

Fire & Life Safety Submittal Requirements for New & Existing Construction

Introduction

Thank you for choosing to invest in the City of Bryan and in our community. Your commitment to growth and development strengthens our city and enhances the quality of life for our citizens.

The purpose of these submittal guides is to support the City of Bryan's goal of providing "above and beyond" customer service by helping property owners, designers, and contractors navigate the plans review and permitting process more efficiently. By following the guidance and details provided here—along with the information available on the Development Services website—you can help ensure a faster, more streamlined review process and a smoother path through construction and Certificate of Occupancy (CO) approval.

We appreciate your investment in Bryan and look forward to partnering with you to make your project a success—not only through the construction process but also in the long-term success of your property or business.

Sincerely,

Bryan Fire Marshal's Office

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

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1 Required Documents

1.1 Owners Certificates & Statements

SPRINKLER SYSTEMS OWNER'S CERTIFICATE

Where sprinklers systems are required, an **Owner's Certificate shall be required.** This is a document required by **NFPA 13, Chapter 4** that provides critical information about the intended use and conditions of a building so the fire sprinkler system can be properly designed, reviewed, and installed. This certificate is completed by the **property owner or their authorized representative** and must be submitted as part of the fire protection plan submittal package.

Purpose

The Owner's Certificate ensures that the sprinkler system design is based on accurate, owner-provided information about the building's occupancy, contents, and anticipated hazards. This prevents design errors, delays, and costly field corrections, and helps both the designer and the Authority Having Jurisdiction (AHJ) verify that the system meets the minimum level of protection required by code.

Required Information

Per NFPA 13, the Owner's Certificate must include, at a minimum:

- **Building Use and Occupancy Classification** – including specific hazards or operations (e.g., storage, manufacturing, residential).
- **Maximum Expected Storage Height and Commodities** – to determine hazard classifications and design densities.
- **Special Hazards or Conditions** – such as flammable liquids, high-piled storage, rack configurations, or special processes.
- **Water Supply Information** – if known, to help coordinate with the sprinkler system designer.
- **Owner/Representative Contact Information** – for communication during the review and construction process.

Why It's Important

Without an Owner's Certificate, the designer may make assumptions that do not match the actual use of the space, leading to:

- Undersized or non-compliant systems
- Plan review delays or rejections
- Costly redesigns or change orders
- Potential liability for both the owner and contractor

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Providing a complete and accurate Owner's Certificate up front ensures a **faster review process** and a system that meets both **code requirements** and the building's operational needs.

Submission Requirement

The signed Owner's Certificate must be **included with all initial sprinkler system submittals**. Plans received without this document will not be processed until the certificate is provided.

Protection of Piping Against Freezing- Letter of Compliance

A signed and sealed letter from a Professional Engineer (PE) licensed in the State of Texas, attesting that they have reviewed the fire sprinkler system piping design and the associated thermal insulation as incorporated into the building design. The letter shall confirm that the system has been designed and installed to prevent the freezing of fire sprinkler piping in accordance with all applicable codes and standards, including the International Code Council (ICC) codes and any local amendments as adopted by the City of Bryan, as well as all applicable National Fire Protection Association (NFPA) standards.

Fire Alarm and Detection Systems - Owner's Statement

This statement must be completed by the building owner or authorized representative and included with the fire alarm system submittal package. It provides critical information to ensure the design, installation, and inspection of the system meets applicable codes and the operational needs of the facility.

Purpose

This document ensures the owner and design team clearly define:

- The intent and scope of the fire alarm system.
- Areas to be protected and any special requirements.
- Monitoring, notification, and testing expectations.

Providing this statement up front helps prevent plan review delays, misinterpretations, or costly redesigns.

A sample form is available for reference on our website under **Help Links**

1.2 Contractor's Material and Test Certificates

Texas State Fire Marshal Forms – SF042 & SF041

The Texas State Fire Marshal's Office (SFMO), under the Texas Department of Insurance (TDI), requires licensed fire protection contractors to document the installation and testing of fire protection systems using specific standardized forms. These forms must be completed, signed, and submitted to the Authority Having Jurisdiction (AHJ) — in this case, the City of Bryan Fire Marshal's Office — before the associated permits can be closed.

Failure to provide these documents will prevent the final approval of the permit and may delay issuance of the Certificate of Occupancy (CO) for the project.

