FIRE MARSHAL'S OFFICE
CITY OF BRYAN

Automatic Fire Sprinkler System Submittal Requirements

Introduction

Thank you for your role in supporting development and life safety within the City of Bryan. The expertise, coordination, and technical judgment provided by automatic fire sprinkler system design professionals are essential to protecting occupants, supporting fire department operations, and ensuring code-compliant construction.

The purpose of this Automatic Fire Sprinkler Systems Submittal Guide is to assist sprinkler system design professionals in navigating the City of Bryan's plan review and permitting process efficiently. This guide is intended to clearly communicate submittal expectations, coordination requirements, and documentation standards necessary for a complete and compliant automatic fire sprinkler system design. Consistent and thorough submittals help reduce review cycles, minimize delays, and support successful installation, testing, and final acceptance.

By following the guidance outlined in this document, along with applicable adopted codes and the resources available through Development Services, design professionals can help facilitate a streamlined review process and a smoother progression through construction and Certificate of Occupancy approval.

We appreciate your professional contributions to projects within Bryan and look forward to working collaboratively throughout the design, review, and construction phases to support the long-term safety and success of each project.

Sincerely,

Bryan Fire Marshal's Office

414 Lawrence St, Bryan Tx, 77801
979.209.5960 Ext. 1
Bryantx.gov/fire

Disclaimer:
Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

Contents

1 Code Adoption & Amendments 3

2 Fire Sprinkler Permit Fees 3

Phased Construction and Multiple System Permits 4

3 Required Documents 4

Owner's Certificate 4

Protection of Piping Against Freezing Letter of Compliance 4

Manufacture Specifications 4

4 Drawings 5

Small Renovation Projects – Limited Scope Submittals 5

5 Building Design Components 5

Walls & Partitions 5

Fire Stopping/ Caulking 5

..... 6

6 Sprinkler System Components & Hardware 6

Protection of Risers Subject to Mechanical Damage 7

Installation of Aboveground Piping- Structural Penetrations and Modifications 7

Brackets & Hangers 7

Sprinkler Legends 8

Sprinkler Head Details 8

Protection against Physical Damage to Aboveground Concealed Piping 8

7 Valves & Connections 8

Water Flow Switch & Alarm 8

Control Valves 8

Control, Drain, and Test Valve Signage 8

Concealed Valves & Gauges 9

Test Connections 9

Inspector Test & Drain 9

FDC Requirements 9

8 Fire Department Access and Signage Requirements 10

Signage Requirements 10

Disclaimer:
Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

Durable Sign Materials 10
FDC Signs 10
Sprinkler System Zone Identification Signage for Multi-Zone Systems- Riser Rooms 11
Zone Sign(s) at FDC's Required 11
Sprinkler Riser Room Door Signage 11
9 Fire Sprinkler Acceptance Testing 12
INSPECTION READINESS AND SCHEDULING POLICY 12
REQUIRED ACCEPTANCE TESTING DOCUMENTS - ABOVEGROUND PIPING 13

1 Code Adoption & Amendments

The City of Bryan has adopted the 2021 edition of the International Fire Code (IFC), including Appendices B, C, D, E, F, and G, as published by the International Code Council. The code is adopted to the same extent as though fully set forth herein and is subject to the omissions, additions, supplements, and amendments contained in the City of Bryan Municode

In addition to the adopted fire code, projects within the City of Bryan are also subject to applicable provisions contained within the Bryan / College Station Unified Design Guidelines Manual, Technical Specifications, and Standard Construction Details. These documents establish regional standards for site development, infrastructure, utilities, access, and construction practices and should be consulted when designing projects that involve fire department access roads, water supply infrastructure, hydrant placement, site grading, and other development features affecting fire protection and emergency access.

Design professionals and contractors are responsible for ensuring that all submitted plans and constructed work comply with the International Fire Code, City of Bryan amendments, and applicable Unified Design Guidelines and construction standards.

NFPA Adoptions

The adopted editions of National Fire Protection Association (NFPA) standards enforced by the City of Bryan are identified within 2021 IFC Chapter 80: Referenced Standards. Where an NFPA standard is referenced by the IFC, the edition listed in Chapter 80 shall be considered the enforceable edition unless otherwise modified by local ordinance.

