

New Bern Fire-Rescue Bureau of Fire Prevention

1401 Neuse Boulevard hq New Bern, NC 28560
Phone: 252-639-2931 Fax: 252-636-1084

Please fill in completely before presenting for approval. All information must be accurate and legible. If you make an error, be sure to correct it. This will be a permanent record. PLEASE BE NEAT AND WRITE LEGIBLY.

Non - Construction Permit

Location of Event: _____
Street Name & Number
Name of Business/Place Where Event Is Being Held

Is it (chosed one): Inside City Limits In the ETJ (*Extra-Territorial Jurisdiction*) First Fire District

Property Owner's Name: _____ Owner's Phone #: _____

Property Owner's Full Address: _____

Permittee's Name: _____ Permittee's Phone #: _____
Name of person/entity requesting permit

Permittee's Full Address: _____

Event Set-up Date: _____ Event Completion Date: _____

Permittee's Bond/Certificate of Insurance provided? Yes No

Permit Type & Fees

Fee schedule as of July 1, 2016. Subject to change without prior notice.

Please check which permit you are applying for. **A separate application is required for each item checked.**

- Campfire - \$75 & a sketch of location showing water sources
- Covered Mall Buildings - \$75
- Events - \$75 (give brief description) _____
- Fairs & Carnivals - \$75
- Fireworks Display - \$125
- Mall Display - \$75

- Open Burning For Land Clearing - *Requires a different application*
- Open Burning For Hazard Reduction - \$0
- Trade Shows & Yard Sales - \$75
- Vehicle Display - \$75
- *Tent Erection - \$75
- *Tent Operation - \$75

*Tent permits are required under the following circumstances:

1. Individual fabric tents, canopies, and awnings open on all sides are *greater than 700 square feet (20 feet by 35 feet)*
2. Multiple tents, canopies, and awnings placed side by side shall not exceed 700 square feet (20 feet by 35 feet) without a permit, unless there is a fire break clearance of 12 feet between each tent, canopy, or awning.

Signature of Applicant

Today's Date

NOTES: Call for inspection at proper stage of work. This application becomes a permit only when approved by the City of New Bern Bureau of Fire Prevention. Please note that no permit will be processed unless ALL Paperwork and plans are submitted together at least five (5) business days before the permit is needed.

OFFICIAL USE ONLY: Do not write below this line.			
_____ <i>Fire Code Official</i>	_____ <i>Today's Date</i>	Approved	Rejected
Fee	Receipt Number	Date Permit is Valid Through	Permit Number

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Construction Permit

Location of Construction: _____
Street Name & Number *Name of Business Where Work Is Being Done*

Is it (choose one): Inside City Limits In the ETJ (*Extra-Territorial Jurisdiction*) First Fire District

Property Owner's Name: _____ Owner's Phone #: _____

Property Owner's Full Address: _____

Permittee's Name: _____ License #: _____
Name of person/entity contracted to do work

Permittee's Full Address: _____ Permittee's Phone #: _____

Date Construction Begins: _____ Permittee's Bond/Certificate of Insurance provided? Yes No

General Contractor: _____ Contractor's Phone #: _____

Engineer: _____

Permit Type/System Information & Fees

Fee schedule as of July 1, 2016. Subject to change without prior notice.

Please check which permit you are applying for.

Fire Alarm (\$100 + \$50 plan review)	Sprinkler (\$100 + \$50 plan review + \$2 per sprinkler head per system) _____ # of sprinkler heads being installed
Hood System (\$100 + \$50 for plan review or manufacturer's spec)	Standpipe (\$100 + \$50 plan review)

Other:

Use of Building		Construction Type	Type of Work
Assembly	Institutional	I	Additions
Business	Mercantile	II	Alterations
Educational	Residential	III	New
Hazardous	Storage	IV	Up-Fit
Industrial		V	

Code Required System? Yes No Size of Structure (Sq. Footage): _____ No. of Stories: _____

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

Signature of Applicant

Today's Date

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