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SF042 – Underground Fire Main Contractor's Material and Test Certificate

This form documents the installation and testing of underground fire mains and appurtenances supplying water to the fire protection system. It includes details such as:

- Material types and sizes
- Pressure and flush test results
- Contractor and Responsible Managing Employee (RME) signatures

SF041 – Contractor's Material and Test Certificate

This form documents the final inspection and testing of aboveground fire protection systems, including:

- Fire sprinkler systems (NFPA 13, 13R, or 13D systems)
- Standpipe systems
- Other water-based suppression systems

It includes details on: System design parameters, hydrostatic and acceptance testing, contractor and RME certifications

Fire Alarm Contractor's Material and Test Certificate (Form SA041)

This form serves as official documentation that:

- The fire alarm system has been installed and tested in compliance with:
  - NFPA 72
  - Texas Administrative Code, Chapter 34
  - Local amendments adopted by the City of Bryan
- All components and wiring meet the approved plans and applicable standards.
- The system is ready for final inspection and acceptance testing by the Authority Having Jurisdiction (AHJ).

Permit Closure: Submitting these forms is mandatory for permit completion and is a prerequisite for the City of Bryan to release a Certificate of Occupancy.

1.3 Manufacture Specifications

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.

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1.4 Special Occupancies & Operations

Identification of Special Occupancies and Operations (Part IV – Chapters 20–40, 2021 IFC)

Applicants must identify and document any occupancy, process, or operation regulated under Chapters 20–40 of Part IV of the 2021 International Fire Code (IFC) as part of their plan review submittals. When a special occupancy or operational condition exists, it must be clearly noted on all drawings and documentation wherever occupancy classification information is required.

For each applicable occupancy or process, the submittal shall include:

Description of the operation	*Include the nature of the process, equipment, and operational narrative.*
Location and floor plan references	*Identify all areas or rooms where the operation will take place.*
Hazard information	*Any chemicals, ignition sources, or byproducts that present additional risks.*
Protective systems provided	*Such as suppression, detection, ventilation, alarms, or signage.*
Applicable code references	*Reference the exact IFC section(s) applied to the design.*

Failure to provide this information may result in plan review delays, required revisions, or denial of the permit.

1.5 Hazardous Materials Maximum Allowable Quantities

Projects Exceeding Maximum Allowable Quantities (MAQ)

If the proposed building, occupancy, or process will exceed the Maximum Allowable Quantity (MAQ) of any hazardous material listed in 2021 IFC Table 5003.1.1(1), the applicant is required to submit a complete Hazardous Materials Inventory Statement (HMIS) and supporting documentation for each substance or process.

The submittal shall include, at a minimum:

Identification of the material	• Chemical name, trade name, and CAS number.
Physical and Health Hazards	• Classification per IFC Chapter 50 and applicable NFPA standards.
Quantity and State	• Maximum quantity present and in use (solid, liquid, or gas). • Storage versus use amounts.
Location and Storage Details	• Storage areas, containers, and methods of containment. • Secondary containment and spill control features, if applicable.

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Process and Handling Information	• Description of how the material will be used. • Associated processes, equipment, and safety systems.
Control Areas and Fire Separation	• Indicate control areas, fire-resistance ratings, and separation distances.
Mitigation and Protection Systems	• Detection, suppression, ventilation, or alarm systems provided to comply with IFC Chapter 50 and related standards.

Failure to provide this information will result in plan review delays and may prevent issuance of permits until compliance with the MAQ provisions of the IFC has been demonstrated.

For guidance on completing the HMIS and evaluating MAQs, refer to 2021 IFC Section 5001.5.2 and consult the City of Bryan Fire Marshal's Office if additional clarification is needed.

1.6 Emergency Planning & Preparedness Documents

Where Required

Section 404 of the 2021 International Fire Code (IFC) requires certain occupancies and facilities to prepare and maintain Fire Safety and Evacuation Plans. As part of this process, a Fire & Life Safety Site Plan must be submitted to the City of Bryan Fire Marshal's Office (FMO).

It is important to understand that this site plan is not the same as the Fire & Life Safety (FLS) sheet included in construction documents. A direct copy of the FLS construction sheet, without specific modifications for emergency response use, will not meet this requirement and will not be approved.

When Professional Drawings ***ARE*** Required

For any project where an architect or engineer is required to provide sealed construction drawings for the construction or alteration, a Fire & Life Safety Site Plan must also be prepared and submitted as part of the required documents. This ensures the site plan accurately reflects the project design and critical features needed for emergency response and pre-planning.

When Professional Drawings are ***NOT*** Required

For projects that do not require sealed drawings from a design professional, the site plan is not required to be professionally drafted to scale. The plan may be created using any method, including:

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- Hand-drawn diagrams (as long as they are neat, legible, and scaled reasonably)
- Readily available software such as Microsoft PowerPoint, Google Slides, or similar tools

What matters most is that all required information is accurate, complete, and easy to read so it can be used effectively by emergency responders.