Design professionals should consult Chapter 80 to verify the applicable edition of each referenced NFPA standard during system design and plan preparation.

2 Fire Sprinkler Permit Fees

Fire sprinkler permit fees are based on the scope of work and may vary depending on factors such as new construction or modifications to existing systems, as well as the number of risers, sprinkler heads, fire lines, private mains, remote FDCs, standpipes, and fire pumps. The permit fee includes

Disclaimer:
Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

the cost of plan review and acceptance testing. Additional fees may be assessed for reinspection's or repeat inspections due to non-compliance. Final fee amounts will be determined during the plan review process to ensure accurate assessment. Applicants are encouraged to review the current fee schedule, available at bryantx.gov/fire, prior to submittal.

Phased Construction and Multiple System Permits

When a project includes multiple fire protection systems that will not be constructed and commissioned simultaneously, and/or when phased construction is approved, each system or phase may require a separate permit application to ensure the installation status of each phase is properly tracked, inspected, and documented.

Each permit application shall clearly identify and reflect the approved phase designation. The phase name used on the permit shall match the approved phasing plan to ensure accurate inspection scheduling, acceptance testing, and project closeout documentation.

3 Required Documents

Owner's Certificate

The design team, in cooperation with the building occupants and sprinkler contractor shall complete an Owner's Information Certificate as outlined in NFPA 13, Chapter 4.

Protection of Piping Against Freezing Letter of Compliance

Where freeze protection relies on thermal insulation, conditioned building assemblies, or other building-design elements not fully detailed within the sprinkler contractor's scope, provide a signed and sealed Protection of Piping Against Freezing Letter of Compliance from a Professional Engineer licensed in the State of Texas. The letter shall attest that the engineer has reviewed the fire sprinkler system piping design and the associated thermal insulation or building features incorporated into the building design and shall confirm that the system has been designed to prevent freezing of fire sprinkler piping in accordance with all applicable adopted codes and standards, including ICC codes, City of Bryan amendments, and referenced NFPA standards.

The letter and associated construction documents shall include clear graphical details identifying all attic spaces, riser rooms, and other areas where sprinkler piping is installed and shall demonstrate the specific methods of freeze protection provided for each condition. Details shall be of sufficient clarity to verify compliance, including insulation type and thickness, heat tracing where provided, conditioned space boundaries, and any other measures used to maintain the required environmental conditions.

Manufacture Specifications

All material submittals shall include all components specified in the product data section, as well as any additional items required to ensure a complete and code-compliant installation. Where multiple products are shown on a manufacturer's catalog sheet, the specific item(s) to be used shall be clearly identified. This may be accomplished by removing unrelated pages or by clearly marking the applicable products through circling or highlighting.

Disclaimer:
Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

4 Drawings

In addition to NFPA 13 Chapter 27- Submittal Requirements, plans shall include the elements as describe below in the Drawings & Documents Section.

Construction documents shall be prepared, signed, and sealed by a registered design professional when required by the statutes and regulations of the jurisdiction in which the project is located. All construction documents and supporting materials shall be submitted electronically through the City's online permit application system as part of the fire protection system review and approval process.

Small Renovation Projects – Limited Scope Submittals

For renovation projects affecting fewer than 20 sprinkler heads, a detailed written scope of work and a clear sketch of the affected area may be submitted in lieu of full shop drawings. Hydrostatic testing shall be performed in accordance with NFPA 13 Section 29.7.1.1. The Fire Code Official reserves the right to require full shop drawings and/or hydrostatic testing at their discretion, even when fewer than 20 heads are involved, based on project complexity or field conditions.

5 Building Design Components

Walls & Partitions

The locations of partitions and fire-rated walls shall be clearly identified on the drawings through the use of legends, callouts, or other methods approved by the Fire Code Official, to ensure accurate coordination with the fire protection system design.

Fire Stopping/ Caulking

Plans shall clearly identify the approved materials and methods to be used for firestopping and caulking, along with the specific locations where such protection is required. Additionally, notes and/or callouts shall designate the party responsible for the execution and completion of this work.

