



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 122**
Fire Alarm Permit Application and Checklist

DATE: April 17, 2007 Revised: June 13, 2012/August 1, 2014/November 20, 2015/
April 8, 2016 /March 2017/October 1, 2018 / February 3, 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) 122 on the Fire Alarm Permit Application and Checklist. This bulletin has been updated to reflect the 2018 Building Codes.

The following Information and Checklist is furnished for the purpose of expediting the City review of plans and specifications submitted for fire alarm systems, emergency voice alarm communication systems, sprinkler supervisory systems, elevator recall control and supervisory systems, and fire alarm system control panel replacement permits issued by the San Antonio Fire Department. 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 codes and standards.

Scope:

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

As an option to our customers, a customer service initiative has been implemented by the San Antonio Fire Department whereby certified plans will be accepted in lieu of a complete plan review by City of San Antonio staff. If the customer chooses this option, fire alarm system design documents shall be reviewed and certified as meeting the requirements of the current City of San Antonio Fire Code with local amendments by a registered Fire Protection Engineer licensed by the State of Texas. See [Information Bulletin 102a](#) for plan certification and submittal procedures.

Optional Professional Engineer (P.E.) Fire Alarm "Design" Submittal

Engineers licensed by the State of Texas may also submit Fire Alarm designs for review and approval. Customers choosing this option shall complete:

- The Fire Alarm Permit Application just as a traditional submittal with a few exceptions.
 - Section B1 (Contractor Information) will be completed if the contractor has already been selected for the project.
 - Section B2 (Fire Alarm System Engineer Design) shall be completed for all P.E. design submittals.
- The P.E. Submittal Fire Alarm Contractor Certification Statement signed by the alarm contractor, P.E., and owner. See the attachment at the end of the application.
- A meeting between the P.E. and Fire Alarm Reviewer is required prior to the application of any permit for the project.

The permit will not be released until the contractor has been selected and notification has been made to the Fire Marshal's Office. Note the permit shall not be released until the associated building permit is released.

Fast-Track Fire Alarm Permits

In order to allow fire alarm work to begin as soon as possible, SAFD offers the optional Fast-Track, which allows the fire alarm contractor to begin work prior to Approval of fire alarm plans for plan review. To obtain a Fast-Track Fire Alarm Permit, there is a place to request it when filling out information for the Fire Alarm Permit in the ACA Customer Portal.

Permit and Licensing Requirements

Fire alarm system permits will be issued to the Fire Alarm System Contractor performing the work. Such contractor shall be registered per the licensing regulations of the Texas Department of Insurance – 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 system calculations shall bear the non-photocopied seal of an engineer registered to practice in the State of Texas or the name and license number as prescribed by Title 28 of the Texas Administrative Code, Chapter 34, Subchapter F (Fire Alarm Rules) Section 34.619 (Fire Alarm and Detection System Plans and Record Drawings) of a Fire Alarm Planning Superintendent (APS) licensed by the Texas Department of Insurance – 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.

In the case of multiple building complexes or additions, (apartment complexes, school portable buildings with separate standalone fire alarm systems / panels, multiple building commercial complexes) a **separate permit application shall be required for each building** comprising the complex or addition.

A completed Application and Checklist (see Section II of this document) along with a copy of fire alarm drawing sets, a copy of hydraulic design calculations and any other required paperwork shall be submitted in the following method:

Uploaded into Plan View under ACA Customer Portal at

<https://aca.sanantonio.gov/CitizenAccess/Default.aspx>

Create your online account first, then you will need to locate your license in order to connect your online account to the individual with the license for the company. If you get stuck please let us know so we can have someone in Fire Prevention reach out to you on that.

Additionally, there are some resources on our website for linking the Licensed Professional (LP) and for Fire Systems permitting...

<https://www.sanantonio.gov/DSD/BuildSA-Project> (The overall site to resources)

Linking Licensed Professional to New Online Account

Training Recording: [Claim](#)

[the LP Record](#) Training

Presentation: [Powerpoint](#)

This course is for registered contractors and offers tips on how to ensure their Hansen registration record is ready for use in the new online portal.