For details and a library of common symbols and icons to simplify your site plan preparation, visit the City of Bryan Fire Marshal's website under Helpful Links.

When a Site Plan is Required

A site plan is required for all new construction, significant alterations, or a change of occupancy/use. Depending on the occupancy classification there may be additional requirements. For more information, please reference our Emergency & Preparedness Guide available on our website. Impaired Fire Protection System Impairment Coordinator Policy

Required Policy – Systems Out of Service (2021 IFC §901.7)

All occupancies with a required Fire Protection or Life Safety system under IFC Chapter 9, both new construction and existing buildings, must develop, submit, and maintain a *Systems Out of Service Policy* that complies with 2021 IFC §901.7.

This written policy must:

- Outline procedures for identifying, reporting, and documenting when a fire protection or life safety system is impaired, out of service, or otherwise compromised.
- Specify the responsible personnel (owner, property manager, or designee) who will coordinate actions during a system outage.
- Detail the required notifications to:
  - The City of Bryan Fire Marshal's Office (FMO)
  - The alarm monitoring company or supervising station
  - The insurance carrier, if applicable
  - Include mitigation and fire watch procedures required to maintain occupant safety until the system is restored.
  - Establish a recordkeeping process for all notifications, corrective actions, and repairs.

Approval Requirement

A copy of the completed Systems Out of Service Policy must be submitted and approved by the City of Bryan Fire Marshal's Office prior to issuance of a Certificate of Occupancy (CO).

Why This Is Required

This requirement addresses an increasing issue of property owners and those designated as property managers lacking knowledge and understanding of their legal

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responsibilities when a fire protection or life safety system is impaired or disabled. Lack of an appropriate policy creates unnecessary risk and exposes owners, managers, and tenants to significant life safety hazards, liability, and potential code violations.

Compliance ensures that all responsible parties understand:

- The immediate actions required when a system is impaired
- Their legal obligations under IFC §901.7 and local amendments
- How to implement temporary safety measures until full system function is restored
- How to maintain the required knowledge as well as ensure new employees understand the obligations of their role.

2 Required Fire & Life Safety Plan Sheets [FLS]

Identification of Local Code Amendments

Design professionals are responsible for identifying and incorporating all applicable City of Bryan amendments to the adopted fire and building codes within their design documents.

2.1 General Requirements

Acknowledgement of City of Bryan Amendments

All submitted plan sets shall:

- Include clear graphics, callouts, or annotations identifying each component, system, or design element affected by a local code amendment.
- Provide special notes or key symbols (e.g., “COB Amendment”) to signify that the requirement has been reviewed and incorporated during the design process.
- Include City of Bryan provided graphics where specific images or details have been published for the amendment. These graphics must be shown on the design sheets in a legible and appropriately scaled format to demonstrate compliance.
- Reference the specific section of the local amendment when applicable.

Failure to clearly identify local amendments, include required graphics, or provide accurate references may result in plan review delays, required revisions, or denial of permit approval.

Manufacturer-Specific Installation Requirements

All submittals shall include graphics, notes, or callouts on the construction plans wherever manufacturer-specific installation requirements apply to any component or system. This ensures that both installers and inspectors have clear, accessible information to support proper installation and verification of system performance.

Examples include, but are not limited to:

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- Required clearances for sprinkler heads from ceilings, walls, or obstructions
- Mounting heights or orientations for detection and notification devices
- Special spacing, support, or clearance requirements for piping or equipment
- Environmental conditions or limitations noted in the manufacturer's listing

Including this information on the plans not only assists field installers in meeting the manufacturer's listing requirements but also allows inspectors to confirm that the system has been installed in a manner that will perform as designed and approved.

Graphics and Text Legibility

All graphics, notes, and callouts included in submittals must be of sufficient size, clarity, and quality to remain legible on printed construction plans and digital plan review platforms. Illegible or low-resolution text, symbols, or graphics may result in the submittal being rejected or returned for revision, which can delay the review and approval process.

Designers are responsible for ensuring that:

- Text and labels are large enough to be easily read at the intended plan scale.
- Graphics and symbols are clear and sharp without pixilation or distortion.
- Color coding, shading, or line weights (if used) remain distinguishable when printed in black and white.

Providing clear, legible information ensures that field installers and inspectors can accurately interpret the plans, helping to ensure the system performs as designed and approved.