Riser Room Design

Construction documents and fire sprinkler shop drawings shall clearly demonstrate that the final layout of the fire riser and associated fire protection equipment will maintain the minimum working clearances required for inspection, testing, maintenance, and replacement. A minimum of 36 inches of clear working space shall be provided at the service side of fire protection equipment, and a minimum of 18 inches shall be maintained between equipment and adjacent walls or obstructions, unless an alternate arrangement is specifically approved by the Fire Code Official.

Where underground fire service mains, riser stub-ups, sleeves, control valves, backflow assemblies, or other associated fire protection equipment are part of the installation, the underground drawings and aboveground sprinkler shop drawings shall be coordinated to clearly demonstrate compliance with these clearance requirements. The submitted plans shall provide

Disclaimer:
Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

sufficient graphic detail to show the location of the fire service entry point, riser components, and surrounding walls or obstructions so that required working space can be verified during plan review.

Where wall-mounted heaters or other freeze protection equipment are installed, the design shall maintain the minimum clearances required by the manufacturer's installation instructions, and such clearances shall be clearly shown on the plans. For new construction, wall-mounted heaters used for freeze protection of fire sprinkler piping or riser rooms shall be permanently hardwired to the electrical system; installation by cord-and-plug connection to a wall outlet is not permitted. The following sign shall be posted in a conspicuous location near wall-mounted heaters. The sign shall be not less than 5 inches by 7 inches and shall be constructed of durable material.

NOTICE: This wall-mounted heater and thermostat are provided for **fire sprinkler freeze protection** and are designed to maintain the riser room temperature **above 40°F (4°C)**.

- The thermostat **shall not be set higher than necessary** to prevent freezing.
- Excessive temperature settings are **prohibited**.

Improper thermostat settings may result in:

- Damage to the fire sprinkler system
- Unwanted or false system activations
- Increased risk of fire or equipment failure

Maintain thermostat settings only as required for freeze protection.
Do not adjust without authorization from qualified maintenance personnel.

PROTECTION OF PIPING AGAINST FREEZING

Fire sprinkler system designs shall include clear project-specific information demonstrating how all sprinkler system piping and associated components will be protected against freezing in accordance with NFPA 13-19 16.4.1 Protection of Piping Against Freezing and all other applicable adopted codes and standards. Generic boilerplate notes stating freeze protection is the owner's responsibility are not acceptable and do not satisfy the sprinkler system designer's obligation to identify the intended method of compliance.

REQUIRED DESIGN NOTES

The plans shall clearly identify all areas containing sprinkler system components that are not maintained within the heated building envelope or are otherwise subject to freezing conditions. For each identified unheated or potentially freezing area, the plans shall clearly indicate the specific freeze protection method(s) to be provided.

Disclaimer:
Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

Acceptable examples may include ducted air from the building HVAC system, insulation-based protection, heat tracing, listed dry systems, listed antifreeze systems where permitted, or other approved methods. Where areas are maintained by the central HVAC system, include a note confirming that those areas have been evaluated and are maintained above the minimum required temperature.

Where all components of the sprinkler system are located within the heated building envelope, the plans shall include an affirmative note confirming that all sprinkler system components have been evaluated and are maintained above the minimum required temperature.

INSULATION-BASED PROTECTION

Where insulation-based protection is proposed, provide a graphic detail showing the design configuration and how the piping will be installed within the heated building envelope. Details shall clearly identify the conditioned space boundary and the means by which the piping is protected from freezing.

WORK BY OTHERS

Where the freeze protection method is outside the sprinkler contractor's scope of work, the plans shall clearly note that condition and identify the responsible trade or contractor. The sprinkler design documents shall still identify the intended freeze protection method and shall not defer freeze protection solely to the owner or a future contractor without documentation.

6 Sprinkler System Components & Hardware

Protection of Risers Subject to Mechanical Damage

when required, plans shall display details and methods used to meet the requirements of IFC 507.5 and NFPA 16.5. Where installation of protective devices is required, plans shall provide notes and/or callouts for the party responsible for the execution and completion of this work.

