



**PAYMENT TYPE:**  
 Check    Credit Card  
 Charge to Job #:

**PERMIT FEE:**  
 \$ \_\_\_\_\_

## Fire Sprinkler Permit Application

(Please complete all of the following information. Please PRINT)      **PERMIT #** \_\_\_\_\_

**A. GENERAL INFORMATION:**      Project Name: \_\_\_\_\_

Project Cost/Valuation: \_\_\_\_\_

Type of Work:      New      Addition      Existing System/Modification

Project Address: \_\_\_\_\_  
    Street      Bldg.      Suite

Scope of Work: \_\_\_\_\_

\_\_\_\_\_

Related Port San Antonio Application #: \_\_\_\_\_

**B. FIRE SPRINKLER CONTRACTOR INFORMATION:**

Licensed Contractor : \_\_\_\_\_ License Number: \_\_\_\_\_ **COSA ID#** \_\_\_\_\_

Type: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mobile : \_\_\_\_\_ E-Mail: \_\_\_\_\_

**C. BUILDING INFORMATION:**      Number of Floors: \_\_\_\_\_

Check the appropriate line below if this work is associated with any of the following types of work.

    New Building      Building Addition      Building Renovation      Sprinkler Work Only

**D. WORK TYPE DESCRIPTION: (Check all that apply)**

    New Sprinkler System      Sprinkler System Modification      Hydrants

    Underground Fire Line (no fire hydrants)      Major Sprinkler System Work not including Sprinkler Heads

    Standpipe(s)      Class I      Class II      Class III

    Mechanical T used to extend existing system:      Yes      No

Nathan Lester, MCP, CBO, RAS  
 Chief Building Official  
 (Direct) 210-362-7851  
[Nathan.lester@portsanantonio.us](mailto:Nathan.lester@portsanantonio.us)

Port San Antonio-Permitting  
 907 Billy Mitchell Blvd. #120  
 San Antonio, TX 78226

Maria de Lourdes Gonzalez  
 Plans Review and Permits Manager  
 (Direct) 210-362-7872  
[maria.gonzalez@portsanantonio.us](mailto:maria.gonzalez@portsanantonio.us)

**E. SYSTEM TYPE, DESIGN AND SPECIAL CONDITIONS (Check all that apply)**

**Type of Sprinkler System**

Wet  
Dry  
Pre-action  
Deluge  
Foam  
Anti-Freeze Loop  
Wet

**Design Method:**

Hydraulically Calculated  
Pipe Schedule System

**Sprinkler Design Type:**

NFPA Edition \_\_\_\_\_  
NFPA Edition \_\_\_\_\_  
NFPA Edition \_\_\_\_\_

**Special Conditions:**

Elevator/Escalator  
Backflow Preventor  
Detector Check  
Hidden Comb. Construction  
Fire Pump

FM Data Sheet Edition \_\_\_\_\_  
Others (specify) \_\_\_\_\_  
Canopy/Overhang(s)  
High-Piled Stock  
In-Rack Sprinklers

**F. SYSTEM WORK DESCRIPTION: (Check One)**

Overhead Only                      Overhead and Stub-out (5'-0" outside to 1'-0" AFF)  
Overhead, Stub-out and Underground Fire Line/Main

**G. SYSTEM DETAILS (See 20 heads or less Scope Letter)**

\_\_\_\_\_ Number of new heads                      \_\_\_\_\_ Heads added to existing lines/outlets  
\_\_\_\_\_ Heads added to new lines                      \_\_\_\_\_ Number of heads relocated  
\_\_\_\_\_ Number of new branch lines added                      \_\_\_\_\_ Number of Standpipes  
\_\_\_\_\_ Fire Code Year                      \_\_\_\_\_ Number of Hydrants

**H. CHECKLIST FOR PLANS SUBMITTAL:**

**1. GENERAL**

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 Port on each revised sheet.