Phased Construction Projects

When a project will be completed in phases, construction plans must:

- Clearly identify which phase each sheet or portion of the plans applies to
- Use consistent naming conventions (e.g., Phase 1, Phase 2, etc.) to avoid confusion during plan review, permitting, and inspections
- Include a scope narrative describing the work and systems to be completed in each phase

For projects that were not originally submitted as phased construction, a request for phasing must be submitted to the Development Services for review and approval. At the discretion of the Building Code Official, this may require:

- Revised drawings to accurately reflect the phased scope of work
- Additional permitting fees, to account for the increased review and inspection needs associated with phased delivery

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Proper documentation of phased construction ensures a clear understanding of system completion, code compliance, and testing requirements for each phase, supporting both efficient inspections and safe occupancy.

2.2 FLS- Site Plan

The Fire & Life Safety Site Plan shall contain the following

The Fire & Life Safety Site Plan shall contain the following

General Project Information

- Project name and full address
- Owner and designer/architect contact information
- North arrow and scale (graphical and numeric)
- Date and version of plan set
-

Documentation of Non-Required Fire Service Features

When a fire service feature described in IFC Chapter 5 is not required for a project, this determination shall be clearly documented in the code analysis section of the plans. This documentation shall include a brief explanation or reference supporting the omission to ensure clarity for reviewers, inspectors, and stakeholders.

Fire Apparatus Access

- Fire lanes / access roads
- Width, turning radius, and clearances per IFC Appendix D or local amendments
- Dead-end apparatus turnarounds
- Call outs and graphics indicting markings and signage as required by City of Bryan amendments 503.3.
- Construction drawings shall clearly indicate hose lay distances to demonstrate compliance with the 150-foot access requirement to all exterior portions of the building.
- Driveway slopes and transitions to confirm apparatus clearance (8% max)
- Overhead obstructions with reference to City of Bryan amendments
- Trees, power lines, canopies, or signage that could limit apparatus height with callout showing COB amendment

When a Key Box is Required

- Any building with a monitored alarm and/or automatic sprinkler system
- Drawings shall indicate who's scope of work the purchase and installation of key boxes
- See COB amendment section 4.3 below for more information

Hydrant and Water Supply

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- Existing and proposed fire hydrant locations with designations for public or private
- Graphics and detailed callouts citing COB amendments for painting private hydrants
- Distances from hydrants to key structures and fire department connections (FDCs)
- Indication of hydrant flow data (if known)

Fire Department Connections (FDCs) and Systems

- FDC location(s) for sprinkler and standpipe systems
- Graphics and callouts showing locations and the design of required signage as required by city amendments
- Routing of underground fire mains (when applicable) Control valve locations, PIVs, or post indicator valves

Building and Occupancy Features

- Building footprints with dimensions and square footage
- Distance for Highest/Lowest story Above/Below fire department vehicle access
- Number of Stories
- Height of building
- Slope of roof
- Occupancy classification(s) for each structure as well as any designated special occupancy or operations as described by IFC Chapters 20-40
- Roof access points
- Fire separation distances to property lines and adjacent structures

Special Hazards or Operations

- Hazardous material storage or use areas
- Fuel storage tanks, generators, or energy storage systems
- High-piled storage areas or unique hazard locations

Site Safety and Control Elements

- Gates, barriers, or traffic calming devices
- Knox® key box locations and lockable access points
- Location of any required smoke control or exhaust outlets

Notes and References

- Notations for future phases or deferred submittals
- Design legend explaining symbols, graphics, and abbreviations

2.3 FLS- Fire & Life Safety Components

Egress and Occupant Load

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- Provide occupant load and egress capacity calculations for each room or space, using the function of space classifications in IFC 2021 Table 1004.5.
- Show measured egress path distances from the most remote point to the nearest exit,
- Indicate minimum path widths, exit capacities, and door swing directions for all egress routes.

Doors and Hardware

- Identify doors requiring special hardware, including panic hardware, delayed egress devices, or magnetic locks.
- Provide door hardware schedules or details consistent with code requirements and local amendments.
- Where a monitored fire protection system is required in new construction or where doors are being replaced in alterations, locks accessing riser rooms, FACP's, mechanical, electrical, and elevator equipment shall be master keyed to a single key and provided for placement in key box(s).

Exit Signs, Lighting, and Fire Extinguishers

- Show the locations of illuminated exit signs and emergency lighting units throughout the building.
- Provide the location, type, and travel distance for all required fire extinguishers (e.g., ABC, K-Class). Include mounting height and installation method for each unit.

Fire and Smoke Separations

- Identify fire-rating of walls, corridors, smoke partitions, and stair enclosures, including references to the UL assemblies or design listings used.

Building Services and Systems

Show the locations of key building systems, including:

- Electrical panels
- Mechanical rooms and equipment
- Elevators and elevator equipment rooms
- Fire alarm control panels (FACP)
- Fire sprinkler risers
- Provide callouts noting specific signage design and installation requirements per City of Bryan amendments.