Fire Systems

Training Recording:

[Fire Systems](#) Training

Presentation:

[Powerpoint](#)

Join this session to learn about the different types of Fire System Permits.

Fire Systems: Creating the Fire LP Record

Training/Recording: [Creating the Fire LP Record](#)

Training Presentation: [Powerpoint 1](#) and

[Powerpoint 2](#)

This course walks the participant through the online portal to select the Fire LP record-type, complete all required information on the application and final submittal. Important Note: The permit application is required to be completed in its entirety. Any required items not completed will result in the permit application not being accepted at the time of submittal. Approved plan “designs” submitted by a P.E where an installing contractor has not yet been selected will not be released until a selection and notification to the Fire Marshal’s Office has been made. The P.E. will be notified that this is the only item affecting the permit issuance.

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 alarm permit plans comply with the requirements of City departments involved in the plan review process. Resubmittals will not be accepted without a response to each of the Issues. When revised plans are required with a submittal, upload them in the same manner they were originally submitted. Revised plans shall be labeled with the same Plan Number as the original plan it is replacing. It is required to include the appropriate revision number and date in the Title Block with revised area(s) clouded. When revised calculations or additional manufacturer’s data sheets are required with a submittal, upload in the appropriate manner. 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 ACA for incorporation into the approved fire alarm permit plans.

Important Note: Be aware that the \$100.00 plan review fee for a third resubmittal stated in procedural item 3 in Information Bulletin 111 is applicable to fire alarm system plan re-submittals.

You are encouraged to contact the plans examiners involved in order to clarify the requirements of their review. However, no approvals will be given without resubmitting plans or required information through the San Antonio Fire Department for incorporation into the approved fire alarm system permit plans.

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, 2018 Edition, as adopted by Chapter 6, Buildings, Code of Ordinances
International Fire Code, 2018 Edition, as adopted by Chapter 11, Fire Prevention, Code of Ordinances
International Mechanical Code, 2018 Edition, as adopted by Chapter 6, Buildings, Code of Ordinances
National Fire Protection Association Standard 72, The National Fire Alarm and Signaling Code, 2016 Edition
National Fire Protection Association Standard 70, The National Electrical Code, 2017 Edition

Estimated Plan Review Turnaround Time:

New system: 90% of plans reviewed in twenty-one (21) calendar days or less.

Modification or Remodel of an existing system:

- ≥ 100 devices: 90% of plans reviewed in twenty-one (21) calendar days or less.
- < 100 devices: 90% of plans reviewed in ten (10) calendar days or less.

Fire Alarm Control Unit Replacement: 90% of plans reviewed in ten (10) business days or less.

Resubmittal (fire alarm control unit replacement and modifications to existing systems with fewer than 100 devices): 90% of plans reviewed in five (5) calendar days or less.

Resubmittal (new fire alarm systems and modifications to existing systems with 100 or greater devices): 90% of plans reviewed in nine (9) calendar days or less.

Record Drawing and Post Permit Revision Review (fire alarm control unit replacement and modifications to existing systems with fewer than 100 devices): 90% of plans reviewed in five (5) calendar days or less.

Record Drawing and Post Permit Revision Review (new fire alarm systems and modifications to existing systems with 100 or greater devices): 90% of plans reviewed in nine (9) calendar days or less.

Note that a fee of \$100.00 per hour with a one (1) hour minimum applies to all record drawing and post permit revision reviews.

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.

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 the Fire Protection Engineer at (210) 207-8056 or the Fire Alarm Fire Protection Specialist at (210) 207-0125 for current turnaround times. Submittal Format:

Submittal Books: Fire Alarm System Submittal Books shall contain the following:

- Table of Contents
- Bill of Materials
- Equipment data sheets for all control equipment to include notification appliance circuit extender panels (power supplies), auxiliary power supplies and cellular backup panels.
- Equipment data sheets for all initiating devices to include smoke and heat detectors, manual fire alarm boxes (pull stations), and duct mounted smoke detectors.
- Equipment data sheets for all interface devices to include control modules, monitor modules, signaling modules, and single or multi-voltage control relays.
- Equipment data sheets for all notification appliances to include horns, strobes, combination horn/strobes, speakers, combination speaker/strobes, chimes, combination chime/strobes, and fire alarm system annunciator panels.
- Equipment data sheets for all proposed fire alarm system cabling.
- Equipment mounting details.

