



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES AND FIRE DEPARTMENT
PO BOX 839966 SAN ANTONIO TEXAS 78283-3966



TO: Development Services and Fire Department Customers

SUBJECT: **INFORMATION BULLETIN 102a**
Professional Engineer (PE) Review/Certification of Automatic Fire Alarm System Plans

DATE: September 15, 2005
Revised September 18, 2013/July 23, 2014/October 1, 2014/December 18, 2014/August 18, 2016

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) and San Antonio Fire Department (SAFD) created this **revised** bulletin to update Information Bulletin (IB) 102a on the Professional Engineer (PE) review/certification of fire alarm system plans. This bulletin has been updated to specify the new submittal requirements of the Fire Protection Engineer. Plans submitted by a licensed Fire Protection Engineer under the requirements of IB 102a will not be reviewed by Development Services.

Scope:

DSD and SAFD require that all fire alarm system plans be reviewed and approved for all such permit applications related to the installation, rehabilitation or modification of any fire alarm system.

As an option certified plans will be accepted in lieu of plan review by the City of San Antonio. Should this option be utilized, fire alarm plans shall be reviewed and certified by a registered Fire Protection Engineer licensed by the State of Texas as meeting the requirements of the currently adopted International Fire Code with local amendments. In order for the permit application to be processed, the fire review of the parent building permit shall be approved by DSD and the PE reviewing and certifying fire alarm plans must be on the City's [Approved List of Fire Protection Engineers](#), which is posted on Development Services website. The basic requirements to be able to submit plans under IB 102a are:

1. Have the Fire Protection (FIR) branch listed under his/her contact information with the Texas Board of Professional Engineers (TBPE) records
2. Have an active (ACT) status on the TBPE website
3. Attend training on San Antonio's fire permit process
4. Regular attendance at the City's monthly Fire Prevention Engineer coordination meeting

Effective January 2, 2015, if the Fire Protection Engineer does not have approval from the City to submit plans under IB 102a, the application for permit with the PE certification option will not be accepted but will be processed as a normal permit with plan review. It is the responsibility of the fire alarm contractor/owner utilizing this optional program to verify the PE is on the approved list prior to hiring a PE to review and certify plans.

If utilizing this option, the fire alarm contractor is to submit the following to SAFD:

1. A completed Fire Alarm system permit application ([IB 122](#))
2. A completed Fire Alarm Certification Statement (attached)
3. Two (2) complete sets of certified plans (stamped by the PE), two (2) copies of equipment data sheets, and two (2) copies of fire alarm system design calculations or one digital set of plans, data sheets and calculations.

The PE reviewing and certifying the plans shall be responsible to ensure that the following information is included in the review and certification of the submittal:

1. Signature on plans from APS or Fire Protection Engineer, in accordance with the State of Texas' rules.
2. Complete set of calculations
3. Information as to fire alarm type – manual, automatic, emergency voice-communication system.
4. Occupancy Classification Letters (a.k.a. “Commodities Letters”) if applicable
5. Approval comments made by the City’s Plans Examiner on the parent building permit. These comments can be found on-line at http://www.sanantonio.gov/dsd/permit_review_search.asp
6. Any information required by a Code Modification Request on design issue that caused an increase or modification to the normal fire alarm requirements. Information regarding approved Code Modification can be found [online](#). It is up to the Fire Protection Engineer to obtain the additional fire alarm information so that they can be included in their design. The PE shall certify that these additional requirements were included in his/her review.
7. Any additional special considerations that have been clarified by SAFD and the City of San Antonio regarding fire alarm design that have been issued as formal Code Interpretations.

Pursuant to copyright laws, in order for the City to release copies of plans, code modification requests, or other documents that have been stamped by a design professional, you will need to obtain the design professional’s written permission. It is recommended that the PE obtain needed documents from the general contractor/owner. City staff is also available by appointment for PEs to view documents. All research requests should be submitted using the form attached to this information bulletin prior to scheduling an appointment. The typical turnaround time to respond to requests for information is one business day.

