



CITY OF SAN ANTONIO

SAN ANTONIO FIRE DEPARTMENT



TO: Participating Fire Alarm Contractors

SUBJECT: **INFORMATION BULLETIN 123**
Fast-Track Fire Alarm Permits

DATE: November 14, 2005
Revised October 1, 2010

The San Antonio Fire Department (SAFD) and City of San Antonio Fire Code require fire alarm system plans to be reviewed for all permit applications where one of these systems is installed, rehabilitated or modified.

Due to the unique nature of the fire alarm system installation and permitting process, the SAFD has developed, as a customer service initiative, a program to assist fire alarm system contractors in obtaining a Fast-Track Fire Alarm Permit. This optional permit will allow installing contractors to legally start work, without delay, while still providing for and requiring the necessary code review of the completed design drawings by SAFD at a later date.

To obtain a Fast-Track Fire Alarm Permit, a fire alarm system installing contractor is to contact the SAFD Fire Prevention Division, located at 1901 S. Alamo, San Antonio, Texas either in person or by fax and request a Fast-Track Fire Alarm Permit. The applicant provides a completed Fast-Track Fire Alarm Permit Application (attached) signed by both the fire Alarm contractor and the general contractor and pays a nonrefundable permit fee. **Please note that the Fast Track Permit will expire 45 days from issuance unless renewal is approved by the Fire Marshal or his designee.** Design documents (plans, manufacturer's equipment data sheets, calculations, etc) are not submitted with the Fast-Track Fire Alarm Permit Application. After processing the application, the applicant will receive a Fast-Track Fire Alarm Permit which allows the fire alarm system installing contractor to legally begin work.

When design documents are completed, the applicant will submit them for review in the normal method or submit PE certified plans per **Information Bulletin 102a, (PE Certification of Fire Alarm Plans)**. Note that this is a separate fire alarm system permit that is required to begin the plan review and inspection process. Please reference **Information Bulletin No. 122, (Fire Alarm Permit Application and Checklist)**, to ensure that the application is complete. The applicant pays the conventional permit fee based on the requirements of the City's municipal code.

By allowing fire alarm system installing contractors the time necessary to complete their plans, the submittal of incomplete and/or partial plans will be unnecessary. If separate permits are anticipated for various segments of the job, then separate Fast-Track Fire Alarm Permit Applications will be required.

We hope this process will assist our customers with their construction process. If you have any questions about this permit or about the procedures to follow, please call the Fire Marshal's Office at 210-207-8410 or the Fire Alarm Fire Protection Specialist at 210-207-0125.

A handwritten signature in black ink, appearing to read "Earl Crayton II", written over a horizontal line.

Earl Crayton II
Assistant Chief/Fire Marshal
San Antonio Fire Department

Attachment: Fast Track Fire Permit Application



**CITY OF SAN ANTONIO
SAN ANTONIO FIRE DEPARTMENT
FAST-TRACK FIRE ALARM PERMIT APPLICATION**

*****OPTIONAL*****

A. APPLICANT: (Please complete all of the following information. Please print.)

Project Address: _____ Building: _____ Space: _____

Project Name: _____

Type of Work (select one): New: Existing/Mod:

Scope of Work: _____

STATEMENT OF UNDERSTANDING

The undersigned requests that a fast-track fire alarm permit be issued to allow the work to proceed prior to the approval of the design documents. It is understood that all work performed prior to the approval of the plans and issuance of the full permit is done completely at the permit holder's own risk. Any work that is found to not comply with the approved plans shall be corrected. The undersigned acknowledges the following conditions:

- No work will be inspected without the approved plans on the job site.
- No work may be concealed (including behind lay-in ceiling tiles) without inspection approval.
- No Certificate of Occupancy will be issued without inspection approval.
- Fast Track Permit will expire in 45 days unless renewal is approved by the Fire Marshal or his designee.

The permit holder shall notify the general contractor of these conditions. Furthermore, the applicant agrees to proceed with the development and obtain approval of the design documents as soon as possible. All review issues shall be resolved, and the full permit shall be obtained without delay.

B. FIRE ALARM SYSTEM CONTRACTOR:

Company Name: _____ Cosa ID: _____

Company Address: _____

Telephone #: _____ Fax #: _____

Applicant's Name (Print): _____

Applicant's Position: _____

Applicant Signature: _____ Date: _____

Email address: _____

C. GENERAL CONTRACTOR: (Required)

Company Name: _____

General Contractor Name (Print): _____

General Contractor Signature: _____ Date: _____

D. FOR SAFD USE ONLY:

Fast-Track Fire Alarm Permit Number: _____ Permit Date: _____

Fast -Track Fee Paid: _____