Installation of Aboveground Piping- Structural Penetrations and Modifications

Where installation of aboveground fire sprinkler system piping requires boring, drilling, notching, or other modification of structural members, the construction documents and fire protection system shop drawings shall include **clear graphical details** identifying the location, size, and extent of all proposed penetrations or alterations.

Details shall demonstrate compliance with the applicable provisions of the International Building Code (IBC), referenced structural standards, and the structural engineer's design criteria.

Brackets & Hangers

Plans shall include graphic details illustrating manufacturer specifications for the installation of all proposed hangers, sleeves, braces, and sprinkler support methods to be used on the project.

Disclaimer:
Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

These details must clearly depict the approved means of securing system components in accordance with applicable codes and manufacturer requirements.

Sprinkler Legends

Sprinkler legends shall be limited to information specific to the components utilized in the proposed project. Inclusion of unrelated or unused system components is not permitted.

Sprinkler Head Details

Plans shall include graphic details referencing manufacturer installation specifications for each type and model of sprinkler head identified in the sprinkler legend. These details shall indicate all applicable minimum and maximum installation dimensions to ensure compliance with manufacturer requirements and applicable code provisions.

Protection against Physical Damage to Aboveground Concealed Piping

Plans shall include graphic details and callouts clearly indicating the required method and specific locations of pipe protection within concealed spaces. Where non-metallic piping is installed through holes or notches in framing members (such as studs, joists, or rafters) and is located less than 1¼ inches from the nearest edge, steel shield plates shall be provided. These plates shall be a minimum of 0.0575 inches (16-gauge) in thickness, extend over the area of pipe penetration, and project no less than 2 inches above sole plates and below top plates. All protection methods shall be in accordance with 2021 IPC Section 305.6.

7 Valves & Connections

Water Flow Switch & Alarm

A main water flow switch shall be installed at the main riser downstream of the backflow preventer. All sprinkler water flow switches should be set to operate between 30 and 90 seconds. Alarm Bells shall have specific details indicating compliance to COB Amendment to IFC 2021 903.4.2 . The alarm device required on the exterior of the building shall be a weatherproof horn/strobe notification appliance with a minimum 75 candela strobe rating, installed as close as practicable to the fire department connection.

Control Valves

Where required, a floor control valve assembly and test drain assembly, including waterflow and tamper detection devices, shall be provided for each floor and/or zone of the building. All control, supply, and test valves shall be installed in readily accessible locations, with operating handles or wheels positioned no higher than 7 feet above the finished floor, in accordance with applicable codes and standards.

Control, Drain, and Test Valve Signage

Valve Identification, Access, and Operability – All control, drain, and test valves shall be clearly identified with durable signage indicating the valve type and the specific area of the building (e.g., floor or zone) it serves. Sign lettering shall be a minimum of ¼ inch in height. Proposed

Disclaimer:
Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

wording shall be submitted for approval (e.g., “Control Valve – Fourth Floor North”). Signs shall be securely attached to the valve using a chain or other approved method.

All control valves shall be readily accessible and operable by a gloved hand without the use of tools, excessive force, or the need to remove building elements. Inline-type ball valves shall be installed with sufficient working clearance to allow both maintenance personnel and emergency responders to easily locate, reach, and fully manipulate the valve through its complete range of motion. Valve orientation and surrounding conditions shall not impede rapid operation during emergency conditions.

Concealed Valves & Gauges

All components required to be accessible for inspection, testing, and maintenance in accordance with NFPA 25, and which are located within valve pits, behind doors, or concealed by removable access panels, shall be clearly identified on the plans. Notes and/or graphic details shall indicate the exact locations and dimensions of required signage to ensure visibility and accessibility. All identification shall comply with the provisions of NFPA 13 Section 16.1.1.

Test Connections

In accordance with NFPA 13, Section 7.2.5, any test connection provided shall be equipped with an orifice having a K-factor equal to or smaller than the smallest sprinkler K-factor installed in the system. Per Section 7.2.6, where a pressure-reducing or pressure-regulating valve is installed on a stand-alone system, a test connection with a K-factor equal to or greater than the smallest sprinkler K-factor on the system shall be provided downstream of the device. The use of bushings in drain lines is not permitted in new construction.

