FIRE MARSHALS OFFICE APPLICATION FOR PERMIT

All permits are to be submitted electronically through www.mypermitnow.org
City of San Marcos will no longer except paper copy submissions as of Jan. 3, 2012

Office of the Fire Marshal
City of San Marcos
630 E. Hopkins
San Marcos, Texas 78666
(512) 393-8470 Office
(512) 393-8428 Fax
fireplan@sanmarcostx.gov

Check type of permit requested:

- ☐ **Fire Alarm System (# of Devices _____)**
  $.50 per device; $100 min. $500 max.
- ☐ **Fire Sprinkler System (# of heads _____)**
  $.50 per head; $150 min. $1500 max.
- ☐ **Fire Suppression System**
  $50 per system
- ☐ **AST/UST removal/install**
  $120 per system
- ☐ **Gate Installation**
  No fee

Contract Value: _____

Company Name: _____

Company Address: _____

Responsible Managing Employee Name: _____

RME Email: _____

Applicant Occup Lic # or Tx DL # _____ Date of Birth: _____

Phone (Work): (____)_____ (Fax): (____)_____

Sub-contractor Name: _____

Sub-contractor Phone Number: (____)_____

Sub-contractor Email: _____

If Different From Company Name Above

Jobsite Business Name: _____

Jobsite Address: _____

Scope of work: _____

_____

By my signature, I am acknowledging that I am the responsible party in charge or duly authorized representative of the permitee. I also understand that I/company must abide by all of the rules and ordinances of the City of San Marcos, State and Federal laws. All of the information listed in this application is complete and true. I understand that at any time conditions are unsafe or not in compliance with the listed conditions or conditions on-site become unsafe, that any permit, if issued, can be revoked by the City of San Marcos. A complete application is not a permit, nor is it conditional that a permit be issued. All fees shall be paid prior to the work and in full. I/company shall maintain our own insurance and coverage assuming all liabilities potential and unknown. I also understand that this application is not inclusive and other permits may be required by other departments and entities.

By: _____ **Date:** _____

Contractor will be able to print approved plans from **www.mypermitnow.org**
Approved plans must be on job site

Permit requirements are listed below. Incomplete submittals will not be processed.
All submittals are required to be in PDF format
Submit to www.mypermitnow.org

Fire Sprinkler Systems **Work involving ≤10 heads to existing system** Submit scope of work to: fireplan@sanmarcostx.gov Must include: Company name RME Signature License number Location of work Reason for work Description of work	**Fire Alarm System** **New system submittal requires:** 1 set of plans Scope of work Voltage drop & battery calculations Copy of TCFP ACR Copy of TCFP APS or stamped by Texas Engineer Cut sheets and details of devices (UL listings and power requirements)
Sprinkler Systems **Work involving a new system** (or >10 heads on existing system) submittal requires: 1 set of plans Hydraulic calculations or design principles Copy of TCFP SCR & RME Site plan showing underground (If not in scope or work, note such) Specifications sheets for devices	**Gate Installation** **All access gate submittals require:** 1 site plan showing gate locations Knox key switch at each entry/exit point All gates to remain open when Knox key activated 20-foot minimum clear roadway Contact Fire Marshal for authorization form All entry/exit points must have keypad - 4 digit numeric activation (no #/*) - Fire Marshal to assign code - Code cannot be changed w/out approval Divided entrance is permitted if: - Exit/Entry in same area - Minimum clear of 12' at each entry/exit
Chemical Fire Suppression Systems **New system submittal requirements:** 1 sets of plans Schematic of system Copy of TCFP lic/reg Floor plan w/ system and components Device and specification sheets	**Above/Underground Storage Tank Removal/Install** **To take action on storage tanks require submittals:** Site plan with property/building lines Type, style, and number of tanks, dispensers, pipe All testing certificates Specification of compaction and cover for pipe Letter identifying electrical contractor Copy of TCEQ tank install license Secondary containment means with calculations TCEQ receipt of UST construction notification (Where applicable)

Most plan reviews will take up to (10) working days. Incomplete submittals will increase this review time. It is important that specification information accompany the submittals to our office. The information listed above is not intended to be an inclusive list of required items but a reference point to start the process. In most cases, this information will be all that is required (newly developed processes and systems may require additional information or manufacturers information).

THE CITY OF SAN MARCOS