Emergency Lighting and Exit Signs:

- Shall be wired on dedicated branch circuits per the NEC.
- Breakers shall be clearly labeled to indicate their function.

Fire Alarm Panels:

- Shall be wired to a dedicated circuit with a red breaker lock installed, in addition to standard labeling requirements.

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- Call outs shall identify who's scope of work this will fall into.

2.4 Third Party Submittals

Preferred Integration of Fire Protection Drawings

The City of Bryan strongly encourages fire protection system drawings (fire sprinkler, standpipe, fire pump, and fire alarm systems) to be submitted as part of the full building plan set.

Including these drawings during the initial submittal provides several key benefits:

- Improved Coordination – Ensures architects, engineers, and fire protection designers collaborate early in the process, reducing the likelihood of design conflicts or omissions.
- Streamlined Plan Review – Allows the Fire Marshal's Office and other reviewing departments to evaluate the entire design in context, which leads to faster, more consistent approvals.
- Cost and Schedule Savings – Identifies potential issues (e.g., structural interferences, ceiling conflicts, or access limitations) early, avoiding costly redesigns and delays during construction.

Requirements for Third-Party or Deferred Submittals

When fire protection system drawings are submitted separately from the primary building plan set, the following conditions apply to ensure proper coordination and code compliance:

Design Professional Collaboration

- The fire protection designer must coordinate with the project architect, structural engineer, and other design professionals to ensure compatibility and accuracy.

Documentation of Coordination

- The deferred submittal must include a written statement or coordination letter, signed by the registered design professional in responsible charge of the project, confirming that the design has been reviewed and integrated into the overall building design.

Reference to Approved Base Plans

- All third-party submittals must reference the approved base plan set, including sheet numbers, revision dates, and project identifiers, to maintain alignment with the overall project.

Timely Submission

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- Deferred fire protection drawings must be submitted, reviewed, and approved by the City of Bryan Fire Marshal's Office before installation begins, in accordance with IFC and IBC requirements for deferred submittals.

Why This Matters

Experience has shown that uncoordinated or late submittals often result in:

- System conflicts with structural or mechanical components
- Improper or inadequate coverage
- Delays in permitting and inspections
- Increased costs for redesign and field modifications

By integrating fire protection drawings with the full building plan set—or by demonstrating clear, documented coordination for third-party submittals—owners, designers, and contractors help ensure a compliant, efficient, and cost-effective project.

2.5 FP- Fire Protection System

See Fire Protection System Submittal Guidelines

2.6 FA- Fire Alarm and Detection

See Fire Alarm and Detection System Submittal Guidelines

2.7 SEC- Electronically Controlled Security & Egress

See Electronically Controlled Security & Egress Submittal Guidelines

3 Fire Protection & Life Safety Permitting Guide

3.1 Contractor Registration

Citizenserve Registration Requirement

All applicants are required to register with Citizenserve, the City of Bryan's online permitting and plan review platform. Registration ensures that every project is tracked efficiently and that all communication between applicants and City staff is clear, secure, and documented.

Benefits of Registration

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Your Citizenserve account provides convenient, 24/7 access to:

- Submitting and uploading documents for permit and plan review applications.
- Communicating directly with plan review staff in multiple departments, including Fire Marshal's Office, Development Services, and Engineering.
- Paying fees online quickly and securely.
- Requesting and scheduling inspections.
- Monitoring real-time project status, including application progress, plan review comments, and permit issuance.
- Accessing your project history from your computer or mobile device.

License-Based Access Controls

Some permit types are restricted to licensed professionals (e.g., fire protection contractors, electricians, or engineers). The system is intentionally designed to:

- Prevent non-qualified users from applying for permits or requesting inspections on behalf of other contractors.
- Maintain accurate records for compliance and accountability.
- Ensure a more streamlined process for all parties involved in a project.

Fire & Life Safety Systems Integration

All permits and plan reviews for Fire Protection and Life Safety Systems are linked to the Development Services permits for the same property address or parcel number.

- A unique file number for the Fire & Life Safety Systems permit is generated during the Site Development & Review Committee planning stage and remains active until project completion and issuance of the Certificate of Occupancy (CO). You are not prevented from submitting an application if you do not have the file number, but using it when known will help expedite the review and permitting process.
- Each permit issued by the Bryan Fire Marshal's Office includes a two- or three-letter prefix along with the year the permit was created. Paying attention to these prefixes will help you track and understand the progress of your project.

