CITY OF SAN ANTONIO
FIRE DEPARTMENT

FIRE SPRINKLER PERMIT APPLICATION AND CHECKLIST
INFORMATION BULLETIN 107

Introduction

The following Application and Checklist is furnished for the purpose of expediting the City review of plans and specifications submitted for fire sprinkler, fire standpipe, underground fire main and fire hydrant permits issued by the San Antonio Fire Department (SAFD). The Checklist does not constitute a complete list of all items that may be required for approval during the plans review process prior to permit issuance. The owner or owner's representative is responsible for compliance with the requirements of applicable City of San Antonio (COSA) codes and standards.

Professional Engineer (P.E.) Certification of Fire Sprinkler Plans

As an option to our customers, a customer service initiative has been implemented by SAFD whereby certified plans will be accepted in lieu of a complete plan review by COSA staff. If the customer chooses this option, sprinkler system design documents shall be reviewed and certified as meeting the requirements of the current COSA Fire Code with local amendments by a registered Fire Protection Engineer licensed by the State of Texas. See **Information Bulletin 102b** for plan certification and submittal procedures.

Fast-Track Fire Sprinkler Permits

In order to allow fire sprinkler work to begin as soon as possible, SAFD offers the optional Fast-Track Fire Sprinkler Permit, which allows the fire sprinkler contractor to begin work prior to submittal of fire sprinkler plans for plan review. To obtain a Fast-Track Fire Sprinkler Permit, submit a completed Fast-Track Fire Sprinkler Permit Application signed by both the fire sprinkler contractor and the general contractor (see **Information Bulletin No. 108**). This bulletin is available on the City of San Antonio's webpage (www.sananotnio.gov/dsd). The following Application and Checklist is not required to obtain a Fast-Track Fire Sprinkler Permit.

Fire Sprinkler Modifications Involving Twenty (20) Heads or Less

As a customer service initiative, SAFD has developed a policy regarding fire sprinkler system modifications which involve twenty (20) or fewer sprinkler heads (see **Information Bulletin No. 109**). The following Application and Checklist is required to obtain a permit for work of this scope.

Permit and Licensing Requirements

Fire protection permits will be issued to the Fire Protection Contractor performing the work. Such contractor shall be licensed per the licensing regulations of the Texas State Fire Marshal's Office.

Required plans and submittal location

Drawings shall be of such size necessary to provide legible text, dimensions and details. All plans, specifications and hydraulic calculations shall bear the non-photocopied seal of an engineer registered to practice in the State of Texas or the name and certification number of a person licensed as an RME (Responsible Managing Employee) by the Texas State Fire Marshal's Office. Plans submitted for permit review by the City shall be completed 'For Construction' documents. Plans including the phrase

'Preliminary - Not For Construction' will not be accepted for permit review. This requirement is necessary to expedite your project through the City's plans review procedures and save unnecessary delays caused by review of construction plans that are incomplete and not for construction.

A completed Application and Checklist (see Section II of this document) along with two (2) fire sprinkler drawing sets, two (2) copies of specifications and one (1) copy of hydraulic design calculations shall be submitted to the following location:

San Antonio Fire Department – Fire Prevention Division
Attn: Abel Flores - Fire Marshal
1901 S. Alamo
San Antonio, Texas 78204
Tel: (210) 207-8410, Fax: (210) – 207-7949

Resubmittal of Plans

Resubmittal of plans in response to plan review comments of City plan review staff must be made through SAFD to ensure that the approved fire sprinkler permit plans comply with the requirements of City departments involved in the plan review process. Resubmittals will not be accepted without a cover letter that addresses each denial comment. The cover letter is to be signed and dated by the R.M.E and is to correct or clarify each denial comment or shall reference any attached revised sheets or calculations. All responses shall be signed by the R.M.E., including emails. When revised plans are required with a submittal, provide two (2) sets with your resubmittal package. Revised plans shall be identified with the appropriate revision number and date with revised area(s) clouded. When revised calculations or additional manufacture's data sheets are required with a submittal, provide one (1) copy of each with your resubmittal package. Revised calculations shall be identified as "Revised" with the revision date on the cover page for each calculation.

