

How to Submit Fire Permit Plans/Drawings for Review

1. Please complete the permit application that can be found here:

<http://www.duplincountync.com/wp-content/uploads/Fire-Marshal-Permit-Application-2024.pdf>

Include all permit details, contact information for the permit applicant and site manager, if they are not the same person. Please also include all applicable site drawings, system drawings, technical specifications, etc. when submitting the permit application.

2. Send the completed permit application and attached drawings and/or plans via email to: fireinspection@duplincountync.com.
3. Once received, your provided information will be processed into the records management system, which will generate an invoice. This invoice will be sent to you via the email provided.
4. Once the invoice is paid, submittal package review will begin. Once approved, the permit for construction will be issued to the email provided.
5. During site work, please be sure to contact the office in advance to schedule site inspections at necessary points. These site inspections can include, but are not limited to: fire lines pre-cover/concrete pour, flush, sprinkler rough-in, alarm/suppression systems final function test, suppression system hydrostatic pressure test, etc..

There is no need to send hard copies unless specifically requested.

Note: All Code, Plan & Permit Reviews require one electronic copy and one hard copy submitted and are subject to 7 days for review once documentation is received.