



City of Jacksonville
Fire & Emergency Services
(910) 455-8080 Fax: (910) 455-4036



Application for Required Fire Code – Construction & Operational Permits

Date: _____ **Permit Type:** Construction Operational

Select Correct Permit Type:

- | | |
|---|--|
| <input type="checkbox"/> Standpipe System (CP) | <input type="checkbox"/> Spraying or dipping (OP) |
| <input type="checkbox"/> Automatic Fire Extinguishing System (CP) | <input type="checkbox"/> Carnivals and fairs (OP) |
| <input type="checkbox"/> Private fire hydrants (CP or OP) | <input type="checkbox"/> Exhibits and Trade Shows (OP) |
| <input type="checkbox"/> Covered mall buildings (OP) | <input type="checkbox"/> Battery Systems (CP) |
| <input type="checkbox"/> Pyrotechnic special effects material (OP) | <input type="checkbox"/> Cryogenic Fluids (CP) |
| <input type="checkbox"/> Fire pumps and related equipment (CP) | <input type="checkbox"/> Explosives (OP) |
| <input type="checkbox"/> Flammable and combustible liquids (CP or OP) | <input type="checkbox"/> Hazardous Materials (OP) |
| <input type="checkbox"/> Temporary membrane structures, tents, & canopies (CP & OP)* | <input type="checkbox"/> Amusement buildings (OP) |
| <input type="checkbox"/> Fumigation and thermal insecticidal fogging (OP) | <input type="checkbox"/> Fire Alarm |
| <input type="checkbox"/> Liquid/gas-fueled vehicles/equipment in assembly buildings (OP) | |
| <input type="checkbox"/> Fire Protection Plan Review Fee (See Fee Calculations for applicable cost.) _____ sq. ft. of bldg. | |

*Both construction & Operational Permits are required for set up and use of temporary membrane structure, tent & canopy.

Business or Project Name:			
Job Site Address:		Event Date:	
Project Owner:		Telephone:	
Contractor:		Telephone:	
Address:	City	State	Zip
NC State License #	Classes:		
Description of Work:			

All information must be completed before application will be processed. The undersigned makes applications for permits and inspection of work described and agrees to comply with all applicable state and local codes and laws regulating the work. All fees are in accordance to the Service and Permit fee schedule based on work description.

Fee Calculations on Back of This Page

Fees are doubled when work is started prior to obtaining a permit.

Send Application/Payment to:
 Planning & Permitting Department, PO Box 128, Jacksonville, NC 28541-0128
 (or may be paid in person at Jacksonville City Hall, 815 New Bridge St)

Owner/Agent: Signature	Date
Plans Submitted with Application <input type="checkbox"/> No <input type="checkbox"/> Yes: Date Submitted: _____	



Fee Calculation

Automatic Fire Extinguishing System	\$125	=	
Fire Alarm/Detection System	\$125	=	
Fire Protection Plan Review- Commercial Kitchen Hood Suppression Systems Fire Protection Plan Review	\$75	=	
Fire Alarm & Automatic Fire Extinguishing Systems Plan Review	<=50,000 sq. ft. (\$75)	=	
	>50,001 to 75,000 sq. ft. (\$125)	=	
	>75,001 to 100,000 sq. ft. (\$175)	=	
	>100,001 to 150,000 sq. ft. (\$225)	=	
	>150,001,000 sq. ft. + (\$325)	=	
Other Permit (From Front of Page)		=	
Other Permit (From Front of Page)		=	
Other Permit (From Front of Page)		=	
Total Fees		=	

NOTE: Attached Fee Schedule explains the Fire Prevention Code Requirement Permits.

Fire Department Use Only	
Date Received	Inspection Frequency #
Approved by:	Receipt#
Date Approved:	Entered in Database:



Fire Prevention Code Required Permits

Operational Permits

An operational (fire) permit allows the applicant to conduct an operation of a business for which a permit is required by the NC Fire Prevention Code. The prescribed duration of the operational permit is the same as the frequency of the state mandated fire inspection schedule for the given type of occupancy. The initial fee for an operational permit is waived if a construction permit of the same type has been issued immediately prior to the operational permit.

Amusement buildings (105.6.2) – An operational permit is required to operate a special amusement building.	\$75.00
Carnivals and fairs (105.6.4)– An operational permit is required to conduct a carnival or fair	\$125.00
Covered mall buildings (105.6.9) – An operational permit is required for: A. The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall. B. The display of liquid- or gas-fired equipment in the mall. C. The use of open-flame or flame-producing equipment in the mall.	\$75.00
Exhibits and trade shows (105.6.13) – An operational permit is required to operate exhibits and trade shows.	\$60.00
Explosives (105.6.14) – An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of Chapter 33 of the Fire Prevention Code. Exception: Fireworks allowed by NC General Statute 14-414.	\$125.00
Flammable and combustible liquids (105.6.16) – An operational permit is required as follows: A. To operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed, or used. B. To install, alter, remove, abandon, place temporarily out of service (for more than 90 days) or otherwise dispose of an underground, protected above-ground or above-ground flammable or combustible liquid tank. C. To change the type of contents stored in a flammable or combustible liquid tank to a material which poses a greater hazard than that for which the tank was designed and constructed. D. To manufacture, process, blend or refine flammable or combustible liquids. E. To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments. F. To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles at commercial, industrial, governmental or Manufacturing establishments.	\$125.00



