



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 839966 • SAN ANTONIO TX 78283-3966 • 1901 S. ALAMO ST., 78204



TO: Development Services and Fire Department Customers

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

DATE: September 15, 2005, *Revised February 2022*

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, Development Services Department (DSD) and San Antonio Fire Department (SAFD) created this Information Bulletin (IB) 102 on the Professional Engineer (PE) review/certification of automatic fire sprinkler system or fire alarm plans. Plans submitted by a licensed Fire Protection Engineer under the requirements of IB 102 will not be reviewed by Development Services. This Information Bulletin was updated to include a mandatory requirement to perform a Pre-Submittal Completeness Review prior to submission of certified plans under IB 102. The Pre-Submittal Completeness Review meeting is intended to take the place of the SAFD/DSD “Spot-Check” previously conducted after the FPE’s certified plans were submitted and permit issued.

Scope:

DSD and SAFD require that all automatic fire sprinkler or fire alarm system plans be reviewed and approved for all permit applications related to the installation, rehabilitation or modification of any such 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, automatic fire sprinkler or 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. For the permit application to be processed the following requirements must be met:

1. The fire review of the parent building permit shall be approved by DSD.
2. The PE reviewing and certifying fire sprinkler or 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 on the Approved List of Fire Protection Engineers are:
 - Have the Fire Protection (FIR) branch listed under his/her contact information with the Texas Board of Professional Engineers (TBPE) record
 - Have an active (ACT) status on the TBPE website
 - Attend training on San Antonio’s fire permit process
 - Regular attendance at the City’s Fire Protection Engineer coordination meeting

3. The Fire Protection Engineer is required to schedule a Pre-Submittal Completeness Review Meeting by contacting Development Services' Plans Coordinator staff at DSDPlansManagement@sanantonio.gov. No fee will be charged for Pre-Submittal Completeness Review meetings lasting less than thirty minutes. If the Fire Protection Engineer needs a more in-depth discussion to ensure the plans are code compliant a fee of \$100/hour will be assessed. It is recommended that the Fire Protection Engineer invite the Fire Sprinkler contractor to the meeting to answer design questions to ensure all checklist items are approved in the Completeness Review Meeting.
4. At the Fire Protection Engineer's option, the meeting can be held over the phone using WebEx or in person. The PE reviewing and certifying the plans shall be responsible to ensure the information listed in the Pre-Submittal Completeness Review checklist attached to this Information Bulletin is included in the review and certification of the submittal. The Fire Protection Engineer must have the following documents available for review at the Pre-Submittal Completeness Review meeting:
 - Fire System Plans and related calculations.
 - Approval comments on the parent building permit. The comments can be found on-line at http://www.sanantonio.gov/dsd/permit_review_search.asp.
 - Any information required by a Code Modification Request on another design issue that caused an increase or modification to the normal fire sprinkler or fire alarm requirements. Information regarding approved Code Modification can be found [online](#). It is the Fire Protection Engineer's responsibility to obtain the additional fire sprinkler or 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. Any additional special considerations that have been clarified by SAFD and the City of San Antonio regarding fire sprinkler or fire alarm design that have been issued as formal Code Interpretations.
5. Upon successful completion of the Pre-Submittal Completeness Review Meeting, Development Services will document that the plans can be submitted under IB 102 using the form attached to this IB and will email the form to the Fire Protection Engineer. Thereafter, the fire sprinkler contractor or the approved Fire Protection Engineer is to submit the following to the City using electronic submittal through the [BuildSA Customer Portal](#):
 - A completed fire sprinkler or fire alarm system permit application which is electronic only. During the on-line application, the owner's name and email address is required.
 - An electronic pdf copy of the completed Engineer's Fire Sprinkler Certification Statement (attached)
 - Upload of electronic certified fire system plans (one or more pdfs), one electronic pdf of certified hydraulic calculations for fire sprinklers systems, electronic copy of equipment data sheets for fire alarm systems, electronic copy of the fire system design calculations for a fire alarm system, and electronic pdf copy of any associated required permit documents (fire pump submittal, test certificates, manufacturer's data sheet, etc.)
 - Pre-Submitted Completeness Review Results as a pdf signed by Development Services

It is recommended that the PE obtain needed documents from the general contractor/owner. All research requests should be submitted using the form attached to this Information Bulletin. The typical turnaround time to respond to requests for information is one business day.

