectors are required:** \$150 per hour for each inspector.

Application Information

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|---|---|--------|
| Applicants Name (Person): | Phone: | Email: |
| Applicants Company Address: | Applicants Company Name: | |
| Project Name: | Project Address: | |
| SCOPE OF WORK: | | |
| <input type="checkbox"/> New Facility <input type="checkbox"/> Existing Facility | Building Permit Number (if applicable): | |
| Sq. Ft. of Work Area: | Fire Extinguishing Systems: <input type="checkbox"/> Full <input type="checkbox"/> Part <input type="checkbox"/> None | |
| Sq. Ft. of Building: | Fire Alarm System: <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> None | |
| Building Occupancy Classification(s): Examples: B,M, F, S-1, H-3 | Number of Floors (entire building): Floors in scope of work: | |
| Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Is the facility reporting hazardous material under SARA Title III Federal Requirments: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

DISCLAIMER

This is an application to submit for a permit. Submittal of this document does not guarantee a permit. No occupancy can occur prior to receiving an inspection. Final fire permit approval will occur during the on-site inspection if no violations are present.

By submitting this permit application you agree to the following:

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The Inspection Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

This permit will expire 6 months after the date of issuance if the work authorized by the permit has not commenced. A fire inspection shall be requested within those first 6 months of permit issuance to verify work has commenced or the permit immediately expires. If, after commencement and initial fire inspection, the work is discontinued for a period of 12 months, the permit immediately expires. A fire inspection shall be requested within each 12 month period after the first 6 months of permit issuance, to verify work is continuing, or the permit immediately expires. No work authorized by a permit that has expired may be performed until a new permit has been issued.