System Design Calculations: Fire Alarm System Design Calculations shall contain the following:

- Standby battery calculations for all control equipment to include main fire alarm control unit, sub control units (node panels), cellular backup panels, notification appliance circuit extender panels (power supplies), and auxiliary power supplies.
- Standby battery calculations for very early smoke detection apparatus power supplies.
- Installation data packs to include transport time calculations for very early smoke detection apparatus.
- Voltage drop calculations for all notification appliance circuits.
- Speaker load calculations for all speaker circuits. (Emergency Voice Alarm Communication and Combination Fire Alarm / Mass Notification Systems Only)
- Address lists for analog or digitally addressable devices (Optional)

Shop Drawings (Plans): Fire Alarm System Shop Drawings shall contain the following:

- Equipment Legend for all system equipment proposed for installation placed on each sheet of the shop drawings containing floor plans and/or riser diagrams.
- Cabling Legend for all proposed system cables on each sheet of the shop drawings containing floor plans and/or riser diagrams.

- Scaled floor plans drawn at a minimum scale of 3/32"=1'-0". Floor plans shall include room labels and construction details that may affect the fire alarm system layout (beams, furr downs, door swings, case openings).
- Proposed placement of all control equipment, initiating devices, notification appliances, and system interface devices. Note that notification appliances shall include effective intensity settings, circuit numbers, and in the case of emergency voice alarm communication systems, and combination fire alarm / mass notification systems, tap values for all speakers and combination speaker/strobes.
- Ceiling heights for all areas where the installation of ceiling mounted devices is proposed.
- Ceiling heights for all living and sleeping areas in Group R occupancies (hotels, apartments, group homes).
- Control equipment cabinet elevations. (Optional)
- Sequence of operation matrix.

Note that these are the minimum requirements for submittal to the City of San Antonio Fire Department Fire Prevention Division. Failure to provide this information will result in plan review denial. Refer to the checklist for each System for details

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
Michael Shannon PE, CBO, Development Services Director

H. 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. Note that all items in the checklist indicated as “REQ” only are **required** to be included in the fire alarm system plans and submittals. Failure to include these items will result in a plan review denial.

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:		c. All plans (i.e., each sheet) are to be signed by the A.P.S. or licensed professional engineer for the installing contractor with the A.P.S.’s or licensed professional engineer’s licensing information and company name. Note that A.P.S.’s or licensed professional engineer’s signature is to be updated for each revision submitted to the City on each revised sheet.

2. New and Remodeled Fire Alarm Systems:

REQ:		a. Show reference information of “work by others” including, but not limited to, duct mounted smoke detectors, single or multiple station smoke alarms.
REQ:		b. Show description of use for all portions of the building (including room names) included in this application. For remodeled systems, indicate all existing rooms as such.
REQ:		c. Indicate whether fire alarm system is of a specialized type (Sprinkler Supv., Elevator Recall Cont. and Supv, Emergency Voice Alarm Communication, Dedicated Func.).
REQ:		d. Show all applicable design information as specified in NFPA 72.
REQ:		e. In Group R-1 and R-2 occupancies indicate ceiling heights for all dwelling and sleeping areas that are required to meet the provisions of Section 907.5.2.3 of the Fire Code on the fire alarm system drawings.
REQ:		f. Show full height cross-section or details as necessary to reflect visible notification appliance locations in relation to obstructions for all atypical conditions.
REQ:		g. For notification appliance circuits, indicate circuit numbers and candela ratings as applicable at each notification appliance. Indicate end of line device at the end of each notification appliance circuit.
REQ:		h. Provide system standby battery calculations for the system control panel and any remotely located notification appliance circuit extenders or power supplies.
REQ:		i. Provide voltage drop calculations for all notification appliance circuits connected to the system control panel or notification appliance circuit power supplies.
REQ:		j. For emergency voice alarm communication systems, and combination fire alarm / mass notification systems, provide load calculations for all speaker circuits to include tap wattages, total wattage used and total db loss for the circuit.
REQ:		k. For emergency voice alarm communication systems, and combination fire alarm / mass notification systems, indicate tap wattages at each speaker on the fire alarm system drawings.