Once the application is submitted on-line and all electronic documents uploaded, the submittal will be reviewed for completeness, which include the certifications. Once the application and documents are deemed complete, the permit will be issued to the Fire Sprinkler Contractor after review rather than going through technical review (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 applicant 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 inspections, the plan may be subject to technical review upon request of the Fire Marshal.

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.

**Prepared and
Reviewed by:**

YungWei Tang, Fire Protection Engineer
Christopher Monestier, Assistant Chief, SAFD
Richard Chamberlin, P.E., Development Services Engineer
Crystal Gonzales, P.E., CBO, Assistant Director, Plan Review
Amin Tohmaz, P.E., Assistant Director

Authorized by:

Michael Shannon, P.E., CBO, Interim Director, DSD
Carl Wedige, Deputy Chief, SAFD

Attachments: Pre-Submittal Completeness Review Results
Engineer's Fire Sprinkler System Certification Statement



City of San Antonio
Development Services Department
 1901 S. Alamo
 San Antonio, Texas 78204
 www.sanantonio.gov/dsd

**Request to Obtain Information to Assist Fire Protection Engineers in
 Certifying Plans Submitted Under IB 102**

Development Services staff is available to assist you in determining any increase or modification to the normal fire system requirements due to a Code Modification Request or other design issue identified during building plan review. In addition, staff is available to respond to other code items that may need to be considered in connection with submitting plans under IB 102. To ask questions regarding your submittal, please complete this form and email to: DSDPlansManagement@sanantonio.gov.

Typical response time to these requests will be one business day.

| | |
|--------------------------------|-----------------|
| Request date: | Date completed: |
| Fire Protection Engineer Name: | Email: |
| Firm: | Phone: |

| | | | | |
|---|-------------------------|----------------|----------------------|-----------------------|
| Type of question (mark all that apply): | Fire Alarm | Fire Sprinkler | CMR-Approved file(s) | CMR-In Process/Denied |
| | CMR-All project related | | General | |

For CMR-Approval files, list all known numbers:

| | |
|------------------|---------------------------------|
| Project Name: | Building Permit # (Parent AP#): |
| Project Address: | |

Please state your question:

Development Services' Response:



City of San Antonio Development Services Department

Pre-Submittal Completeness Review Results – Fire Sprinkler

| | |
|---|---|
| Date of Meeting | |
| Attendees | |
| Meeting Notes <small>(attach additional sheets if needed)</small> | |
| Items Discussed | |
| | Signature on plans from RME or Fire Protection Engineer, in accordance with the State of Texas’ rules |
| | Verify complete set of calculations (hydraulic and pipe elevations) |
| | Adequate minimum safety factor was provided in hydraulic calculations per City of San Antonio Fire Code Amendments (5 psi or 10% at the base of the riser) |
| | Commodities Classification Letters (a.k.a. “Commodities Letters”) if applicable. For Group H, M and S Occupancies, review that the design criteria of the proposed system matches that approved during the City of San Antonio building permit process |
| | Underground layout matches the system/layout approved during the building permit and the separate underground permit |
| | If provided, standpipe system hose connection locations (needs to be on the intermediate landing) |
| | Responsibility has been taken for the sprinkler system stub-out |
| | Verify sprinkler head location relative to Unit Heater location |
| | Will there be High Volume Low Speed Fans (HVLS)? If so, verify sprinkler head locations relative to the fans. |
| | Verify current fire pump test results are provided and reviewed where applicable (at no more than 5% degradation) |
| | Approval comments made by the City’s Plans Examiner on the parent building permit |
| | Code Modification Requests (CMR) incorporated into design. |
| | Formal Code Interpretations |
| | Is the project phased? If so, each phase needs to be a fire area and the sprinkler system needs to be operational in that area. |
| | Discuss design assumptions regarding areas that are unsprinklered such as overhangs, attics, outside space and crawl space. |
| | Are you using ESFR sprinklers? If so, verify heaters are shown on plans and are within sprinkler spray areas requiring higher temperature sprinklers. |
| Other | |
| Signature of FPE | Date: _____ |
| Signature of CoSA/DSD Reviewer | ate: _____ |
| Results (DSD/CoSA) | Approved <input type="checkbox"/> Additional Information Required <input type="checkbox"/> |



