



# SAN MARCOS FIRE DEPARTMENT

## FIRE MARSHAL'S OFFICE

630 East Hopkins, San Marcos, TX 78666  
512-805-2600 – fireplan@sanmarcostx.gov



**Check type of permit requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Fire Alarm System            | <input type="checkbox"/> Chemical Fire Suppression       |
| <input type="checkbox"/> Fire Sprinkler System        | <input type="checkbox"/> Smoke Control Systems           |
| <input type="checkbox"/> Fire Suppression System      | <input type="checkbox"/> ERCES/ERRCS                     |
| <input type="checkbox"/> Underground Fire Lines       | <input type="checkbox"/> Emergency/Standby Power Systems |
| <input type="checkbox"/> AST/UST removal/install      | <input type="checkbox"/> Misc./Not Otherwise Specified   |
| <input type="checkbox"/> Access Control Systems/Gates |  |

Applicant Name: \_\_\_\_\_(print)

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Responsible Managing Employee Name: \_\_\_\_\_

Company/RME Lic # or Tx DL # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ (Fax) \_\_\_\_\_

Job Address \_\_\_\_\_

Type of work to be done \_\_\_\_\_

By signing below, I attest that I am the responsible party or the authorized designee of said party for the type of work being performed, as specified, at the location identified in this application. I further attest that all information contained in this application is accurate and true. I agree to abide by all codes, rules, ordinances and/or other directives as adopted or amended by the City of San Marcos, including applicable State and Federal laws. I understand that failure to abide by the adopted laws or codes may result in action against me and/ or the company that I represent, up to and including: fines, issuance of stop work orders or revocation of the permit. I agree to carry any required insurance or other such liability protection, as required by law, rule, code or ordinance. I also understand that this application is not all-inclusive and that other applications, permits or other such documents may be required.

X \_\_\_\_\_ Date \_\_\_\_\_

Do not write below this line



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### FIRE PERMIT APPLICATIONS

Applications for fire-related permits have specific requirements. While this list is not all-inclusive, it will provide a baseline to begin the application process. Failure to provide the required forms or information will cause delays in the application and/or approval process.

As a generality, **ALL** plan submissions must have the following: a completed application, electronic version of the plans and the license/credentials of designer and/or installer. Some systems are license specific. Other requirements are listed below. Some projects may require review by one of our approved third-party reviewers, with some noted below. For additional information, please see the *Third-Party Plan Review Process* letter, available on our website

<p><b><u>Access Control Systems and Gates</u></b></p> <ul style="list-style-type: none"> <li>• Site plan showing the locations of doors, gates or openings tied to the system.</li> <li>• Schematic showing the wiring to/from each door or opening and any tie-ins with the fire alarm system.</li> <li>• Specification sheets for all equipment.</li> </ul>	<p><b><u>Aboveground/Underground Storage Tanks</u></b></p> <ul style="list-style-type: none"> <li>• Site plan showing locations of tanks, piping and pumps.</li> <li>• Specifications for tanks, piping, pumps and appurtenances.</li> <li>• Approval paperwork from TCEQ</li> </ul>
<p><b><u>Chemical Fire Suppression</u></b></p> <ul style="list-style-type: none"> <li>• Plans showing location of all piping, discharges, canisters, etc.</li> <li>• For kitchen hoods, include type, size and location of appliances.</li> <li>• Specification sheets for all equipment.</li> </ul>	<p><b><u>ERCES/ERRCS</u></b></p> <ul style="list-style-type: none"> <li>• Plans showing location of all equipment.</li> <li>• Specification sheets for all equipment.</li> <li>• System calculations, including batteries</li> <li>• Schematic showing wiring or tie-ins to alarm system, if applicable.</li> </ul>
<p><b><u>Fire Alarm</u></b></p> <ul style="list-style-type: none"> <li>• Plans showing the location of all panels, wiring devices and appurtenances.</li> <li>• Schematic/riser diagram.</li> </ul>	<p><b><u>Fire Sprinkler, &lt;20 heads</u></b></p> <ul style="list-style-type: none"> <li>• Scope of work letter outlining the project details.</li> <li>• A diagram showing the location of the heads to be added, deleted or relocated is preferred.</li> </ul>
<p><b><u>Fire Sprinkler, &gt;20 heads</u></b></p> <ul style="list-style-type: none"> <li>• Plans showing the location of all heads, piping, risers and appurtenances.</li> </ul>	<p><b><u>Emergency/Standby Power Systems</u></b></p> <ul style="list-style-type: none"> <li>• Plans showing the location of all equipment associated with the system, as well as the tie-ins to the fire alarm system.</li> <li>• Third-Party review required.</li> </ul>
<p><b><u>Smoke Control Systems</u></b></p> <ul style="list-style-type: none"> <li>• Plans showing the location of all equipment associated with the system, as well as the tie-ins to the fire alarm system.</li> <li>• Third-Party review required.</li> </ul>	<p><b><u>Underground Fire Lines</u></b></p> <ul style="list-style-type: none"> <li>• Site plans showing the location, size and type of all piping, connections, joint restraints, etc.</li> <li>• Specification sheets for pipe and appurtenances.</li> <li>• Trench details, including embedment.</li> <li>• Riser detail.</li> <li>• License for designer and/or installer.</li> </ul>
<p><b><u>Misc./Not Otherwise Specified</u></b></p> <ul style="list-style-type: none"> <li>• Plans showing layout and scope of project or proposed work to be done.</li> <li>• Any State-issued licenses, especially those issued by the State Fire Marshal's Office, Texas Commission on Environmental Quality or other similar authority/agency.</li> </ul>	<p><b><u>Misc. Continued</u></b></p> <ul style="list-style-type: none"> <li>• Please see the Third-Party Review letter for requirements or contact us with questions.</li> <li>• Work may not commence until plans are approved and permit status shows <i>issued</i>.</li> </ul>