

Fire Alarm and Detection Systems 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 for installation of or modification to fire alarm and detection systems and related equipment. This permit is a stand-alone fire permit and requires all documents to be submitted separate from a building/site plan. (For electrical permit/inspection information call the Greensboro Electrical office at (336) 373-2040.)

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 Fire Alarm System-** *ALL properties (that are subject to NC Fire Code)*
 - **All new fire alarm systems**= Permit submittal required – see below for documents required (\$150) / Inspection Required (\$150)

Required documents:

- Completed Permit Application
- PE Sealed Fire Alarm Plans (if PE sealed plans were already submitted with an approved building plan, then shop drawings will suffice)
- Type of Alarm or Detection System
- Wiring Schematic (includes showing wire runs on plan)
- Battery Calculations
- Component/Device Locations
- Component/Device Cut Sheets

- **Existing Fire Alarm Systems** - *ALL properties (that are subject to NC Fire Code)*
 - **Fire Alarm Control Panel install/replacement (including motherboards)** = Submit permit application and cut sheets for FACP only (\$150) / Inspection Required (\$150)
 - **Communicator install/replacement** = Submit permit application and cut sheets for FACP and Communicator only (\$150) / Inspection Required (\$150)
 - **Like for Like Replacements, Additions, deletions, or relocations of 4 or less devices** = No plan submittal required (\$0) / Inspection Required W/ Cut Sheets (\$150)
 - **Like for Like Replacements, Additions, deletions, or relocations of 5 or more devices** = Plan submittal required – see below for documents required (\$150) / Inspection Required (\$150)

(Example: Add 2 devices, delete 2 devices, relocate 1 device = Plan submittal required)

Required documents:

- Completed Permit Application
- PE Sealed Fire Alarm Plans (if PE sealed plans were already submitted with an approved building plan, then shop drawings will suffice)
- Type of Alarm or Detection System
- Wiring Schematic (includes showing wire runs on plan)
- Battery Calculations
- Component/Device Locations
- Component/Device Cut Sheets

- **Removal of a Fire Alarm System**- Submit permit application, Appendix B, and Life Safety Plan (\$150) / Inspection Required (\$150)

Required Fire Inspections

- **Final Inspection on system and devices** – this could include 100% of the system (depending on the scope of work)
- **Fire Inspections Scheduling**- Call 336-373-7829
- **NC DOL Inspection Required If Elevator if Scope of work involves Re-Programing Elevator Recall**

For electrical permit/inspection information call the Greensboro Electrical office at (336) 373-2040

Fee Schedule

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

Permit Review Fees	Inspection Fees
(This fee is paid online prior to your permit/plan being reviewed)	(This fee is billed to you by Fire Recovery USA after each inspection)
<ul style="list-style-type: none"> ● Fire Alarm and Detection Systems Review: \$150 per Building/System ● Fire Alarm and Detection Systems Resubmission Review: \$150 per Building/System 	<ul style="list-style-type: none"> ● All Fire Alarm and Detection System 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

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.