



Town of Chapel Hill Fire Department

Fire Permit Application Form

By authority of NC General Statute 153A-357 the Town of Chapel Hill requires submittal for, and approval of certain installations, construction, modifications, conditions and activities set forth in the current NC Fire Code prior to that installation, condition or activity being initiated. This application shall serve as the official request for such approval. Upon receipt of this application, permit fees, and all supporting materials required of the Fire Marshal's Office, a review of the application will be conducted and if approved, a permit issued. Submittal of this application does not indicate authorization for the installation, construction, condition, or activity. Operating without a valid permit is contrary to law and subject to double permit fees, civil and/or criminal action, reporting to licensing agency, and ineligibility to perform work in the Town of Chapel Hill.

Permit Application Date: ____/____/____

Site Information

Permit Site Location: _____

Business Name (If Applicable): _____

Telephone: () ____ - _____ Contact Person: _____ Email: _____

Contractor Information (For Construction/Installation Permits)

Work to be conducted by: _____

Telephone: () ____ - _____ Contact Person: _____ Email: _____

Permit Request Information

Date of Anticipated Operation/Construction: ____/____/____ Anticipated End of Operation/ Construction: ____/____/____

Note: Construction Permits issued for duration of work and are valid until completion and acceptance, unless revoked for due cause. Operational permits are valid for specified timeframes as detailed in permit fee schedule.

Detail of Activity/Operation/Construction Requiring Permit:

Permit Fee Information

Use current fee schedule included with this form to calculate required permit fees for this application. Payment of permit fee is required prior to issuance of permit and should be remitted with this application. Permit fees may be made in person, by mail, or phone (credit card) to the Town of Chapel Hill Revenue Collections Office, 405 Martin Luther King Jr., Blvd., Chapel Hill, NC 27514, (919) 968-2759.

Type of Permit(s) Required: _____

Permit Fee Required (Tabulated from Schedule): \$ _____

Date Paid: ____/____/____

Receipt Number: _____

Rcvd by: _____

For questions or assistance, please contact CHFD Life Safety Division at (919) 968-2781

Basic Submittal Requirements for Common Permits

Fire Sprinkler/Standpipe Permit

- 2 sets of plans
- 1 electronic copy of plans saved on CD in PDF and CAD format (include calculations and cut sheets)
- 2 copies of hydraulic calculations with minimum safety margin of 10 psi.
- Product cut sheets
- Letter of design certification indicating that the system design as submitted meets all local and state requirements and standards set forth by NFPA 13.
- Completed permit application
- Permit Fee (\$150/riser)

Fire Alarm System Permit

- 2 sets of plans
- 1 electronic copy of plans saved on CD in PDF and CAD format (include calculations and cut sheets)
- 2 copies of battery calculations
- Device cut sheets
- Letter of design certification indicating that the system design as submitted meets all local and state requirements and standards set forth by NFPA 72.
- Completed permit application
- Permit Fee (\$150)

Automatic Fire Suppression (Hood Suppression/Alternative Systems)

- 2 sets of plans
- 1 electronic copy of plans saved on CD in PDF and CAD format
- Copy of nozzle selection criteria
- Completed permit application
- Permit Fee (\$150)

Tent Permit

- Site plan indicating location(s) of proposed tent on site.
- Detailed plan of proposed use and internal configuration of tent (tables, chairs, exits)
- Copy of Flame Retardant Certificate
- Detail on proposed occupancy (i.e. the anticipated number of people inside the tent)
- Permit Fee (\$75/tent)

Pyrotechnic/Fireworks Display

- Complete list of the types and sizes of devices to be used
- Detailed site plan indicating required separation and fallout distances
- Proof of \$1,000,000 general liability insurance listing the "Town of Chapel Hill Fire Department" as additionally insured.
- Copy of any and all training certifications for the shooters to conduct the shoot.
- A list of names and ages of each person working with the on-site operation.
- Permit Fee (\$300)

Blasting Permit

- Blasting schedule and detailed site plan.
- Information on type and quantity of explosive to be used
- Copy of licensing as an explosive blasting operator
- Proof of \$1,000,000 general liability insurance listing Town of Chapel Hill Fire Department as additionally insured
- Verification that blast mats and seismic monitoring to be used on every blast.
- Permit Fee (\$300)

Flammable/Combustible Liquid Facilities (Tanks/Piping Install/Removal)

- Site plan showing locations of all tanks/piping/vents
- Tank details
- Removal plan
- Permit Fee (\$150)

Spray/Dipping Operation

- Site/Facility Plan
- Booth Detail
- Installation of booth only. Other required fire protection to be permitting separately.
- Building permit also required.
- Permit fee (\$150)

For questions about specific requirements for these or other permit types, contact CHFD Life Safety at (919) 968-2781.

