NEW HANOVER COUNTY FIRE SERVICES
230 Government Center Dr. Suite 130
Wilmington, NC 28403
(910) 798-7420, Fax (910) 798-7052
e-mail: fireforms@nhcgov.com

CITY OF WILMINGTON FIRE DEPARTMENT
Serving and Protecting Wilmington since 1897

CITY OF WILMINGTON FIRE AND LIFE SAFETY
230 Government Center Dr Suite 150
Wilmington, NC 28403
(910) 343-0696, Fax (910) 341-0097
e-mail: flswilm@wilmingtonnc.gov

Is your project located in the unincorporated area of New Hanover County ☐ or in the Wilmington City limits ☐

FIRE ALARM SYSTEM PERMIT APPLICATION

CONTRACTOR REQUESTING PERMIT

NAME: _____ OFFICE PHONE _____
ADDRESS: _____ FAX _____
CONTACT PERSON: _____ CELL _____E-MAIL _____
LICENSE NUMBER _____

OWNER/BUSINESS INFORMATION

BUSINESS NAME _____ PROJECT ADDRESS _____
PROPERTY/BUSINESS OWNER _____ CONTACT # _____

PERMIT INFORMATION

New Hanover County Building Permit Number _____ Type of Occupancy based on NC Fire Prevention Code _____

Total square footage of project _____ Number of Stories _____ Basement Yes ☐ No ☐

Type of Work: New Construction ☐ Alteration ☐ Addition ☐ Tenant Upfit ☐ Change Panel ☐ *Component Alteration ☐

**Note: Component Alteration is a no charge permit for moving six or less existing devices. Not applicable for any new equipment or for changing out a panel. Approved permit application can be used for approval of scope of work requested and to obtain an electrical permit for NHCO Inspections.*

Complete Description of Work

_____

Monitoring Information

New Hanover County and the City of Wilmington require UL certification according to Section 903.4 of the NC Fire Prevention Code. To obtain a permit for a fire alarm system for a building requiring a fire sprinkler, the permit applicant must have a UL certificate in place prior to a Certificate of Occupancy or Compliance. A letter is also required from the UL provider stating that any alterations or additions to the fire alarm system have been approved and a copy must be submitted with this permit application.

Is the building monitored by a fire alarm system requiring a UL certificate? Yes ☐ No ☐ If yes, Provider is

Additional Information

Permit applications and plans submitted are typically reviewed on a first come, first served basis. Based on the current workload the review process may take up to two weeks.

ALL FIRE ALARM PLANS SUBMITTED MUST FOLLOW THE FIRE ALARM PLAN REVIEW REQUIREMENTS POLICY.

The undersigned hereby makes application for a permit and the inspection of all work described above and hereby agrees to comply with all building regulations and other laws applicable to the use and type of construction of the building referred herein.

Signature _____ Date _____

If applying for a City permit, you will be invoiced for any charges.
If applying for a County permit, please fill out the following.

Method of Payment: CASH CHECK CREDIT CARD CHARGE ACCOUNT # _____

FOR OFFICE USE BELOW THIS LINE

Approved by:	Date:	Fee:	Permit #

Date Received: _____