



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 109**
Fire Sprinkler Modifications Involving Twenty (20) Heads or Less

DATE: November 14, 2005/*Revised July 2009/March 2013/January 2015/February 2022*

CREATED BY: Development Services and San Antonio Fire Department

Purpose:

As a customer service initiative, the Development Services Department (DSD) and the San Antonio Fire Department (SAFD) created this **revised** bulletin to update Information Bulletin (IB) 109 on the following policy regarding modifications to existing fire sprinkler systems involving twenty (20) or fewer sprinkler heads. This Information Bulletin has been updated to incorporate the department's new process for submitting applications to the Fire Marshal's office, electronically through BuildSA.

Scope:

The following is a projected path that the Fire Sprinkler Contractor (FSC) and the City of San Antonio (COSA) staff are to utilize when applying this policy:

FSC shall *complete the Permit Process (instruction and tutorials in IB 107)* and a letter indicating the scope of work on letterhead, stamped and signed by the R.M.E. shall be electronically *uploaded to the [BuildSA ACA Customer Portal](#)* prior to fabrication and modifications. The letter must include the type of sprinkler heads to be added or relocated and list the existing sprinkler head types. No work shall be performed until the permit is issued. See Attachment A for a template of the expected letter.

1. A permit will be issued for the address and business as requested. The permit will be required to be on site at the time of inspections.
2. FSC will call the SAFD Fire Marshal's office at 210-207-8410 and request an inspection of the job site.
3. An SAFD Fire Inspector will call the morning of the inspection to set up a time for and then perform an inspection. The FSC is to be on site during the time of the inspection with the permit, a working plan and a ladder to see above the finished ceiling if the ceiling tiles are installed. The SAFD Fire Marshal's office will make one of three determinations upon inspecting the sprinkler system modification:
 - i. The modification is approved as installed and the permit is approved;
 - ii. The modification is disapproved as installed. If disapproved, the Fire Inspector will note all deficiencies that resulted in the disapproval. The FSC will make the corrections to the sprinkler system and, when completed, will call for a re-inspection. A Fire Inspector will make an inspection of the correction and either approve or disapprove the modification and/or corrections. Additional fees may apply depending on the number of times are-inspection is request.

- iii. If the Fire Inspector determines that the modification to the sprinkler system is either a complex change or is beyond what the scope of this policy intends, they will require that the FSC upload complete fire sprinkler modification plans to ACA Customer Portal, Fire Protection Section for review (210-207-8160). SAFD and/or DSD staff will work with the FSC in a timely manner to review and approve their project. When DSD staff approves the plan, the FSC will call for a re-inspection. Again, additional fees will apply for the review and depending on the number of times a re-inspection is requested. The final determination as to whether a full plan review is needed is left to the Fire Inspector conducting the inspection. Various field conditions, sprinkler system layout, etc. will dictate this determination.

If any of the following situations or scenarios is relevant to the project, the FSC is not eligible to use this policy and fire sprinkler modification plans are required to be submitted to the SAFD Fire Marshal's office and the DSD Plan Review Team in one of the normal permit plan review methods:

1. Changing system types (e.g., wet to pre-action).
2. Adding a new system (e.g., pre-action, offices to a warehouse).
3. Increase in Occupancy Hazard Classification (e.g., light hazard to ordinary hazard, ordinary hazard 1 to ordinary hazard 2, etc.).
4. Modifications to ESFR sprinkler systems are not eligible for this policy.
5. Modifications to extended coverage sprinkler systems and/or extended coverage spacing are not eligible for this policy.
6. *Modifications to systems utilizing Special Application or Residential sprinklers.*
7. Entire lease space must be permitted at one time. Breaking a lease space into multiple areas each twenty (20) or less sprinkler heads and permitted separately will not be allowed.

This policy is effective the date of this bulletin and will remain in effect until further notice. Your cooperation in implementing this policy is greatly appreciated. Should you have any questions on this policy, please call the Fire Marshal's Office at 210-207-8410 or the Sr. Fire Protection Engineer at 210- 207-8056.

Summary:

This Information Bulletin is for informational purposes only.

Prepared by: Christopher Monestier, Assistant Fire Chief/Deputy Fire Marshal **Reviewed**
by: Christopher Monestier, Assistant Fire Chief/Deputy Fire Marshal **Authorized**
by: Carl Wedige, Deputy Fire Chief/Fire Marshal
Roderick Sanchez, AICP, CBO, Development Services Director

(ATTACHMENT A)

Date

Re: Project Name
Project Address

San Antonio, Texas

To: San Antonio Fire Department, Office of the Fire Marshal

Building Scope of Work in Lease Space:

Building AP Number:

The scope of work consists of:

Existing Sprinklers To Remain or Be Relocated:

<u>Manufacturer</u>	<u>Make</u>	<u>Model</u>	<u>SIN#</u>	<u>Orifice</u>	<u>K-factor</u>	<u>Temp</u>	<u>QRISR</u>	<u># of Sprinklers</u>

New Sprinklers To Be Added or Replaced:

<u>Manufacturer</u>	<u>Make</u>	<u>Model</u>	<u>SIN#</u>	<u>Orifice</u>	<u>K-factor</u>	<u>Temp</u>	<u>QRISR</u>	<u># of Sprinklers</u>

Total number of sprinklers relocated, added, or replaced:

If you have any questions or require any additional information, please call me at the number listed above.

Respectfully submitted,

RME Name
RME#