Account Recovery and Support

If you're not sure whether you have an account:

- Your information may already be in our system.
- Use the password reset option to regain access and update your profile.

If you experience any issues registering, updating your profile, or navigating the portal, please contact the Fire Marshal's Office for assistance. Our staff is happy to help ensure your account is active and ready for use

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3.2 Permit Applications & Fees

All permit fees issued by the Fire Marshal's Office are based on the scope of work and may vary depending on factors such as:

- Whether the project involves new construction, modifications, or repairs
- The size and complexity of the system or work being performed
- The number and type of components involved in the project

Permit fees include the cost of plan review and acceptance testing. Additional fees may be assessed for reinspection's or repeat inspections resulting from non-compliance or incomplete work.

For projects involving phased construction, the scope of work must be clearly defined during the submittal process. Phased projects typically require additional inspections and coordination. If a project is converted to phased construction after the permit has been issued, additional fees may be required.

Final fee amounts are determined during the plan review process to ensure an accurate assessment. Payment of fees is required after plans are approved and before any work begins.

No work shall commence until the permit has been approved and paid in full.

The current fee schedule is available at www.bryantx.gov/fire

3.3 Plans Review

Once a permit application is submitted, it will be reviewed for completeness and assigned to a plans reviewer. Please allow up to 14 business days for the review to be completed. All correspondence regarding revisions or additional information will be directed only to the email address and phone number provided on the application. Failure to respond in a timely manner may result in delays to the overall review and approval process.

Upon approval, applicants will be notified of the total fees due. The permit will be issued once payment is received, and digitally stamped, approved plans will be delivered to the applicant. Applicants may monitor the status of their permit application at any time through the City's online permit portal.

3.4 Acceptance Testing & Inspections

To request an acceptance test or inspection for any permit issued by the Fire Marshal's Office, the following requirements apply to ensure safety, efficiency, and consideration for all customers:

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How to Request an Inspection

- Online: Inspection requests may be submitted through the Citizenserve portal at any time, day or night.
- By Phone: During normal business hours, requests can also be made by calling 979.209.5960, Ext. 1.
- System Controls: Depending on the status of the permit, some inspections may not be available to schedule until previous inspections or requirements have been successfully completed.

Scheduling and Forecasting

- We understand that construction schedules can change and that forecasting completion dates is often necessary to maintain workflow efficiency.
- When forecasting, please ensure your requested inspection date aligns with realistic system readiness to avoid delays and additional costs.

System Readiness

- All components of the system must be fully installed, tested, and verified as compliant by the contractor prior to the scheduled inspection time.
- Systems that are not ready for inspection will result in the appointment being canceled by the inspector on site.

Cancelation Notice

- A minimum of 24 hours' notice is required for any cancelation or rescheduling of inspections.
- This courtesy allows the Fire Marshal's Office to accommodate other customers waiting for available inspection times.

No-Shows or Late Cancelations

Failure to provide timely cancelation, failure to show, or failure to have the system ready may result in:

- Additional inspection fees
- Delayed availability

Inspector Discretion

If, upon arrival, it is clear that the system has not been properly tested or verified by the contractor, the inspector has the authority to cancel the appointment immediately.

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YOUR PARTNERSHIP MATTERS

By ensuring your system is ready for inspection and by communicating changes promptly, you help us provide better, more efficient service for your project and for other permit holders throughout the community

3.5 Completeness Reviews

Before a project can move forward, a permit technician will conduct a completeness review to ensure that all required inspections, documentation, and approvals have been properly submitted.

TO AVOID DELAYS:

- Review the submittal requirements provided at the start of your project.
- Read all sections of the online requests carefully, as they often contain direct links and references to the forms and documents you need.
- Upload required documents promptly to keep your project on schedule.

We've worked hard to make the process clear by providing multiple references and reminders throughout the permitting system to help every permit holder succeed.

Failure to provide the required documentation or complete necessary inspections will:

- Prevent your project from advancing to the next step.
- Delay or prevent approval of the Certificate of Occupancy (CO) for the entire project.

Using the Citizenserve online portal to regularly review the status and requirements of your permit is the best way to ensure nothing has been overlooked and that your project stays on track.

3.6 Certificate of Occupancy (CO) Process

A Certificate of Occupancy (CO) is required before a building or tenant space can be legally occupied. The CO process ensures that all life safety, building, and site requirements have been met and verified through inspections by the appropriate City departments.

SCHEDULING A CO INSPECTION

Contractors cannot schedule a CO inspection with the Fire Marshal's Office until a Development Services Coordinator has verified that all other requirements have been satisfied.

Once Development Services confirms readiness, the CO inspection can be scheduled.

