



CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 522-3126 • F: (210) 761-7352

Fire Sprinkler Permits

FIRE SPRINKLER PERMIT SUBMITTAL REQUIREMENTS

- **Submittal**
 - Shop drawings
 - Hydraulic calculations and water supply information (not required for tenant finish when less than 20 sprinklers are added and where hazard class is not increased)
 - Manufacture data sheets for five sprinklers used and other major components
- **Drawings**
 - Company name, address and license number
 - Planner's name, signature and license number
 - Project name and address
 - Scope of work
 - Applicable codes and standards used in design
 - Scale (1/8" = 1' minimum)
 - Underground plan for hydraulic reference (not required if calculations not provided)
 - Site map showing building location relative to nearby streets (for tenant finish, work show suite location within building as well as riser location)
 - Occupancy classification, construction type, and code/standard referenced
 - All relevant building information, including wall types, ceiling elevations, concealed spaces, sections, elevation views, etc.
 - Hazard classification (if modifying a system, included hazard classification of existing system)
- **Drawing notes**
 - Jurisdiction authority
 - Designed-in-accordance-with codes, code dates and local amendments

Note: This list is provided as a submittal aid only and is not intended to cover code requirements.

PLAN REVIEW AND PERMITTING PROCEDURES

Step 1. Permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review (if applicable) and permit issuance. **See the checklist below for details.**

Step 2. City staff reviews application and obtains any basic missing information. The Code Enforcement Officer/Building Official signs off on the application before it is sent to Bureau Veritas (BV).

Step 3. Once reviewer confirms receipt of the application and gives the project a number, city staff can then issue the permit from City Hall. This process usually takes 2-3 business days; however, it can take longer.

*****If the project goes before plan review, PLEASE ALLOW AT LEAST 10 BUSINESS DAYS FOR APPROVED PLANS TO BE RETURNED.*****

The City of Bandera does not dictate nor guarantee the turn-around time for permit issuance. We recommend the application be submitted well in advance of the proposed project start date, especially for in-depth projects.

Step 4. When the permit is ready to be issued, the contact person will be called and informed it is ready. The permit must be signed for and the permit fee must be paid BEFORE the work can start.

Step 5. Once the job is complete, it is the responsibility of the contractor, resident, or property owner to call for the final inspection. The BV inspection request phone number is listed on the permit for convenience in this matter.



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Fire Sprinkler Permit Application

WORK CANNOT BE STARTED UNTIL THE PERMIT HAS BEEN PAID FOR IN FULL AND SIGNED FOR AT CITY HALL.

THE APPLICATION FEE IS DUE WHEN APPLICATION IS SUBMITTED FOR PROCESSING.

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

Site Information:

Project address: _____ City / State / Zip _____

Valuation of project (**Commercial Projects Only**): \$ _____

Description of Work: _____

Is this a registered historical building? Yes No If yes, please provide approval letter from the Texas Historical Commission.

Property Owner Information

Name: _____ Phone number: _____

Mailing address: _____ City / State / Zip _____

Email: _____

Contact person (if different from above)

Name: _____ Phone number: _____

Email: _____

Contractor Information

Business: _____ Contact person: _____

Phone number: _____ Are you a registered contractor with the City of Bandera? _____

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 give authority to violate or cancel the provisions of any other state or local law regulating construction of the performance of construction.

Signature of applicant: _____ **Date:** _____

FOR CITY USE ONLY:

Place Type: _____

Character District: _____

Permit #: _____

Approved by: _____ **Date:** _____

Does this require plan review? Yes No