REQ:	l. Provide manufacturer's equipment data sheets for all control equipment, power supplies, and peripheral devices within the system.
REQ:	m. For system remodel work, show model of existing devices in addition to new devices being used. Indicate any devices that are existing and / or existing and relocated.
REQ:	n. Indicate all areas not in contract for all new systems or system remodel work in existing structures.
REQ:	o. Indicate control circuits for all combination fire and smoke dampers and source panel for power on the fire alarm system drawings, further indicate devices used for the interface of damper control with the fire alarm system.
REQ:	p. Indicate control circuits for all electromagnetic door hold open devices and source of power on the fire alarm system drawings, further indicate devices used for the interface of control of door hold open devices with the fire alarm system.
REQ:	q. In facilities utilizing a kitchen ventilation hood indicate supervisory / interface devices for the kitchen ventilation hood suppression system on the fire alarm system drawings.
REQ:	r. Show sequence of operation matrix as illustrated in NFPA 72 on the fire alarm system drawings.
REQ:	s. Provide on the fire alarm system drawings, for all new or remodeled systems, a floor plan with point-to-point drawing or detailed fire alarm riser diagram illustrating all signaling line and notification appliance circuits within the scope of work. For system remodel work, indicate the connection to existing circuits as needed. Include on the drawings a key plan denoting the areas of work.
REQ:	t. For all Remote Supervising Station, Proprietary Supervising Station, and Central Station Systems, indicate a connection to a telephone exchange room or point of demarcation on the fire alarm system drawings. Indicate at the system control panel both on the floor plan and in the riser diagram.
REQ:	u. Indicate on the fire alarm drawings, the required dedicated primary power circuit for the system control panels and notification appliance circuit extenders or power supplies. Indicate at each location of this equipment on the floor plans and in the riser diagram.
REQ:	v. For in-building fire emergency voice alarm communication systems, indicate the location of all remotely located amplifiers for speaker circuits on the fire alarm system drawings both on the floor plan and in the riser diagram.
REQ:	w. For in-building fire emergency voice alarm communication systems, indicate the speaker circuit number at each speaker or combination speaker and strobe on the fire alarm system drawings both on the floor plan and in the riser diagram. Further, indicate the end of line device at the end of each speaker circuit both on the floor plan and on the riser diagram.
REQ:	x. When utilizing ceiling mounted notification appliances in facilities with ceiling heights greater than 30'-0", provide detail drawing or explanation in the form of a scope of work document as to how the ceiling devices will be mounted.
REQ:	y. Indicate the CFM rating of all air handler units requiring duct-mounted smoke detectors on the fire alarm system drawings.
REQ:	z. In facilities with elevators, indicate on the fire alarm system drawings all interface devices for elevator control and their function. (Primary Recall, Alternate Recall, Power Shutdown, Presence of Voltage, Flash Hat)

3. Elevator Recall Control and Supervisory Systems:

REQ:	a. Provide a floor plan that indicates the elevator hoistway, elevator lobby, and elevator equipment room. A full building floor plan will not be required unless the elevator equipment rooms are not located in close proximity to the elevators being controlled. Include on the drawings a key plan denoting the location of the areas of work.
REQ:	b. Provide on the system drawings, a point-to-point diagram on the floor plan or detailed system riser diagram illustrating all circuits within the scope of work to include specific device locations.
REQ:	c. Indicate on the system drawings, the required dedicated primary power circuit for the system control panel. Indicate at each location of this equipment on the floor plan and in the riser diagram.
REQ:	d. Provide standby battery calculations for the system.
REQ:	e. Indicate on the system drawings any areas not in contract.
REQ:	f. Indicate on the system drawings all interface devices for elevator control and their function. (Primary Recall, Alternate Recall, Power Shutdown, Presence of Voltage, Flash Hat)
REQ:	g. Provide manufacturer's equipment data sheets for all control equipment, and peripheral devices within the system.
REQ:	h. Show reference information of "work by others" including but not limited to conventional type devices provided by others and interfaced with the system. (Example: Conventional smoke or heat detectors provided by others in elevator lobbies.)
REQ:	i. Show sequence of operation matrix as illustrated in NFPA 72 on the system drawings.