City of San Antonio Development Services Department

Pre-Submittal Completeness Review Results _ Fire Alarm

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|---|--|
| Date of Meeting | |
| Attendees | |
| Meeting Notes <small>(attach additional sheets if needed)</small> | |

Items Discussed

| | |
|--|---|
| | Signature on plans from APS or Licensed Professional Engineer in accordance with Texas Administrative Code, Title 28, Chapter 34, Subchapter F (Fire Alarm Rules). |
| | Complete set of calculations for standby power, voltage drop, speaker loads (dB loss) if applicable, aspirating smoke detector transport time if applicable, and acoustic modeling reports if applicable. |
| | Information as to fire alarm system being installed – manual with occupant notification (horn and strobe), in-building emergency voice / alarm communication system, in-building mass notification system, wide area mass notification system, sprinkler supervisory system, pre-action sprinkler releasing system, elevator recall control and supervisory system, hood suppression system supervisory system. |
| | Verify design minimum audibility level for occupant notification pursuant to IFC, Chapter 9, Section 907.1.2, Item 4 |
| | Public and common area notification requirements of IFC Chapter 9, Section 907.5.2.3.1 |
| | Capability to support visible signals pursuant to IFC Chapter 9, Section 907.5.2.3.3 |
| | Ceiling height and construction details provided pursuant to IFC, Chapter 9, Section 907.1.2, Item 12 |
| | Verify fire alarm plans between layout and riser diagrams |
| | Verify carbon monoxide detection |
| | Information as to the fire alarm system type – protected premises (local), remote supervising station system, proprietary supervising station system, central station system, dedicated function system. |
| | Occupancy Classification Letters (a.k.a. “Commodities Letters”) if applicable |
| | Verify occupancy type taken into consideration in system design (Non-sprinklered Group B Ambulatory Health Care Facility not provided with automatic smoke detection pursuant to IFC, Chapter 9, Section 907.2.2.1) |
| | Approval comments made by the City’s Plans Examiner on the parent building permit. Comments found at: http://www.sanantonio.gov/dsd/permit_review_search.asp |
| | Any information required by a Code Modification. Information regarding approved Code Modification can be found online . |
| | 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 or Information Bulletins. |

| | |
|-------|--|
| Other | |
|-------|--|

| | | |
|------------------|--|-------------|
| Signature of FPE | | Date: _____ |
|------------------|--|-------------|

| | | |
|--------------------------------|--|-------------|
| Signature of CoSA/DSD Reviewer | | Date: _____ |
|--------------------------------|--|-------------|

| | | |
|---------------------------|--|---|
| Results (DSD/CoSA) | Approved <input type="checkbox"/> | Additional Information Required <input type="checkbox"/> |
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DEVELOPMENT SERVICES DEPARTMENT
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Engineer's Fire Sprinkler/Fire Alarm 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 2018 *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,

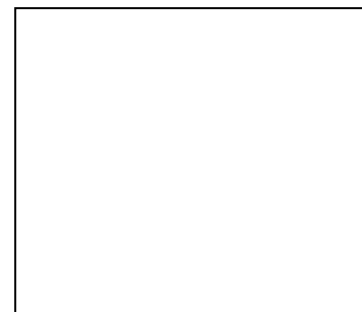
Engineer Signature

Engineer Printed Name

Engineer Address:

Engineer Phone:

Engineer Email:



ENGINEER SEAL
 HERE