



**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 102a**  
Professional Engineer (PE) Review/Certification of Fire Alarm System Plans

DATE: September 15, 2005  
*Revised September 18, 2013/July 23, 2014/October 1, 2014/December 18, 2014/August 18, 2016/  
February 10, 2017/ April 10, 2017/October 1, 2018*

CREATED BY: Plan Review Division

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**Purpose:**

As a customer service initiative, Development Services Department (DSD) and San Antonio Fire Department (SAFD) created Information Bulletin (IB) 102a on the Professional Engineer (PE) review/certification of fire alarm system plans. Plans submitted by a licensed Fire Protection Engineer under the requirements of IB 102a 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 102a. 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 fire alarm system plans be reviewed and approved for all such permit applications related to the installation, rehabilitation or modification of any fire alarm 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, 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. 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 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 able to submit plans under IB 102a are:
  - Have the Fire Protection (FIR) branch listed under his/her contact information with the Texas Board of Professional Engineers (TBPE) records
  - 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](mailto:DSDPlansManagement@sanantonio.gov). No fee will be charged for Pre-Submittal Completeness Review meeting 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 Alarm 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](http://www.sanantonio.gov/dsd/permit_review_search.asp).
  - Any information required by a Code Modification Request on design issue that caused an increase or modification to the normal fire alarm requirements. Information regarding approved Code Modification can be found online. It is up to the Fire Protection Engineer to obtain the additional 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.
5. Upon successful completion of the Pre-Submittal Completeness Review Meeting, Development Services will document that the plans can be submitted under IB 102a using the form attached to this IB and will email the form to the Fire Protection Engineer. Thereafter, the fire alarm contractor or the approved Fire Protection Engineer is to submit the following to the City:
  - A completed Fire Alarm system permit application ([IB 122](#)). The owner's name and email address need to be provided.
  - A completed Fire Alarm Certification Statement (attached)
  - Two (2) complete sets of certified plans (stamped by the PE), two (2) copies of equipment data sheets, and two (2) copies of fire alarm system design calculations or one digital set of plans, data sheets and calculations
  - 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 Alarm 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 Alarm System Certification Statement



**City of San Antonio**  
**Development Services Department**  
**1901 S. Alamo**  
**San Antonio, Texas 78204**  
**[www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd)**

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

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 102a or 102b. To ask questions regarding your submittal, please complete this form and email to: [DSDPlansManagement@sanantonio.gov](mailto: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

<b>Date of Meeting</b>	
<b>Attendees</b>	
<b>Meeting Notes</b> <small>(attach additional sheets if needed)</small>	
<b>Items Discussed</b>	
	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: <a href="http://www.sanantonio.gov/dsd/permit_review_search.asp">http://www.sanantonio.gov/dsd/permit_review_search.asp</a>
	Any information required by a Code Modification. Information regarding approved Code Modification can be found <a href="#">online</a> .
	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: _____
<b>Results (DSD/CoSA)</b>	<b>Approved <input type="checkbox"/></b> <span style="margin-left: 150px;"><b>Additional Information Required <input type="checkbox"/></b></span>



**CITY OF SAN ANTONIO**  
**DEVELOPMENT SERVICES AND FIRE DEPARTMENT**  
PO BOX 839966 SAN ANTONIO TEXAS 78283-3966



## Engineer's Fire Alarm 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,

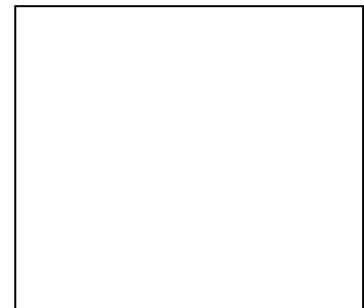
*Engineer Signature*

*Engineer Printed Name*

Engineer Address:

Engineer Phone:

Engineer Email:



ENGINEER SEAL  
HERE