Inspector Test & Drain

Main drains shall be sized to accommodate the full flow capacity of the sprinkler system in accordance with applicable standards. Plans shall verify that adequate floor drain capacity is provided to handle discharge during main drain testing. A minimum air gap of ½ inch shall be maintained between the drain piping and the floor drain or funnel to prevent cross-contamination and ensure proper drainage during operation.

FDC Requirements

All sprinkler systems with a supply line of 4 inches or greater shall be equipped with a 2½-inch Siamese fire department connection (FDC). For NFPA 13R systems, the fire department connection shall be a minimum of 1½ inches in size. All FDCs shall be installed in accordance with applicable codes, standards, and local jurisdictional requirements.

Remote FDC's

The use of remote FDCs is generally discouraged due to increased installation complexity, higher potential for underground piping failures, greater exposure to damage or vandalism, and increased maintenance requirements. Remote FDCs often involve longer piping runs that are susceptible to corrosion, ground movement, and undetected leaks, and require additional flushing and hydrostatic testing efforts. They also depend heavily on proper signage for visibility,

Disclaimer:
Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

which, if obstructed or inadequately placed, can delay emergency response. Additionally, remote FDC installations typically involve higher costs related to trenching and site coordination. Building-mounted FDCs are preferred unless site conditions necessitate an alternative, in which case remote FDCs must be clearly justified and approved by the Fire Code Official.

FDC Locking Caps

All sprinkler systems requiring a fire department connection (FDC) shall be equipped with Knox® FDC Caps with swivel guards, to be provided by the contractor unless otherwise approved by the Fire Code official. Plans shall clearly indicate this requirement and identify the party responsible for procuring and installing the FDC caps.

8 Fire Department Access and Signage Requirements

Signage Requirements

Durable Sign Materials

All required exterior signage shall be constructed from durable, weather- and UV-resistant materials such as aluminum, acrylic, Dibond, or Alumalite. Vinyl and PVC signs are not permitted for outdoor applications. Plan callouts shall clearly indicate the specific signage material to be used for each exterior sign.

FDC Signs

The location of all Fire Department Connection (FDC) signs shall be carefully selected to ensure visibility and accessibility. Plans must account for potential obstructions, including but not limited to parked vehicles, fencing, and existing or future landscaping. When evaluating landscaping, the anticipated size of mature plantings shall be considered to ensure signage remains visible to first responders at all times.

All FDC sign locations are subject to approval by the Fire Code Official during plan review and field inspection.

FDC Signs Design & Materials

Fire Department Connection (FDC) signs shall feature a red background with white lettering.

- Lettering shall not be less than 6 inches in height.
- Lettering and font size shall be proportioned to maximize the available sign space while maintaining clear legibility.
- *Signs shall be free of any proprietary information, including company names or contact details.*

FDC Sign Location(s) Requirements

All Fire Department Connection (FDC) signs and shall be subject to approval by the Fire Code Official. Sign placement and design shall comply with the following criteria:

Disclaimer:
Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

- **FDC on Address Side:** When the FDC is located on the address side of the building, the sign shall be mounted directly above the connection.
- **FDC Not on Address Side:** If the FDC is not located on the address side, directional signage with a clearly visible arrow shall be provided to indicate the route to the FDC.
- **Remote FDCs:** For remote-type FDCs, a sign shall be installed in a conspicuous location within 96 inches of the connection. The sign shall not obstruct access to or use of the FDC and must be readily visible from the approach side.
- **Multiple Roadway Access Points:** Buildings with multiple access points from public roadways may be required to provide additional signage to ensure FDC visibility. This determination shall be made by the Fire Code Official.
- **Additional Signage:** Based on FDC location, visibility, or accessibility concerns, the Fire Code Official may require additional signage to ensure clear identification and rapid response during emergency operations.

Sprinkler System Zone Identification Signage for Multi-Zone Systems- Riser Rooms

For sprinkler systems consisting of multiple zones and control valves, a laminated zone map or riser diagram shall be prominently displayed within the main riser room. This diagram must clearly identify each zone using color coding to ensure quick recognition during emergency response and maintenance.

In addition to the required riser tag at each floor control valve, an additional map or diagram showing the corresponding zone location shall be installed adjacent to each valve. This ensures accurate identification of coverage areas throughout the building.

