

CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (210) 761-7352

Fire Suppression Permits

FIRE SUPPRESSION PERMIT SUBMITTAL REQUIREMENTS

- **Submittal**
 - Electronic scaled drawings in PDF format
 - Equipment submittal data package in PDF format
 - Full company information including street address, city, state, zip, contact name, office number, cell number, email address, State Registration number (ECR) and EPL electronic signature in contracting color (if applicable)
 - Full project information including street address, city, state, zip, contact name, office number, cell number and email address
- **Drawings**
 - Company name, address and license number
 - Planner's name and license number (not required on pre-engineered systems)
 - Project name and address
 - Scope of work
 - Applicable codes and standards used in design
 - Scale (1/8" = 1' minimum)
 - Drawing of room to indicate location of system(s) and pull station(s)
 - Show all piping, detectors and nozzles indicating minimum and maximum dimensions to their assigned appliance based on the actual hood installation height, positioning and aiming
 - Provide specific descriptions of all appliances, including dimensions, volume, etc. include any features relative to operation of system
 - System activation description
 - Pipe descriptions and volumetric calculations (not required for pre-engineered systems)
 - Flow point used and flow points available
 - Manufacturers cut sheets for all equipment being installed
 - Agent flow calculation (not required for pre-engineered systems)
- **Drawing notes**
 - Jurisdiction authority
 - Designed-in-accordance-with codes, code dates and local amendments
 - Describe all relevant operation and control functions

****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 review company.

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 inspection request phone number is listed on the permit for convenience in this matter.



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Fire Suppression 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.

Project Info:

Project address: _____ Valuation of project :\$ _____

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: _____

Email: _____

Contact person (if different from above)

Name: _____ Phone number: _____

Email: _____

Contractor Information

Business: _____ Contact person: _____

Phone number: _____ Email: _____

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 #: _____

Project #: _____ Approved by: _____ Date: _____