Chapel Hill Fire Department Permit Fee Schedule

Operational Permits		Description	Term	2009-10 Permit Fee
Amusement Building (M)		Operation of a Special Amusement Building	30 Days	\$100
Carnivals and Fairs (M)		Mandatory Permit to conduct a Carnival or Fair	Single Event	\$100
Combustible Dust-Producing Operations (M)		Mandatory Permit to operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices, or sugar, or other operations producing combustible dusts as defined in Chapter 2 of the 2009 NC Fire Code	365 days	\$75
Covered Mall Buildings (M)	1)	Operational Permit for the placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall (common areas)	30 days	\$50
	2)	Operational Permit for the display of liquid- or gas-fired equipment in the mall.	30 days	\$50
	3)	Operational Permit for the use of open-flame or flame-producing equipment in the mall.	7 days	\$50
Dry Cleaning Plants (O)		Operational Permit to engage in the business of dry cleaning (when flammable/hazardous solvents are used), or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment.	365 days	\$50
Exhibits and Trade Shows (M)		Operational Permit to operate exhibits and trade shows	30 days	\$50
Explosives (M)		Operational Permit for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks, or pyrotechnic special effects within the scope of Chapter 33 of the NC Fire Code		
	1)	Blasting Permit	30 days	\$300
	2)	Display of Fireworks/Pyrotechnics	Single Event	\$300
	3)	Storage of Explosives	30 Days	\$300
Flammable/Combustible Liquids (M)	1)	Operational Permit 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	365 days	\$100
	2)	Operational Permit to temporarily place out of service (more than 90 days) an underground, protected above-ground or above-ground flammable or combustible liquid tank.	30 days (after 90 days)	\$100
	3)	Operational Permit 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	30 days	\$100
	4)	Operational Permit to manufacture, process, blend or refine flammable or combustible liquids	365 days	\$100
	5)	Operational Permit to engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments (Gas Station)	365 days	\$75
Fumigation and Insecticidal Fogging (M)		Operational Permit 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	365 days	\$75
Hazardous Materials (O)		Operational Permit to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20 of the 2009 NC Fire Code.	365 days	\$100
Hot Work Operations within Fire District (O)		Operational Permit for Hot Work Operations including cutting, welding, grinding, application of roof coverings with the use of open flame, or other operations determined by the Fire Marshal	30 days	\$75
Liquid- or Gas-fueled Vehicles in Assembly Buildings (M)		Operational Permit to display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly buildings	30 days	\$100
Open Burning (O)		Operational Permit for the kindling or maintaining of an open fire on any public street, alley, road, or other public or private ground approved under NC Fire Code and Town Code.	1 day	\$100
Open Flames and Candles (O)		Operational Permit to use open flames or candles in connection with assembly areas, dining areas of restaurants, or drinking establishments.	365 days	\$100
Places of Assembly (O)		Operational Permit to operate a place of assembly	365 days	\$75
Private Fire Hydrants (M)		Operational Permit for the removal from service, use operation of private fire hydrants	365 days	\$75
Pyrotechnic Special Effects (Fireworks) (M)		Required Operational Permit same as found under Explosives section	Single Event	\$300
Spraying or Dipping Operations (M)		Operational Permit to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by Chapter 15 of the 2009 NC Fire Code.	365 days	\$100
Temporary Membrane Structures, Tents and Canopies (Operational) (M)		Operational Permit to operate an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet, or a canopy in excess of 400 square feet (See exceptions in the 2009 NC Fire Code section 105.6.43) This is an OPERATIONAL permit for use of tent in excess of the 7 days permitted under a tent construction permit.	30 days (after 7 days permitted under Construction Permit)	\$75/Tent

Permit Fee Schedule Continued on Back

Construction Permits		Description	Term	2009-10 Permit Fee
Automatic Fire-Extinguishing Systems		Construction Permit for the installation of or modification to an automatic fire-extinguishing system		
	1)	Sprinkler Systems (per Riser)		\$150
	2)	Kitchen Hood Suppression Systems		\$150
	3)	Alternative Automatic Suppression Systems		\$150
Battery Systems		Construction Permit to install stationary storage battery systems having a liquid capacity of more than 50 gallons		\$150
Compressed Gas Systems		Construction Permit to install, repair, abandon, remove, place out of service (temporarily), close, or substantially modify a compressed gas system when the amount of compressed gases in use or storage within the system exceeds the amounts listed in Table 105.6.8 of the 2009 NC Fire Code		\$150
Fire Alarm and Detection Systems		Construction Permit for installation of, or modification to fire alarm and detection systems and related equipment.		\$150
Fire Pumps		Construction Permit for installation of, or modification to fire pumps and related fuel tanks, jockey pumps, controllers, and generators. (Permit required in addition to other Automatic Fire Extinguishing System Construction Permits)		\$150
Flammable and Combustible Liquid Facilities		Construction Permit to:		
	1)	Repair or modify a pipeline for the transportation of flammable or combustible liquids		\$150
	2)	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, transported, stored, dispensed, or used. Gas Station		\$150
	3)	Install, alter, remove, abandon, or otherwise dispose of a flammable or combustible liquid tank		\$150
Hazardous Materials Facilities		Construction Permit to install, repair, abandon, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 27 when the hazardous materials in use or storage exceed the amounts listed in Table 105.6.20 of the 2009 NC Fire Code.		\$200
Industrial Ovens		Construction Permit for the installation of industrial ovens as described in Chapter 21 of the 2009 NC Fire Code.		\$150
Private Fire Hydrants		Construction Permit for the installation or modification of private fire hydrants		\$150
Spraying/Dipping Operations		Construction Permit to install or modify a spray room, dip tank, or booth		\$150
Standpipe System		Construction Permit for the installation, modification, or removal from service of a standpipe system. (Permit required in addition to other Automatic Fire Extinguishing System Construction Permits)		\$150
Temporary Membrane Structures, Tents and Canopies		Construction Permit to erect an air-supported temporary structure or a tent having an area in excess of 200 square feet, or a canopy in excess of 400 square feet	7 days/ then Operational Permit is required	\$75/Tent