



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 102b**
Professional Engineer (PE) Review/Certification of Automatic Fire Sprinkler System Plans

DATE: September 15, 2005, *Revised October 1, 2018*

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) 102b on the Professional Engineer (PE) review/certification of automatic fire sprinkler system plans. Plans submitted by a licensed Fire Protection Engineer under the requirements of IB 102b 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 102b. 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 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 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 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 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 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 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 requirements. Information regarding approved Code Modification can be found [online](#). It is the Fire Protection Engineer's responsibility to obtain the additional fire sprinkler 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 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 102b 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:
 - A completed fire sprinkler system permit application ([IB 107](#)). The owner's name and email address need to be provided.
 - A completed Engineer's Fire Sprinkler Certification Statement (attached)
 - Two (2) complete sets of certified plans (stamped by the PE), one (1) complete set of certified hydraulic calculations, and one (1) copy of any associated required permit documents (fire pump submittal, test certificates, manufacturer's data sheet, etc.)
 - Pre-Submitted Completeness Review Results 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 documents are deemed complete which include the certifications, the permit will be issued to the Fire Sprinkler 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 inspections, the plan may be subject to 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
Terry Kannawin, Assistant Director, Plan Review
Amin Tohmaz, Interim 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

Pre-Submittal Completeness Review Results

Date of Meeting	
Attendees	
Meeting Notes (attach additional sheets if needed)	
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"/>

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 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