

# COLUMBUS COUNTY FIRE MARSHAL'S OFFICE

## AUTOMATIC EXTINGUISHING SYSTEM PLAN SUBMITTAL REQUIREMENTS

The following information details the plan review submittal requirements to the Columbus County Fire Marshal's Office for Automatic Extinguishing systems. Submittals should be submitted to:

Columbus County Fire Marshal's Office  
608 North Thompson Street  
Whiteville, North Carolina, 28472

### **Contact Information:**

Shannon Blackman Fire Marshal (910) 640-6613 office or fax (910) 640-1241  
Email [gsblackman@columbusco.org](mailto:gsblackman@columbusco.org)

### **Fees and Permit Application Form**

- The appropriate completed application form provided by the jurisdiction is required and all permit fees paid before work can start on the job site.

### **Statement of Compliance**

Section 902.2.1 of the North Carolina State Fire Prevention Code states the following.

**Before requesting final approval of the installation, where required by the fire code official, the installing contractor shall furnish a written statement to the fire code official that the subject fire protection system has been installed in accordance with approved plans and has been tested in accordance with the manufacturer's specifications and the appropriate installation standard. Any deviations from the design standard shall be noted and copies of the approvals for such deviations shall be attached to the written statement.**

The above referenced Statement of Compliance shall be furnished to the Columbus County Fire Marshal's Office upon request for a final inspection of any fire protection installation. This Statement of Compliance shall be on the installing companies letterhead with the project name and address clearly indicated along with the fire protection system installed. The installer shall print their name and sign this Statement of Compliance.

Additional certifications or information may be required at the final inspection. Also the Record of Completion forms for automatic fire extinguishing systems will be required at final inspection.

# **AUTOMATIC EXTINGUISHING SYSTEM SUBMITTAL REQUIREMENTS**

**(Kitchen Systems, Paint Spray Booths, Etc.)**

All automatic extinguishing system plan submittals must include the following lists of information and must be submitted to and approved by the Columbus County Fire Marshal's Office prior to any installation per section 901.2 of the North Carolina Fire Prevention Code and the Columbus County Fire Marshal's Office:

1. Submit **two** sets of plans to Columbus County Fire Marshal's Office
2. Provide a cover letter with the following information:
  - a. Project name and complete project address
  - b. Installation company name and address
  - c. Contact name, Phone number, and Fax number
  - d. Columbus County Building Permit Number (if applicable)
3. A scaled and detailed floor plan with the system designer indicated and the date of design. The preferable scale is 1/8 inch and the scale must be clearly indicated on the plans. An elevation view must also be included.
4. The type of system being installed including the manufacturer's model number, UL listing date, and total flow points available.
5. The business name and address of the installation must be indicated.
6. The installer's name, certification, and date of the last manufacturer's training school attended, also include a copy of your certificate.
7. Clearly indicate all of the systems components including a piping diagram.
8. Number and dimensions of the all exhaust ducts including the location ,number, and height of all protection nozzles.
9. Number and dimensions of all plenums including the location, number, and height of all protection nozzles.
10. Number, description and dimensions of all appliances being protected including the location, number, and height of all protection nozzles.
11. Number, location, and temperature rating of all detection devices.
12. Number and location of all manual activation devices.
13. Type of fuel being utilized and type of shutoffs provided below the ceiling.
14. Location, type, and size of all portable fire extinguishers.
15. The method of annunciation must be indicated.
16. Booth specifications and UL Listing information.
17. Ventilation specifications and CFM calculations.
18. Completed Four-page information form (attached page)
19. Must provide Fire Marshal's Office with copy of manufacturer's requirements manual.