**2. AUTOMATIC FIRE SPRINKLER AND STANDPIPE SYSTEMS:**

- a. Show occupancy/hazard classification and design density information
- b. Show description of use for all portions of the building
- c. List the construction type of the building
- d. Indicate whether sprinkler system design is pipe schedule, hydraulically designed, or special design
- e. Show ceiling heights for all rooms and areas

- f. Indicate type of sprinkler system: wet pipe system, dry pipe system, etc.
- g. Provide hydraulic design calculations for new systems or for modifications to an existing system which affects the hydraulically most remote area of the system.
- h. Indicate electrical supervision or other approved method of supervision of valves controlling the water supply for automatic fire sprinkler systems.
- i. 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 non-metallic piping, as applicable.
- j. 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.
- k. 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.
- l. For new buildings or building additions four or more stories in height, note that standpipes shall be provided during construction in accordance with the 2021 IFC, Sec. 905.
- m. Location of Fire Department connections at building.
- n. Standpipe and hose cabinet locations within the building.
- o. All hydraulic references nodes shown in calculations must be shown on plans.

### **3. UNDERGROUND FIRE MAIN AND/OR FIRE HYDRANTS**

- 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.
- b. Include detail of backflow prevention device with size, make and model number.
- c. Include detail of fire hydrant(s) including the maximum and minimum dimensions.
- d. Include on plans the type, lengths and minimum bury depth for underground pipe.
- e. Include detail of F.D.C. including dimensions.
- f. Include thrust block locations and details.

### **4. FIRE PUMPS**

- a. Submit manufacturer's data sheets for fire pump and all associated equipment
- b. Show piping layout including feed-in and supply-out.

### **EXPIRATION OF APPLICATION**

An application for a permit for any proposed work or operations shall be deemed to have been abandoned one hundred eighty (180) days after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that the fire code official is authorized to grant one or more extensions of time for additional periods not exceeding one hundred eighty (180) days each if there is reasonable cause. (2021 IFC Section 105.3.1 and 105.3.2)

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**CERTIFICATION**

This document is a governmental record. Individuals who knowingly make a false entry in, or false alteration of, a governmental record are subject to criminal prosecution under Section 37.10 of the Penal Code, Vernon's Texas Code Amended.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to violate or cancel the provisions of any other state or local law regulating constitution or the performance of construction. I also understand that the installation of any of the work related to this permit application shall not proceed until approved plans are issued from the Port San Antonio.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**I. FAST TRACK PERMIT (minimum fees apply)**

To allow fire alarm work to begin as soon as possible, optional Fast-Track permits allow the fire alarm contractor to begin work prior to Approval of fire sprinkler plans for plan review. To obtain a FastTrack Fire Sprinkler Permit, review and complete the following information:

**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 applicant 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 Building Official 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.

I acknowledge the information provided above and am formally requesting that a fast-track permit be approved for this project.

YES

NO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**For Office Use Only**

This Fire Sprinkler Permit authorizes construction and installation for the above referenced project.

Approved by \_\_\_\_\_

**Nathan Lester MCP, CBO, RAS**  
Port San Antonio  
Chief Building Official

Permit No. \_\_\_\_\_



**Fire Sprinkler Permit Attachment**  
Scope letter (20 heads or less)

To: Port SA Permitting  
Development Services Dept.  
907 Billy Mitchell Blvd #120  
San Antonio, Tx 78226

Date:

Re: Project Name:

Project Address:

San Antonio, TX 78226

Existing Sprinklers to remain or be relocated:

Manufacturer	Make	Model	SIN#	Orifice	K-Factor	Temp	QRISR	# of Sprinklers

New Sprinklers to be added or replaced:

Manufacturer	Make	Model	SIN#	Orifice	K-Factor	Temp	QRISR	# of Sprinklers

Total number of sprinklers relocated, added, or replaced:

Respectfully submitted,

\_\_\_\_\_  
RME Signature

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

RME#: \_\_\_\_\_

RME Stamp

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