



# CITY OF SAN ANTONIO SAN ANTONIO FIRE DEPARTMENT OPEN FLAME AND CANDLE PERMIT APPLICATION



<b>A. General Information</b>				
Project Name	_____			
	(DBA, Occupant Name etc.)			
Project Address	_____			
	Street	Building	Suite	Zip Code
Location	_____			
	(Ex: Convention Center, Restaurant)			
Description of Use	_____			
	(Ex: Candle Displays on Tables)			

<b><u>For Office Use Only</u></b>
A/P No.

<b>B. Licensee/Point of Contact Information</b> (If contact/Licensee is new to the system, please fill in all information. If the Contact/licensee already exists, provide name, ID, and license number and update any required information)					
Licensed Contractor Requesting Permit: _____					
COSA (Contractor) I.D. Number _____					
Contractor Address _____					
	Street	City	State	Bldg#/Suite#	Zip Code
Business Phone:	( ) _____	Fax Phone	( ) _____		
State License Number	_____	Type	_____	Expiration Date	_____
Applicant Name	_____		Position	_____	
Contact Person	_____		Position	_____	
	(If different from applicant)				
Contact No.	( ) _____	Mobile Phone	( ) _____		
Email	_____				

**C. Expiration of Application**

A plan review shall commence within a reasonable time after submission of a permit application and payment of fees. Upon the expiration of 180 days following the date of filing, said application shall be deemed to have been abandoned unless diligently prosecuted or a permit issued. With justifiable cause demonstrated in writing, an applicant may request additional time and the fire code official may grant said request in periods not exceeding 90 days each. Plans and other data submitted for review may be returned or destroyed by the fire code official if the application is deemed to have been abandoned. In such circumstance, a new application package including new plans and review fees must be submitted. *2012 International Fire Code, Sec. 105*

**D. Certification**

I have read and examined this completed application and hereby certify that the information contained within it is true and correct, to the best of my knowledge. All provisions of law and ordinance governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I also understand that the installation of any of the work related to this permit application shall not proceed until approved plans are issued from the City of San Antonio.

I further certify that I have received the information document regarding safety and code requirements for the use and/or operation of open flame or candles in my establishment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**E. Submittals**

Submit application to:

Development and Business Service Center  
Fire Prevention Division  
1901 S. Alamo St.  
San Antonio, Texas 78204

Fire Prevention-Special Events Office  
100 Montana, 3<sup>rd</sup> Floor  
San Antonio, Texas 78206  
Phone: 210-287-3392 Fax: 210-704-6379

Hours of Operation:  
Monday through Friday, 7:45 to 4:30  
(Excluding City observed Holidays)

\_\_\_\_\_  
Signature

**NOTE: Your site/establishment may require a site inspection and demonstration of the candle or open flame proposed to be used. A sample or demonstration of the type of candle/open flame may also be required at our offices at 1901 South Alamo.**