



Lee County Emergency Services

Application for Plan Review and Special Use Permit Guidance

The Following requirements exist for the submission of plans for review or requesting a special use permit.

- All applications, plans, or supporting documentation must be submitted digitally to fireplans@leecountync.gov.
- Lee County will only accept digital plans for records retention purposes, you may submit a hard copy if you require a stamped copy.
- All submitted plans must clearly list the building address as assigned by the Lee County GIS office and must also indicate the building number or letter utilized by the occupant.
- All submissions must include the e-mail address for the billable party, all invoices and receipts will be sent electronically.
- Payments are accepted in cash or check.

Plans Review: Must include a completed worksheet from the Sanford/Lee County Inspections Department, one set of digital plans to be reviewed, and all pertinent information for the requesting and billable party. Plans reviews require a fee of 50.00 dollars, plus .02 cents per square foot. This plan review fee includes the permit fee.

Tent/Temporary Membrane Structure Permit: Must include a completed application, digital site plan, structures fire retardant certification, and all pertinent information for the requesting and billable party. Tent or Temporary Membrane Structure permits require a fee of 50.00 dollars. Tent inspections require a minimum of 48 hours' notice.

*For Questions, Please Contact:
Lee County Fire Marshal's Office
204 West Courtland Drive
Sanford, North Carolina 27330
(919) 718-4670*



Fireworks Display Permit: Must include all information pertaining to the type and amount of fireworks usage, storage/magazine locations, a digital site plan, approval by the Lee County Board of Commissioners, and all pertinent information for the requesting and billable party. A fireworks display permit requires a fee of 100.00 dollars.

Explosives Use Permit: Must include all information pertaining to the type, amount, and use of all explosives, a digital site plan, contact information for the person conducting the blasting, a copy of the blasters certification, proof of insurance, and the location and information for any stored explosives. Explosives use requires a fee of 100.00 dollars. The Blaster must notify the Fire Marshal 24 hours in advance of the planned operation.

Other Fees:

Certificate of Occupancy: No Charge

Sprinkler System Review: \$50.00 + .02 x Sq. Ft.

Standpipe System Review: \$50.00 + .02 x Sq. Ft.

Fire Alarm System Review: \$50.00 + .02 x Sq. Ft.

Hood System Review: \$75.00

Paint Booth Review: \$100.00

Other Extinguishing Systems: \$100.00

Re-Test: \$100.00

Exhibits or Trade Shows: \$25.00

ABC Inspection: \$100.00

Install/Removal of Tanks: \$100.00

Flammable/Combustible Liquids: \$100.00

Liquid/Gas Fueled Vehicle/Equipment in Assembly: \$100.00

Combustible Dust Operation: \$100.00

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