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LINKED PERMITS FOR COORDINATION

Your Fire & Life Safety permits are linked to the corresponding Development Services permits for the same address or parcel number. This linkage allows:

- Efficient communication between departments
- Faster turnaround times for scheduling and performing final inspections
- Accurate documentation of all inspections and approvals needed for CO issuance
- Our Commitment to Your Success

We understand that timing is critical at the close of a project. The Fire Marshal's Office will make every reasonable effort to:

- Support timely scheduling of inspections
- Address last-minute coordination needs
- Help your project reach completion as efficiently as possible

3.7 Stocking and Staffing

The City of Bryan recognizes the time sensitive nature of construction projects and the need to prepare a building or tenant space for operation while remaining work, inspections, or documentation are being completed.

Stocking and Staffing authorization may allow approved personnel to enter the building for limited preparatory activities, such as:

- Installing or arranging furniture, fixtures, equipment, merchandise, and supplies.
- Training employees.
- Preparing the space for future operations.
- Completing other activities specifically approved by the City.

Stocking and Staffing authorization does not permit the building or tenant space to open to the public, conduct normal business operations, or be occupied for its intended use.

AUTHORIZATION MAY BE GRANTED WHEN:

- The areas approved for Stocking and Staffing can be safely accessed and used for the authorized activities.
- Required life safety systems and emergency access features serving those areas are operational.
- Remaining construction work is separated from approved Stocking and Staffing areas and does not create a hazard to personnel or emergency responders.

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- Required inspections applicable to the requested activities have been successfully completed.
- Any conditions established by the Building Official, Fire Code Official, or other applicable City departments have been satisfied.

Key Points for Stocking and Staffing

- The scope, conditions, and duration of the authorization are determined by the Building Official in coordination with the Fire Marshal's Office and other applicable departments.
- Authorization is limited to the activities and areas specifically approved by the City.
- Stocking and Staffing authorization is not approval to occupy the building for its intended use and does not constitute a Certificate of Occupancy.
- Public access and normal business operations are prohibited until the required Certificate of Occupancy has been issued.
- All outstanding work, inspections, approvals, and documentation must be completed before final occupancy approval.
- The City may impose additional conditions or restrictions necessary to maintain the safety of personnel and emergency responders.
- Authorization may be suspended or revoked if approved conditions are not maintained or activities exceed the approved scope.

How to Request Stocking and Staffing Authorization

- Submit the request through the assigned Development Coordinator in Development Services.
- Identify the areas requested for access and describe the proposed Stocking and Staffing activities.
- Coordinate with the Fire Marshal's Office and other applicable departments to confirm that required life safety systems, emergency access features, and inspections are complete.
- Provide the status of outstanding work and the anticipated schedule for completion.
- Do not begin Stocking and Staffing activities until authorization has been granted and all applicable conditions have been communicated.

4 City of Bryan Amendments and Special Requirements.

This section includes adopted code amendments and details related to specific IFC sections as well as sections indicating details are "at the discretion of the Fire Code Official,"

It is the responsibility of the design professional to ensure compliance with all applicable codes and regulations enforced by the authorities having jurisdiction.

- City of Bryan Code Amendments (marked with a single asterisk *)

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- Fire Code Official Discretionary Requirements (marked with a double asterisk **)
- Commonly Missed Requirements frequently overlooked during the design phase

DISCLAIMER

- If any information in this guide conflicts with the codes or ordinances adopted and amended by the City of Bryan, the official posting shall take precedence.
- Code of Ordinances City of Bryan, Texas

  Free access to the International Code Council's library of codes is available at:
- ICC Digital Codes

4.1 IFC Chapter 1 Scope and Administration

102.1 CONSTRUCTION AND DESIGN PROVISIONS.

The construction and design provisions of this code shall apply to:

1. Structures, facilities and conditions arising after the adoption of this code.
2. Existing structures, facilities and conditions not legally in existence at the time of adoption of this code.
3. Existing structures, facilities, and conditions when required in Chapter 11 or in specific sections of this code.
4. Existing structures, facilities and conditions that, in the opinion of the fire code official, constitute a distinct hazard to life or property.

4.2 IFC Chapter 2 Definitions

Section 202 (General Definitions) amend and/or add definitions as follows:

***(Ambulatory Care Facility)** Buildings or portions thereof used to provide medical, surgical, psychiatric, nursing, or similar care on a less than 24-hour basis to persons who are rendered incapable of self-preservation by the services provided or staff has accepted responsibility for care recipients already incapable. This group may include but not be limited to the following:

- Dialysis centers
- Procedures involving sedation
- Sedation dentistry
- Surgery centers
- Colonic centers
- Psychiatric centers

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***(Defend in Place)** A method of emergency response that engages building components and trained staff to provide occupant safety during an emergency. Emergency response involves remaining in place, relocating within the building, or both, without evacuating the building.