You are encouraged to contact the plans examiners from those City departments involved in order to clarify the requirements of their review. However, no approvals will be given without resubmitting plans or required information through SAFD for incorporation into the approved fire sprinkler permit plans.

Stamping of additional sets of plans

One set of plans shall be provided to the applicant upon permit issuance. The City will not stamp or return additional sets of plans if submitted. It is up to the fire sprinkler contractor to make copies of the approved plans that they receive from the City if needed.

Applicable Codes and Standards:

The following model codes and National Fire Protection Association (NFPA) standards are currently adopted as amended by the City of San Antonio Code:

- **International Building Code**, 2003 Edition, as adopted by Chapter 6, Buildings, Code of Ordinances
- **International Fire Code**, 2003 Edition, as adopted by Chapter 11, Fire Prevention, Code of Ordinances
- **NFPA 13** Standard for the Installation of Sprinkler Systems, 2002 Edition
- **NFPA 13R** Standard for the Installation of Sprinkler Systems in Residential Occupancies Up to Four Stories in Height, 2002 Edition
- **NFPA 14** Standard for the Installation of Standpipe Systems, 2003 Edition

- **NFPA 20** Standard for the Installation of Fire Pumps, 2003 edition
- **NFPA 24** Standard for the Installation of Private Fire Service Mains and Their Appurtenances, 2002 edition
- **NFPA 25** Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, 2002 edition
- **NFPA Standards 12, 12A, 16, 16A, 17, 17A, 22 and 33**, editions as referenced in the International Fire Code

Estimated Plan Review Turnaround Time:

- **New system:** 90% of plans reviewed in twenty-one (21) calendar days or less.
- **Modification to an existing system:** 90% of plans reviewed in ten (10) calendar days or less.
- **Underground system:** 90% of plans reviewed in ten (10) calendar days or less.
- **Resubmittal (all system types):** 90% of plans reviewed in seven (7) calendar days or less.

Please note that the estimated plan review turnaround times stated above reflect the time required to complete a first review or a resubmittal review and does not indicate the time required for approval of the plans. Approval of the plans depends upon the accuracy and completeness of the submitted plans by the owner's design professional. The applicant is further advised that additional permits may be required from other City departments outside of this plans review submittal (e.g., above ground storage tank permit for diesel tank for fire pump).

Also note that these turnaround times listed above are estimates only and may be changed due to factors such as the City's staffing levels, current workload, quality of plans submitted, etc. Please contact Mike Shannon, P.E. (Senior Fire Protection Engineer) at (210) 207-5006 or Suanne Callow (Fire Protection Specialist) at (210) 207-8160 for current turnaround times.

Abel Flores

Abel Flores
Fire Marshal, Fire Department

CITY OF SAN ANTONIO
FIRE DEPARTMENT

FIRE SPRINKLER PERMIT APPLICATION AND CHECKLIST

(Please complete all of the following information. Please print.)

A. General Information:

Type of Work (select one): New: ☐ Addition: ☐ Existing System/ Mod: ☐

Project Name: _____

Scope of Work: _____

_____

Number of Plans Submitted: Number of Pages:

B. Site/Property Information:

Project Address: _____

Street Building Suite Zip Code

Project Name: _____

(e.g., 5th floor, in food court, next to suite 100, etc.)

C. Sprinkler Contractor Information:

_____

Licensed Sprinkler Contractor Requesting Permit

Contractor I.D. Number: _____ Subcontractor to: _____

Contractor Address: _____

Street City State Zip Code

Business Phone #: ( ) _____ Fax#: ( ) _____

Point of Contact/Licensee Information: (If Contact/Licensee is a 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.)

Applicant's Name: _____

Applicant's Position/Title: _____

License Number: _____ Type: _____ Expiration Date: _____

Day Phone #: ( ) _____ Mobile Phone #: ( ) _____

Fax #: ( ) _____ Email:

D. For SAFD Use Only:

A/P#: _____ Fast-Track Fee Paid: _____

Fast-Track Fire Sprinkler Permit Number: Permit Date:

E. Building Information:

Number of Floors: _____

Check the appropriate line below if this work is associated with any of the following types of work. List the COSA Building Permit Number if known.