Once the application documents are deemed complete which include the certifications, the permit will be issued to the Fire Alarm Contractor over the counter rather than the typical twenty (21) calendar days for a new project.

Once the permit is issued, inspections may be called in by the installing contractor. Inspections will not be conducted without the permit being issued. The Fire Protection Engineer will be listed as the professional on the permit and should be available to answer any code-related questions that the Fire Marshal’s Office may have during field inspections. Should the PE not be available to answer questions from the field inspector or if multiple code related issues are discovered during project meetings with SAFD or DSD staff or during subsequent inspections, the plan will become subject to review by DSD and SAFD (“spot-check”, up to and including full review).

PE Option Committee:

1. A PE Option Committee consisting of SAFD and DSD management will be established.
2. Review of PE Option approved plans by DSD personnel will be conducted on a random basis and/or when discrepancies are noted by field inspectors.
3. The Committee will meet regularly to review the continued participation and eligibility of Fire Protection Engineers on the approved list where:
 - a. Multiple minor discrepancies have been noted
 - b. Major discrepancies have been noted
 - c. Fire Protection Engineers have failed to participate in a majority of the PE Option meetings hosted by SAFD/DSD
4. When the Committee discovers any of the listed issues, the PE will be notified and may be placed on a probationary period of one year. In the probationary period, any plans submitted under the program will be subject to, at a minimum, a spot check review.
5. If, during the probationary period, additional discrepancies are noted, the PE will be removed from the Approved List and ineligible to participate in the program.
6. The PE may appeal any perceived discrepancies in plan review or assigned probation to the Committee. If the PE is not satisfied with the Committee's decision, the PE may then appeal directly to the Fire Marshal.

Should you have any questions on this process, please contact the Fire Protection Specialist at (210) 207-0125 or the Sr. Fire Protection Engineer at (210) 207-0116.

Summary:

This Information Bulletin is for informational purposes only.

Prepared by: Amin Tohmaz, Development Services Engineer
Richard Chamberlin, Development Services Engineer
Terry Kannawin, Assistant Director, Plan Review

Reviewed by: Christopher Monestier, Assistant Chief, SAFD
Michael Shannon, P.E., CBO, Assistant Director, Field Services

Authorized by: Roderick Sanchez, AICP, CBO, Director, DSD
Carl Wedge, Deputy Chief, SAFD

Attachments: Request to Obtain Information to Assist Fire Protection Engineer in Certifying Plans Submitted Under IB 102a and IB 102b

Engineer's Fire Alarm System Certification Statement



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES AND FIRE DEPARTMENT
PO BOX 839966 SAN ANTONIO TEXAS 78283-3966



Engineer’s Fire Sprinkler System Certification Statement

Date

To: City of San Antonio
Development Services and Fire Department
1901 South Alamo
San Antonio, Texas 78204

Referenced Project: *Project Name:*
Project Address:
San Antonio, Texas 78

In my opinion, based on my experience, knowledge, information, and belief, the design is in general conformance with the 2015 *International Fire Code* (IFC) and referenced National Fire Protection Association (NFPA) Standards cited for this project. The review also considers published COSA Information Bulletins and Code Interpretations in the approval process.

As denoted by the Review Stamp dated _____ on the attached construction documents and the corresponding Engineer’s Seal on this letter, I believe I have fulfilled my obligations as an engineer under the Texas Engineering Practice Act pursuant to its requirements to protect the public health, safety, and welfare in the practice of engineering.

If you have any other questions or comments, please contact me at the phone or email listed below.

Respectfully,

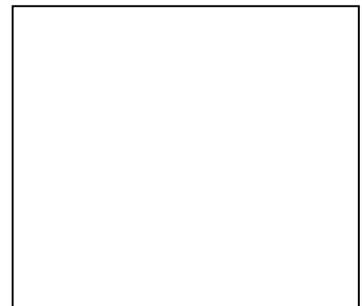
Engineer Signature

Engineer Printed Name

Engineer Address:

Engineer Phone:

Engineer Email:



ENGINEER SEAL
HERE