



# CHARLESTON FIRE DEPARTMENT



## Fire Marshal Division

### *Information Bulletin*

## Guide to Permitted Fire Inspections

### Scope

This document is designed to provide an overview and checklist of fire permit inspections that your project may need during the construction process. Your project may not need to have all the inspections listed in this document, depending on the scope of the project.

### About Permits & Applications

The Fire Marshal Division is responsible for conducting plan review and inspections of permit required work related to the South Carolina Fire Code, which is the amended version of the International Fire Code, and City of Charleston Ordinances. Plans and applications will be reviewed during the intake process and assigned to one of five levels based on the type and size of the project. Each level includes a projected review time for initial and subsequent submittals

### Goals

Our goal is to review the plans and provide comments or approvals within the projected time frame. Review times will be extended based on volume of plans and workload of the Division. Projected review times may be reviewed in our [Fire Plan Review and Permitting \(PDF\)](#) information bulletin.

### Requesting Inspections

Customers will need to register through the [Customer Self-Service \(CSS\) Portal](#) to apply for permits, schedule inspections of permitted work, and update business license information. Inspections shall be scheduled a minimum of two business days from the date of request. The Fire Marshal Division does not have a expedited and/or after-hours inspection program.

### Fire Code Permit Applications

A web link is provided below to bring you to the Fire Marshal Division website for permit applications and for our informational bulletins. Be sure to read, review, and understand the required information for each application. Incomplete applications cannot be processed and will delay the plan review. We are continually working to review, update, and improve this material so be sure to check back often to obtain the most current edition of the needed form:

- Permit Applications: <https://www.charleston-sc.gov/226/Permit-Applications>
- Informational Bulletins: <https://www.charleston-sc.gov/470/Information-Bulletins>

Please find on page two of this document a check sheet of common fire inspections that may be needed for your project. This list is intended as a guide and may not be all inclusive – it is the responsibility of the contractor to verify all necessary permits have been obtained and required inspections have been conducted. Each permit is allowed one inspection for each step of the process. If there is an issue requiring re-inspection, or if the installer was not ready, re-inspection fees may be required.

**Fire Inspection Check Off Sheet**

The following inspections may need to be completed for your project. It is the responsibility of the installation contractor and design professional to ensure the adopted edition of the IFC is utilized for the project. This list is intended as a guide and may not be all inclusive – it is the responsibility of the contractor to verify all necessary permits have been obtained and required inspections have been conducted.

Generally, each section is listed in the order they will need to be performed.

<i>Sprinkler/ Standpipe Inspections</i>	<i>SCFC Section/NFPA Document</i>	<i>Date Inspected</i>
Underground Service Main Rough	NFPA 24	
Underground Hydro	NFPA 24	
Underground Service Main Final	NFPA 24	
Construction Site Standpipe (Buildings >40 feet)	NFPA 14	
Standpipe Rough	SCFC 905, NFPA 14	
Standpipe Final (To include flow testing)	SCFC 905, NFPA 14	
Sprinkler Rough	SCFC 901, NFPA 13(D, R)	
Sprinkler Final	SCFC 901, NFPA 13(D, R)	
Fire Pump Acceptance Test	SCFC 913, NFPA 20	

<i>Fire Alarm Systems</i>	<i>SCFC/NFPA Document</i>	<i>Date Inspected</i>
Fire Alarm Rough	SCFC 907, NFPA 72	
Fire Alarm Final	SCFC 907, NFPA 72	

<i>Kitchen Hoods Suppression</i>	<i>SCFC/NFPA Document</i>	<i>Date Inspected</i>
Kitchen Hood Suppression Inspection	SCFC 609	

<i>Emergency Responder Radio Coverage</i>	<i>SCFC/NFPA Document</i>	<i>Date Inspected</i>
Emergency Responder Radio Coverage Rough	SCFC 510, NFPA 1221	
Emergency Responder Radio Coverage Final	SCFC 510, NFPA 1221	

<i>Building Final/ Business Inspections</i>	<i>SCFC/NFPA Document</i>	<i>Date Inspected</i>
Fire Final	SCFC	
Business License & Certificate of Occupancy (BLCO)	SCFC, SCBC, City Code	

The following inspection may be conducted during the construction process:

<i>Construction Site Safety</i>	<i>IFC/NFPA Document</i>	<i>Date Inspected</i>
Construction Site Safety Inspection	SCFC Chapter 33	