		COSA DSD A/P#
_____	New Building(s)	_____
_____	Building Addition(s)	_____
_____	Building Renovation(s)	_____
_____	Sprinkler Work Only	_____ (N/A if this box is checked)

F. Work Type Description: (Check all that apply)

_____ Hydrants – Including Underground Fire Line/Main

_____ Underground Fire Line (no fire hydrants)

_____ New Sprinkler System

_____ Major Sprinkler System Work not including Sprinkler Heads

_____ Sprinkler System Modification

_____ Standpipe(s) _____ Class I _____ Class II _____ Class III

G. System Type, Design and Special Conditions: (Check all that apply)

Type of Sprinkler System:

_____ Wet
_____ Dry
_____ Preaction
_____ Deluge
_____ Foam
_____ Anti-Freeze Loop
_____ Wet

Special Conditions:

_____ Elevator/Escalator
_____ Backflow Preventor
_____ Detector Check
_____ Hidden Comb. Construction
_____ Fire Pump

Design Method:

_____ Hydraulically Calculated
_____ Pipe Schedule System

Sprinkler Design Type:

_____ NFPA _____ Edition _____
_____ NFPA _____ Edition _____
_____ NFPA _____ Edition _____
_____ FM Data Sheet _____ Edition _____
_____ Others (Specify) _____

_____ Canopy/Overhang(s)
_____ High-Piled Stock
_____ In-Rack Sprinklers

H. System Work Description: (Check One)

_____ Overhead Only _____ Overhead and Stub-out (5'-0" outside to 1'-0" AFF)

_____ Overhead, Stub-out and Underground Fire Line/Main

I. System Details:

_____ Number of new heads _____ Heads added to existing lines/outlets

_____ Heads added to new lines _____ Number of heads relocated

_____ Number of new branch lines added _____ Number of Standpipes

_____ Fire Code Year _____ Number of Hydrants

J. Checklist for Plans Submittal:

The following information lists the basic plans submittal requirements for applicable COSA departments to complete their plans review. Mark "REQ" when the item is required and included in your submittal; mark "N/A" when the item is not applicable to your project. This checklist is to be completed by the applicant (see Section C) in its entirety.

1. General:		
REQ: ☐	NA: ☐	a. Code Modification Requests (CMR) and/or Approved Alternative Method designs - If design is based on an approved CMR
REQ: ☐	NA: ☐	b. Preliminary Code Review Design Meeting correspondence. Include a copy of the approved correspondence regarding any Preliminary Code Review Design Meetings applicable to this project.
REQ: ☐	NA: ☐	c. All plans (i.e., each sheet) are to be signed by the R.M.E. for the installing contractor with the R.M.E.'s licensing information and company name. Note that R.M.E, signature is to be updated for each revision submitted to the City on each revised sheet.
2. Automatic Fire Sprinkler and Standpipe Systems:		
REQ: ☐	NA: ☐	a. Show the NFPA standard(s) and edition of the standard(s) utilized in design of the fire sprinkler system.
REQ: ☐	NA: ☐	b. Show reference information of "work by others" including, but not limited to, fire service line.
REQ: ☐	NA: ☐	c. Show occupancy/hazard classification and design density information.
REQ: ☐	NA: ☐	d. Show description of use for all portions of the building (including room names) included in this application.
REQ: ☐	NA: ☐	e. List the construction type of the building, (i.e., obstructed/unobstructed construction). Indicate if there are unsprinklered, concealed combustible spaces.
REQ: ☐	NA: ☐	f. Indicate whether sprinkler system design is pipe schedule, hydraulically designed, or special design.
REQ: ☐	NA: ☐	g. Show all applicable design info as specified in NFPA 13, 13R, 13D, 14, 20, 33, etc.