All maps and signage must be durable, legible, and securely mounted, and are subject to approval by the Fire Code Official during acceptance testing.

Zone Sign(s) at FDC's Required

Fire Department Connection (FDC) Zone Identification Signage – IFC 2021 Section 912.5

Where multiple, non-interconnected FDCs are provided and/or where the building is only partially sprinklered, signage shall be installed to clearly indicate the specific portions of the building served by each FDC. The following requirements apply:

- A zone map sign shall be provided for each applicable FDC, with minimum dimensions of 6" x 9".
- Each sign shall include a color-coded diagram or map identifying the zones or areas served.
- Sign design and layout shall be submitted for approval by the Fire Code Official.
- Signs shall be mounted in a conspicuous and readily visible location near the FDC that does not obstruct access or operation.

All signs shall be fabricated using approved weather- and UV-resistant materials in accordance with the “FDC Sign Design Requirements” section of this document.

Sprinkler Riser Room Door Signage

Disclaimer:
Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

Exterior Doors

Exterior access doors to automatic sprinkler system riser rooms and fire pump rooms shall be clearly labeled with an approved sign that complies with the following requirements:

- Signs shall have a red background with white lettering.
- Lettering shall be a minimum of 3 inches (51 mm) in height with a minimum stroke width of 1/2 inch (13 mm).
- Signs shall be mounted at a height of 60 inches above the finished floor or ground, measured to the centerline of the sign.
- Signage must be durable, weather-resistant, and securely affixed to the door.

Sign design and wording are subject to approval by the Fire Code Official.

Interior Doors

Where interior doors provide access to fire sprinkler system components (e.g., riser rooms, control valves, fire pump rooms), all associated signage shall meet the following requirements:

- Red background with white lettering
- Minimum letter height of 2 inches to ensure visibility
- Signs must be made from durable materials suitable for interior environments
- Signs shall be mounted at 60 inches above the finished floor, either on the door or immediately adjacent to it

All required signage shall be clearly shown and labeled on the submitted plans and is subject to review and approval by the Fire Code Official.

9 Fire Sprinkler Acceptance Testing

The inspection and testing process for fire sprinkler systems is divided into three components:

- Aboveground Piping – Cover Inspection
- Aboveground Piping – Pressure Testing
- System Operational Testing

Each of these inspections must be scheduled as needed based on the construction phase. The permit holder is responsible for requesting the appropriate inspection(s).

Inspection Readiness and Scheduling Policy

To ensure timely and efficient service for all customers, acceptance testing inspections shall not be scheduled until all associated work has been completed and verified as code-compliant by the contractor. By requesting an inspection, the applicant affirms that all components related to the inspection are fully installed, functional, and ready for review at the scheduled time.

If the work is found to be incomplete, the inspection may be immediately terminated, and a reinspection fee will be assessed. Rescheduling will be based on Fire Marshal's Office availability and may result in significant project delays.

Disclaimer:
Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

Additionally, appointment cancellations made with less than one full business day notice may be subject to additional fees.

Required Acceptance Testing Documents - Aboveground Piping

For **Cover-up** and **Pressure Testing**: At the time of the scheduled aboveground piping inspection(s), the RME-G of record shall have the Texas State Fire Marshal's Office Form SF041, "Contractor's Material and Test Certificate for Aboveground Piping," readily available and completed to the appropriate level based on the phase of testing.

The Operational Test: Acceptance testing shall not be scheduled until the fully completed and signed SF041 form has been uploaded to the Citizenserve permit file. Submission of this form certifies that all required aboveground piping components, devices, valves, alarms, and associated appurtenances have been installed, tested, and verified to be in proper working order in accordance with applicable NFPA standards prior to requesting witnessed acceptance testing.

Final approval of the aboveground piping will not be granted until the properly executed SF041 form has been uploaded. Failure to provide and submit this form may result in denial of the Operational Test, rescheduling of inspections, assessment of reinspection fees, and may ultimately result in denial of the Certificate of Occupancy until the requirement is satisfied.

If you have any questions, please call our office at 979.220.5960 Ext. 1

Disclaimer:
Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.