4. Sprinkler Supervisory Systems

REQ:	a. Provide a detailed riser diagram indicating all signaling line and notification appliance circuits. Include the room location of all water flow valves and valve tamper switches being supervised on the riser diagram.
REQ:	b. Indicate on the riser diagram, the required dedicated primary power circuit for the system control panel.
REQ:	c. Indicate on the riser diagram a connection to a telephone exchange room or point of demarcation from the system control panel.
REQ:	d. Provide standby battery calculations for the system.
REQ:	e. Provide voltage drop calculations for all notification appliance circuits in the system.
REQ:	f. Provide manufacturer's equipment data sheets for all control equipment, and peripheral devices within the system.
REQ:	g. Show reference information of "work by others" including, but not limited to, duct mounted smoke detectors.
REQ:	h. In the event that duct mounted smoke detectors are connected to the system for supervision, indicate on the riser diagram the air handler unit number and location.
REQ:	i. Show sequence of operation matrix as illustrated in NFPA 72 on the system drawings.

5. Dedicated Function Fire Alarm Systems:

REQ:	a. In the case of systems for supervision of fire safety functions and commercial cooking suppression systems provide a detailed riser diagram indicating all signaling line and/or initiating device circuits within the system to include annotation of any and all equipment being supervised by the system (duct mounted smoke detectors, hood suppression systems, etcetera.). Additionally indicate all interface devices for the equipment being supervised.
REQ:	b. In the case of property protection only systems, provide a scaled floor plan indicating the location of all automatic detection devices, control equipment and required manual means of activation.
REQ:	c. Provide manufacturer's equipment data sheets for all control equipment, power supplies, and peripheral devices within the system.
REQ:	d. Provide standby battery calculations for the system.
6. Fire Alarm Control Unit Replacement	
REQ:	a. Provide a detailed riser diagram indicating all control equipment to include notification appliance power supplies, initiating devices and notification appliances to include device addresses or zone numbers and specific locations for the initiating devices, circuit numbers, effective intensity settings, and specific locations for the notification appliances, and specific locations and dedicated primary power circuit numbers for the control equipment within the existing system.
REQ:	b. Provide with the submittal package, a cover letter, signed by the alarm planning superintendent or professional engineer, listing the model number, manufacturer, and quantity of existing devices within the system. This includes initiating devices, notification appliances, and peripheral devices (system annunciators, separate system communication devices, system printers).
REQ:	c. Provide manufacturers equipment data sheet for the new fire alarm control unit to be installed.
REQ:	d. Provide standby battery calculations of the new fire alarm control unit to be installed.

TO: City of San Antonio Fire Department
 Fire Prevention Division
 1901 S. Alamo
 San Antonio, Texas 78204
 Office: (210) 207-8410



PE SUBMITTAL FIRE ALARM SYSTEM CONTRACTOR CERTIFICATION STATEMENT

RE: Project Address: _____
 Project Name: _____
 Project AP#: _____

We hereby certify that the following alarm contractor has been selected for the above-referenced fire alarm system plan(s).

Licensed Fire Alarm System Contractor Name (printed):						
Position/Title:						
Signature:				Date		
Company Name:						
COSA I.D. Number:				General Contractor:		
Contractor Address:						
Street		Building		Suite	Zip Code	
Company Registration Number:				Expiration Date:		
Business Phone #:		() -	Fax#:	() -		
Mobile Phone #:		() -	Email:			
Owner Signature:					Date:	
Name (Printed):						
PE Signature:					Date:	
Name (Printed):						