REQ: ☐	NA: ☐	h. Show ceiling heights for all rooms and areas.
REQ: ☐	NA: ☐	i. Show full height cross-section or details as necessary to reflect sprinkler and piping locations in relation to obstructions for all atypical conditions.
REQ: ☐	NA: ☐	j. Indicate type of sprinkler system: wet pipe system, dry pipe system, etc.
REQ: ☐	NA: ☐	k. Provide hydraulic design calculations for new systems or for modifications to an existing system which affects the hydraulically most remote area of the system.
REQ: ☐	NA: ☐	l. Provide fire stop assembly design number (UL or other approved assembly) and complete construction details for sprinkler system piping penetrations of fire resistive assemblies.
REQ: ☐	NA: ☐	m. Indicate electrical supervision or other approved method of supervision of valves controlling the water supply for automatic fire sprinkler systems.
REQ: ☐	NA: ☐	n. Show the use of special sprinklers, such as extended coverage or ESFR sprinklers, or special conditions, such as the use of a water curtain, as applicable. Show the method of protection as required for nonmetallic piping, as applicable.
REQ: ☐	NA: ☐	o. Provide manufacturer's data sheets and listing information for special piping and sprinklers.
REQ: ☐	NA: ☐	p. For modifications, show model of existing sprinklers in addition to new sprinklers being used.
REQ: ☐	NA: ☐	q. For modifications, continue the existing system to one branch line or sprinkler beyond the scope of work and/or any areas within scope that are not in contract.
REQ: ☐	NA: ☐	r. Provide signed copy of water supply flow test report, including, but not limited to, flow location, static and residual pressures in PSI, flow in GPM, date of test, name of party who conducted test or supplied information. See COSA fire flow test report form.
REQ: ☐	NA: ☐	s. For storage and/or warehouse occupancies provide information regarding commodity, commodity classification, encapsulated (method of packaging), height of storage, storage arrangement (i.e., aisles, piles, on pallets, racks, arrays, etc.), in-rack sprinklers, as applicable and small hose stations.
REQ: ☐	NA: ☐	t. For new buildings or building additions four or more stories in height, note that standpipes shall be provided during construction in accordance with Section 1413 of the 2003 IFC.
REQ: ☐	NA: ☐	u. Show the materials, listing information, and installation specifications for the piping, fittings, and hangers.
REQ: ☐	NA: ☐	v. Location of Fire Department connections at building.
REQ: ☐	NA: ☐	w. Standpipe and hose cabinet locations within the building.
REQ: ☐	NA: ☐	x. Show main drain test connections to permit flow tests of water supplies and connections.
REQ: ☐	NA: ☐	y. Show Class I standpipe outlet connection on each side of the wall adjacent to the exit opening of a horizontal exit, as applicable.
REQ: ☐	NA: ☐	z. Show location and type of all valves controlling the water supply.
REQ: ☐	NA: ☐	aa. Note on the plans the specifications for fire pumps, including rated capacity in GPM and rated net pressure in PSI.

REQ: ☐	NA: ☐	bb. ALL hydraulic references nodes shown in calculations must be shown on plans.
3. Underground Fire Main and/or Fire Hydrants		
REQ: ☐	NA: ☐	a. If scope includes piping to 1'-0" A.F.F., include detail of spigot piece from 5'-0" out with rod sizing and dimensions.
REQ: ☐	NA: ☐	b. Include detail of backflow prevention device with size, make and model number.
REQ: ☐	NA: ☐	c. Include detail of fire hydrant(s) including the maximum and minimum dimensions.
REQ: ☐	NA: ☐	d. Include on plans the type, lengths and minimum bury depth for underground pipe.
REQ: ☐	NA: ☐	e. Include detail of F.D.C. including dimensions.
REQ: ☐	NA: ☐	f. Include thrust block locations and details.
4. Fire Pumps		
REQ: ☐	NA: ☐	a. Submit manufacturer's data sheets for fire pump and all associated equipment.
REQ:	NA:	b. Show piping layout including feed-in and supply-out.

K. Expiration of Plan Review:

An application for a permit for any proposed work or operations shall be deemed to have been abandoned six (6) months after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that the fire code official is authorized to grant one or more extensions of time for additional periods not exceeding ninety (90) days each if there is reasonable cause. (2003 IFC Section 105.2.3)

L. Certification:

This document is a governmental record. Individuals who knowingly make a false entry in, or false alteration of, a governmental record are subject to criminal prosecution under Section 37.10 of the Penal Code, Vernon's Texas Code Annotated.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type f 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 of local law regulating constitution 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, unless an approved Fast-Track Fire Sprinkler Permit has been issued for this project.

Signature: _____ Date: _____

Print Name: _____