



N Topsail Beach Fire Marshal's Office

2008 Loggerhead Court, N Topsail Beach, NC 28460
Office (910) 328-2200



Fire Watch Application

UPON COMPLETION, RETURN THIS PAGE IMMEDIATELY TO THE NORTH TOPSAIL BEACH FIRE MARSHAL'S OFFICE AT 2049 New River Inlet Rd, N Topsail Beach, NC 28460 OR BY EMAIL TO csoward@northtopsailbeachnc.gov

Building Information

Date: ____ / ____ / ____
Building Name: _____
Building Owner: _____ Phone: ____ / ____ / ____
Building Address: _____
City: _____ State: _____ Zip Code: _____
Building Owner Email: _____

Contact Information

Name: _____
Phone: ____ / ____ / ____ Alternate Phone: Phone: ____ / ____ / ____
Address: _____
City: _____ State: _____ Zip Code: _____
Emergency Contact Email: _____

System Impairment Details

___ Fire Alarm System
___ Fire Sprinkler System
___ Fire Pump
___ Other: _____

RETURN THIS PAGE IMMEDIATELY



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Fire Watch Requirements

A Fire Watch may be required for any of the following reasons:

- Fire alarm system is fully or partially out of service.
- Fire Sprinkler systems or components are fully or partially out of service.
- Fire pump out of service.
- Other conditions as required by the N Topsail Beach Fire Marshal's Office.

North Carolina Fire Code Section 901.7 Systems out of service: Where a fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. If any of these conditions occur and cannot be corrected immediately, the building owner or their representative is required by the North Carolina Fire Prevention Code to either vacate the building or provide a Fire Watch until the system is repaired or the hazard is mitigated.

Owner Responsibilities

- Notify the Fire Department that the system is not working and again when the system has been repaired.
- Notifying the insurance carrier, alarm company, building owner/manager, and authorities having jurisdiction.
- Contact a licensed contractor to repair the system and pull any required permits
- The building owner hires personnel who conduct the Fire Watch. Fire Watch Personnel must be of legal age of accountability and have no other assigned duties.

Fire Watch Personnel

Train Fire Watch Personnel to ensure that they are knowledgeable about the property being protected, including the following:

- Floor layout of all buildings, floors, occupancies, hazardous areas, and construction areas.
- Hazardous materials and processes, if any, and location of Material Safety Data Sheets (MSDS)
- Fixed fire protection systems
- Manual and automatic detection and alarm systems
- Portable fire protection equipment
- Facility emergency action plan and procedures



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Frequency of Patrols

Fire Watch personnel shall patrol the entire area affected every 1 hour, unless instructed by the fire code official of a different frequency. In large buildings, additional Fire Watch personnel shall be assigned to achieve the required frequency.

Record Keeping

A Fire Watch logbook must be maintained at the building. The logbook must be available to the Fire Marshal's Officer / Fire Department always during the Fire Watch. A logbook is included with this application. The logbook should contain the following information:

- Address of the building.
- Date and time of each hourly patrol through the affected area.
- Name of person(s) conducting Fire Watch.
- Records of communications with the Fire Marshal's Office, Fire Department, and system contractors.
- Other information as required by the Fire Marshal's Office

IF THE FIRE WATCH IS NOT BEING CONDUCTED AS REQUIRED, THE NORTH TOPSAIL FIRE MARSHAL'S OFFICE WILL REVOKE THE OPTION OF FIRE WATCH, ISSUE A STOP WORK ORDER, AND INSTITUTE AN EVACUATION OF THE STRUCTURE. THE OWNER/OCCUPANT MAY ALSO RECEIVE A CITATION ISSUED FROM THE NORTH TOPSAIL FIRE MARSHAL'S OFFICE FOR NOT FOLLOWING THE PROPER FIRE WATCH PROCEDURES.

THE FINE FOR FAILING TO COMPLY WITH A FIRE WATCH REQUIREMENT IS \$250. EACH ADDITIONAL DAY WILL CONSTITUTE A SEPARATE OFFENSE AND INCUR DOUBLE CITATION FEES.

Signature: _____ **Print Name:** _____ **Date:** _____



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FIRE WATCH

This building has been ordered to perform FIRE WATCH by the

N TOPSAIL BEACH FIRE MARSHAL'S OFFICE

due to the impairment of one of the following systems:

- ☐ Fire Alarm System
- ☐ Fire Suppression System
- ☐ Fire Pump
- ☐ Other: _____

Date: ____ / ____ / ____

Time: _____

Building Address: _____

Fire Code Official: _____

**THIS NOTICE SHALL NOT BE REMOVED UNTIL AUTHORIZED BY THE N TOPSAIL BEACH FIRE
MARSHAL'S OFFICE**

**POST THIS NOTICE AT THE FIRE ALARM /
FIRE SPRINKLER CONTROL PANEL**



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- ☐ Fire Alarm System
- ☐ Fire Suppression System
- ☐ Fire Pump
- ☐ Other: _____

Date: ____ / ____ / ____

Time: _____

Building Address: _____

Fire Code Official: _____

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MARSHAL'S OFFICE**

POST THIS NOTICE AT THE MAIN ENTRANCE