

Frequently Asked Questions

What is the difference between an Operational Permit and a Construction permit?

A construction permit allows the applicant to install or modify systems and equipment for which a permit is required by IFC 2024 section 105.6. Examples include but not limited to: Fire Sprinkler systems, Fire Alarm systems, Commercial Kitchen Hoods, Paint/Spray/Mixing booths, and Alternative Suppression systems (such as Halon, Foam, CO2, etc).

An operational permit allows the applicant to conduct an operation or business for which the permit is required by International Fire Code (IFC) 2024 section 105.5.

Examples include but not limited to: Open Burning, Fireworks, Carnivals/Fairs, Special Amusements, etc.

How much does a permit cost?

Construction permits are based on the equipment being installed or modified for the project. Some examples are: the number of sprinkler heads going to be installed for a fire suppression system, or how many initiating devices will be installed for a Fire Alarm system. Some fees are based on the number of units going to be installed, such as hood systems, paint booths, etc.

Operational permits are usually a flat rate fee for that specific permit. Such as Open Burning permits are set at \$25.00 per address for Natrona County residents.

How long is my permit valid for?

Construction permits shall automatically become invalid unless work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 after the time of work is commenced. Before work commences again, a new permit for such work would need to be applied for once again.

Operational permits shall remain in effect until reissued, renewed, or revoked, or for such a period of time is specified in the permit. An example is Open Burning permits are valid for 365 days from the day of purchase.

How long does it take to review submitted Fire Protection Plans (Construction permits)?

Once all documents have been received, Construction permits may take up to ten (10) business days to be reviewed. Holidays and heavy volume times will influence the length of time needed to review.

How long does it take to review and approve an Operational permit application?

An operational permit may take up to 72 hours to process the application for approval depending on high volume 911 calls, holidays, and some weekends.

What do I need to submit with a Construction permit application?

Depending on what fire protection system will be installed or modified, will depend on what is needed for the submittal. On the bottom of the NCFPDpermits.com home page you will find submittal requirements for each fire protection system requiring a permit.

How do I request an inspection for my Construction permit?

After a permit is obtained, simply login into the NCFPDpermits.com page click on the inspection tab. Then find the appropriate inspection needed in the drop down and then select the approved permit it should be attached to. Fill out the rest of the inspection request to include the preferred inspection date and then submit it. Inspections should be requested 24-48 hours in advance. Construction permit inspections will have a fee assigned to them.

How do I schedule a Re-Inspection?

Login to your NCFPDpermits.com account and find the previous inspection under “My Inspections” and click the re-inspection button. Fill out the applicable fields and then submit it.