



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 107**
Fire Sprinkler Permit Application and Checklist

DATE: April 17, 2007/*Revised: June 28, 2012/August 1, 2014/October 20, 2015/
March 2017/ October 1, 2018/December 7, 2021/February 3, 2022/May 2025*

CREATED BY: Development Services and San Antonio Fire Departments

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) 107 on the fire sprinkler permit application and checklist. This bulletin has been updated to link to the new on-line BuildSA Customer Portal.

The following Information and Checklist is furnished for the purpose of expediting the City review of plans and specifications submitted for fire sprinkler, fire standpipe, underground fire main and fire hydrant permits issued by SAFD. 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 (COSA) codes and standards.

Scope:

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

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

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

As an option, engineers licensed by the State of Texas may also submit Fire Sprinkler designs for review and approval prior to a fire sprinkler contractor being selected. Customers choosing this option shall complete:

- The Fire Sprinkler Permit Application information online as described below with a few exceptions.
 - Section **B1** (Contractor Information) will be completed if the contractor has already been selected for the project.
 - Section **B2** (Fire Sprinkler System Engineer Design) shall be completed for all P.E. design submittals.

- The P.E. Submittal Automatic Fire Sprinkler Contractor Certification Statement signed by the sprinkler contractor, P.E., and owner. See the attachment at the end of the application.
- A meeting between the P.E. and Sprinkler 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 Sprinkler Permits

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

Fire Sprinkler Modifications Involving Twenty (20) Heads or Less

As a customer service initiative, SAFD has developed a policy regarding fire sprinkler system modifications which involve twenty (20) or fewer sprinkler heads (see [Information Bulletin 109](#)). The following Application and Checklist is required to obtain a permit for work of this scope.

Permit and Licensing Requirements

Fire protection permits will be issued to the Fire Protection Contractor performing the work. Such contractor shall be licensed per the licensing regulations of the Texas State Fire Marshal's Office.

NOTE: 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.

Required plans and submittal location

Drawings shall be of such size necessary to provide legible text, dimensions and details. All plans, specifications and hydraulic calculations shall bear the non-photocopied seal of an engineer registered to practice in the State of Texas or the name and certification number of a person licensed as an RME (Responsible Managing Employee) by the Texas 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.

The information in the Application and Checklist (see Section II of this document) along with a copy of fire sprinkler 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-prod.accela.com/COSA/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.

Resubmittal of plans in response to plan review comments of City plan review staff must be made through ACA Customer Portal to ensure that the approved fire sprinkler 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 as necessary. However, no approvals will be given without resubmitting plans or required information through ACA for incorporation into the approved fire sprinkler 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**, 2024 Edition, as adopted by Chapter 10, Buildings, Code of Ordinances
- 📖 **International Fire Code**, 2024 Edition, as adopted by Chapter 11, Fire Prevention, Code of Ordinances
- 📖 **NFPA 13** Standard for the Installation of Sprinkler Systems, 2022 Edition
- 📖 **NFPA 13R** Standard for the Installation of Sprinkler Systems in Residential Occupancies Upto Four Stories in Height, 2022 Edition
- 📖 **NFPA 13D** Standard for the Installation of Sprinkler Systems in One-and Two-FamilyDwellings and Manufactured Homes, 2022 Edition
- 📖 **NFPA 14** Standard for the Installation of Standpipe Systems, 2022 Edition
- 📖 **NFPA 20** Standard for the Installation of Fire Pumps, 2022 edition
- 📖 **NFPA 24** Standard for the Installation of Private Fire Service Mains and Their Appurtenances, 2022 edition
- 📖 **NFPA 25** Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, 2023 edition
- 📖 **NFPA Standards 12, 12A, 16, 16A, 17, 17A, 22 and 33**, editions as referenced in the 2024 International Fire Code

Estimated Plan Review Turnaround Time:

- ⊕ **New system:** 90% of plans reviewed in eighteen (18) calendar days or less.
- ⊕ **Modification to an existing system:** 90% of plans reviewed in ten (10) calendar days or less.
- ⊕ **Underground system:** 90% of plans reviewed in ten (10) calendar days or less.
- ⊕ **Resubmittal (all system types):** 90% of plans reviewed in seven (7) calendar days or less.

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. The applicant is further advised that additional permits may be required from other City departments outside of this plan review submittal (e.g., above ground storage tank permit for diesel tank for fire pump).

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 Sr. Fire Protection Engineer at (210) 207-8056 or one of the Fire Protection Specialists at (210) 207- 8160 or(210) 207-0137 for current turnaround times.

Summary:

This Information Bulletin is for informational purposes only.

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K. 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.

