



**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 135**  
Fire Alarm and Detection System Modifications Involving Five (5) or Fewer Devices

DATE: November 28, 2007/*Revised August 1, 2014/January 1, 2015/ February 2022*

CREATED BY: Development Services and San Antonio Fire Department

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**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) 135 regarding modifications to existing fire alarm and detection systems involving five (5) or fewer system devices. 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 alarm and detection system installing contractor, and the City of San Antonio staff are to utilize when applying this policy:

1. The installing contractor shall complete the electronic on-line Fire Alarm System Permit Application in the [BuildSA Customer Portal](#). (See IB 122) After submittal, the applicant will upload a letter (in pdf format to the on-line Plan Room) detailing the scope of work, stamped and signed by the fire alarm planning superintendent (A.P.S.), prior to any modification work. No work shall be conducted without a permit.
2. A permit shall be issued for the address and facility as requested. The permit shall be kept on site throughout the construction phase of the project and at the time of the inspections. Note that a set of floor plans indicating the area of work, device placement, candela ratings for notification appliances and addressing or zone designation for initiating devices, along with any required system calculations (standby batteries, voltage drops) and equipment data sheets for the devices to be installed shall be on site at the time of the inspection.
3. The installing contractor shall contact the San Antonio Fire Department Fire Prevention Division at 210-207-8410 and request an inspection of the work site.
4. A San Antonio Fire Department Fire Prevention Division Fire Inspector shall contact the installing contractor the morning of the inspection to arrange an appropriate time, and then conduct an inspection at the time agreed upon. The installing contractor shall be on site at the time of the inspection with the permit and a working plan for the project. The San Antonio Fire Department Fire Prevention Division will make one of three determinations upon completion of the inspection of the modification:

- A. The modification is **approved** as installed and the permit is approved.
- B. The modification is **disapproved** as installed. In the event of disapproval, the Fire Inspector shall note all deficiencies that resulted in the disapproval. The installing contractor shall make the corrections to the installation and, upon completion, shall request a re-inspection. A Fire Inspector shall conduct an inspection of the corrections and either approve or disapprove the installation and/or corrections. *Additional fees may apply dependent upon the number of re-inspection requests made.*
- C. Should the Fire Inspector determine that the modification to the fire alarm and detection system is either a complex modification, or is beyond the scope of the intention of this policy, the Fire Inspector shall require that the installing contractor submit complete fire alarm and detection system modification plans by uploading electronic files (in pdf format) to the fire alarm application record through the [BuildSA ACA Customer Portal](#) for review. DSD staff will work with the installing contractor in a timely manner to review and approve their project. The approved plans will then be available to download from the on-line Plan Room. Upon approval of the plans and submittals, the installing contractor shall make any corrections to the installation (if any) and request a re-inspection. *Note that additional fees may apply dependent upon the number of re-inspections requested.* **The final determination as to whether a full plan review is necessary is left to the Fire Inspector conducting the inspection. Various field conditions, layout of the existing system, etc. will dictate this determination.**

Should any of the following situations or scenarios be relevant to the project, the installing contractor is **not** eligible to utilize this policy and fire alarm and detection system modification plans and submittals are required to be submitted to the San Antonio Fire Department Fire Prevention Division and the DSD Plan Review Team electronically through the BuildSA ACA Customer Portal:

1. Changing of fire alarm and detection system types (e.g., conventional to addressable).
2. Adding a new dedicated system to be interconnected to the facility fire alarm system (e.g., dedicated elevator recall control and supervisory system interconnected to the building system, dedicated sprinkler supervisory system interconnected to the building system).
3. Change of occupancy classification of the facility (e.g., Group B facility to Group A facility, Group E facility to Group B facility).
4. The entire facility or lease space shall be permitted at one time. Breaking a lease space or facility into multiple areas with five (5) or fewer devices and applying for separate permits shall not be allowed.

This policy is effective the date of this bulletin and shall remain in effect until further notice. Your support and cooperation in the implementation of this policy is greatly appreciated.

Should any questions or concerns arise regarding this policy, please contact the Fire Prevention Division at 210-207-8410 or DSD at 210-207-4408.

**Summary:**

This Information Bulletin is for informational purposes only.

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