Fumigation and thermal insecticidal fogging (105.6.19) – An operational permit is required to operate a business of fumigation or thermal insecticidal fogging and to maintain a room, vault or chamber in which a toxic or flammable fumigant is used.	\$75.00
Hazardous Materials (105.6.20) – An operational permit may be required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20 of the Fire Prevention Code.	\$125.00
Liquid or gas-fueled vehicles or equipment in assembly buildings (105.6.26) – An operational permit is required to display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly buildings.	\$75.00
Open burning (105.6.31) – An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be adhered to.	\$60.00
Private fire hydrants (105.6.35) – An operational permit is required for the removal from service, use or operation of private fire hydrants. Exception: A permit is not required for private industry with trained maintenance personnel, private fire brigade or fire departments to maintain, test and use private hydrants.	\$75.00
Pyrotechnic special effects material (105.6.36) – An operational permit is required for use and handling of pyrotechnic special effects material.	\$125.00 In ETJ - \$250.00
Spraying or dipping (105.6.41) – An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by Chapter 15 of the Fire Prevention Code.	\$75.00
Temporary membrane structures, tents, and canopies (105.6.43) – An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 400 sq ft (37 m ²). Exceptions: A. Tents used exclusively for recreational camping purposes. B. Tents open on all sides which comply with all of the following: B.1 Individual tents shall have a maximum size of 700 sq ft (65 m ²). B.2 The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 700 sq ft (65 m ²) total. B.3 A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided. C. Funeral tents and curtains or extensions attached thereto when used for funeral services.	\$60.00 for tents less than 3,000 sq.ft. \$125.00 for tents 3,001 sq.ft. and greater

Construction Permit

A construction (fire) permit allows the applicant to install or modify systems and equipment for which a permit is required by the NC Fire Prevention Code and identified in the City Fee Schedule.



- Automatic fire extinguishing systems** (105.7.1) – A construction permit is required for installation of or modification to an automatic fire-extinguishing system. Maintenance performed in accordance with the Fire Prevention Code is not considered a modification and does not require a permit. \$125.00
- Battery Systems** (105.7.2) – A construction permit is required to install stationary storage battery systems having a liquid capacity of more than 50 gallons (189 L). \$75.00
- Compressed gases** (105.7.3) – When the compressed gases in use or storage exceed the amounts listed in Table 105.6.8, a construction permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a compressed gas system. Exceptions: \$75.00
- A. Routine maintenance.
 - B. For emergency repair work performed on an emergency basis, application for permit shall be made within two working days of commencement of work.
- Cryogenic Fluids** (105.7.4) – A construction permit is required for installation of or alteration to outdoor stationary cryogenic fluid storage systems where the system capacity exceeds the amounts listed in Table 105.6.10. Maintenance performed in accordance with the fire code is not considered an alteration and does not require a construction permit. \$75.00
- Fire alarm and detection systems** (105.7.5) - A construction Permit is required for installation of or modification to fire alarm and detection systems and related equipment. Maintenance performed in accordance with the Fire Prevention Code is not considered a modification and does not require a permit. \$125.00
- Fire pumps and related equipment** (105.7.6) - A construction permit is required for installation of or modification to fire pumps and related fuel tanks, jockey pumps, controllers, and generators. Maintenance performed in accordance with this code is not considered a modification and does not require a permit. \$125.00
- Flammable and combustible liquids** (105.7.7) – A construction permit is required: \$125.00
- A. To install, repair or modify a pipeline for the transportation of flammable or combustible liquids.
 - B. To install, construct, or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used.
 - C. To install, alter, remove, abandon, or otherwise dispose of a flammable or combustible liquid tank.
- Private fire hydrants** (105.7.9) – A construction permit is required for the installation or modification of private fire hydrants. \$75.00



Spraying or dipping (105.7.10)– A construction permit is required to install or modify a spray room, dip tank or booth. \$75.00

Standpipe systems (105.7.11) – A construction permit is required for the installation, modification, or removal from service of a standpipe system. Maintenance performed in accordance with the Fire Prevention Code is not considered a modification and does not required a permit. \$125.00

Temporary membrane structures, tents and canopies (105.7.12)– A construction permit is required to erect an air-supported temporary membrane structure or a tent having an area in excess of 400 square feet (37 m²). \$60.00 for tents less than 3,000 sq.ft.

Exceptions:

1. Tents used exclusively for recreational camping purposes. \$125.00 for
2. Funeral tents and curtains or extensions attached thereto, when used for funeral services. tents 3,001 sq.ft. and greater
3. Fabric canopies and awnings open on all sides which comply with all of the following:
 - a. Individual canopies shall have a maximum size of 700 square feet (65 m²).
 - b. The aggregate area of multiple canopies placed side by side without a firebreak clearance of 12 feet shall not exceed 700 square feet (65 m²) total.
 - c. A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.