1. General:

REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	a. Code Modification Requests (CMR) and/or Approved Alternative Method designs - If design is based on an approved CMR
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	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: <input type="checkbox"/>	NA: <input type="checkbox"/>	c. All plans (i.e., each sheet) are to be signed by the R.M.E. for the installing contractor with the R.M.E.’s licensing information and company name. Note that R.M.E, signature is to be updated for each revision submitted to the City on each revised sheet.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	d. Letter from the owner for Assisted Living Homes stating the number of patients and that all are capable of self-preservation

2. Automatic Fire Sprinkler and Standpipe Systems:

REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	a. Show the NFPA standard(s) and edition of the standard(s) utilized in design of the fire sprinkler system.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	b. Show reference information of “work by others” including, but not limited to, fire service line.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	c. Show occupancy/hazard classification and design density information.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	d. Show description of use for all portions of the building (including room names)
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	e. List the construction type of the building, (i.e., obstructed/unobstructed construction). Indicate if there are unsprinklered, concealed combustibles spaces.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	f. Indicate whether sprinkler system design is pipe schedule, hydraulically designed, or special design.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	g. Show all applicable design info as specified in NFPA 13, 13R, 13D, 14, 20, 33, etc.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	h. Show ceiling heights for all rooms and areas.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	i. Show full height cross-section or details with dimensions as necessary to reflect sprinkler and piping locations in relation to obstructions for all atypical conditions.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	j. Indicate type of sprinkler system: wet pipe system, dry pipe system, etc.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	k. Provide hydraulic design calculations for new systems or for modifications to an existing system which affects the hydraulically most remote area of the system.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	l. Provide fire stop assembly design number (UL or other approved assembly) and complete construction details for sprinkler system piping penetrations of fire-resistive assemblies.

REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	m. Indicate electrical supervision or other approved method of supervision of valves controlling the water supply for automatic fire sprinkler systems.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	n. Show the use of special sprinklers, such as extended coverage or ESFR sprinklers, or special conditions, such as the use of a water curtain, as applicable. Show the method of protection as required for nonmetallic piping, as applicable.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	o. Provide manufacturer's data sheets and listing information for special piping, sprinklers, and other applicable fire protection appurtenances.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	p. For modifications, show make and model of existing sprinklers in addition to new sprinklers being used.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	q. For modifications, continue the existing system to one branch line or sprinkler beyond the scope of work and/or any areas within scope that are not in contract.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	r. Provide signed copy of water supply flow test report, including, but not limited to, flow location, static and residual pressures in PSI, flow in GPM, date of test, name of party who conducted test or supplied information. See COSA fire flow test report form and IB143 Fire Flow Test Reports Information Bulletin 143
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	s. For storage and/or warehouse occupancies provide information regarding commodity, commodity classification, encapsulated (method of packaging), height of storage, storage arrangement (i.e., aisles, piles, on pallets, racks, arrays, etc.), in-rack sprinklers, as applicable and small hose stations.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	t. For new buildings or building additions four or more stories in height, note that standpipes shall be provided during construction in accordance with Section 3313 of the 2018 IFC.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	u. Show the materials, listing information, and installation specifications for the piping, fittings, and hangers.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	v. Location of Fire Department connections at building.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	w. Standpipe and hose cabinet locations within the building.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	x. Show main drain test connections to permit flow tests of water supplies and connections.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	y. Show Class I standpipe outlet connection on each side of the wall adjacent to the exit opening of a horizontal exit, as applicable.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	z. Show location and type of all valves controlling the water supply.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	aa. Note on the plans the specifications for fire pumps, including rated capacity in GPM and rated net pressure in PSI.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	bb. ALL hydraulic references nodes shown in calculations must be shown on plans.
3. Underground Fire Main and/or Fire Hydrants		
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	a. If scope includes piping to 1'-0" A.F.F., include detail of spigot piece from 5'-0" out with rod sizing and dimensions.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	b. Include detail of backflow prevention device with size, make and model number.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	c. Include detail of fire hydrant(s) including the maximum and minimum dimensions.

REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	d. Include on plans the type, lengths and minimum bury depth for underground pipe.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	e. Include detail of F.D.C. including dimensions.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	f. Include thrust block locations and details.
4. Fire Pumps		
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	a. Submit manufacturer's data sheets for fire pump and all associated equipment
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	b. Show piping layout including feed-in and supply-out.



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PO BOX 839966 SAN ANTONIO TEXAS 78283-3966



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

PE SUBMITTAL AUTOMATIC FIRE SPRINKLER SYSTEM CONTRACTOR CERTIFICATION STATEMENT

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

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

Licensed Fire Sprinkler 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#:	() -		
Cell Phone #:	() -	Email:			
Owner Signature:				Date	
Name (printed):					
PE Signature:				Date	
Name (printed):					