***(Fire Watch)** A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals or standby personnel when required by the fire code official, for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

***(High-Piled Combustible Storage)** Add a second paragraph to read as follows:

Any building classified as a group S Occupancy or Speculative Building exceeding 12,000sqft that has a clear height in excess of 14 feet, making it possible to be used for storage in excess of 12 feet, shall be considered to be high-piled storage. When a specific product cannot be identified, a fire protection system and life safety features shall be installed as for Class IV commodities to the maximum pile height.

***(Occupancy Classification Assembly Group A-3)** is amended to include "Tutorial Services".

***(Repair Garage)** Add to definition: This occupancy shall also include garages involved in minor repair, modification and servicing of motor vehicles for items such as lube changes, inspection, windshield repair or replacement, shocks, minor part replacement, and other such minor repairs.

***(Townhouse)** is amended by deleting the definition of "Townhouse" in its entirety and replacing with the following: A single family dwelling unit constructed in a group of attached units separated by property lines in which each unit extends a common rated fire wall from foundation to roof and with open space on at least two sides.

4.3 IFC Chapter 5 Fire Service Features

503 Fire Apparatus Access Roads

All fire apparatus roads shall comply with Section 503 and Appendix D with special note to City of Bryan Municode-Amendments Sec 42-36 as noted below.

*501.4 Timing of Installation

When fire apparatus access roads or a water supply for fire protection is required to be installed for any structure or development, they shall be installed, tested, and approved prior to the time of which construction has progressed beyond completion of the foundation of any structure.

*3311.1 Required Access

When fire apparatus access roads (temporary or permanent) or a water supply for fire protection is required to be installed for any structure or development, they shall be installed, tested, and approved prior to the time of which construction has progressed beyond completion of the foundation of any structure.

*503.2.1 Dimensions

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Access roads shall indicate minimum 20' clear width, 14’ vertical clearance

*503.2.2 Authority

The fire code official shall have the authority to require or permit modification to the required access and vertical clearances where they are inadequate for fire or rescue operations.

*503.2.3 Surface

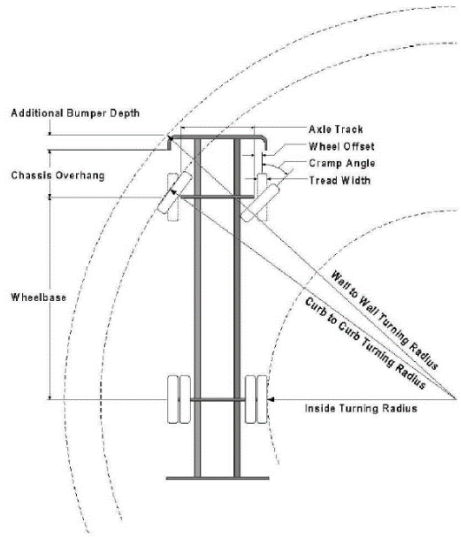
Fire apparatus access roads shall be designed and maintained to support imposed loads of 84,000 lbs. for fire apparatus and shall be surfaced so as to provide all-weather driving capabilities

*503.3 Marking

Drawings shall clearly indicate fire lane “Option #1” or “Option #2” and graphics showing the layout and specific requirements. City of Bryan Municode-Amendments Sec 42-36

*503.2.4 Turning Radius

Graphical details shall be included on drawings indicating compliance with the parameters shown in the drawing below.



Parameters:	
*Inside Cramp Angle:	45°
Axle Track:	82.92 in.
Wheel Offset:	4.68 in.
Tread Width:	16.3 in.
Chassis Overhang:	78 in.
Additional Bumper Depth:	19 in.
Front Overhang:	132.6 in.
Wheelbase:	271 in.

Calculated Turning Radii:	
Inside Turn:	21 ft. 6 in.
Curb to curb:	38 ft. 3 in.
Wall to wall:	45 ft. 5 in.

Notes:

*Actual Inside cramp angle may be less than shown.

Curb to Curb turning radius calculated for 9.00 inch curb.

*D102.1 Access and Loading

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Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 84,000 pounds.

* D103.5 Fire apparatus access road gates

Gates securing the fire apparatus access roads require a permit and shall comply with all of the following criteria:

- Where a single gate is provided, the gate width shall be not less than 20 feet (6096 mm). Where a fire apparatus road consists of a divided roadway, the gate width shall be not less than 12 feet (3658 mm).
- Gates shall be of the horizontal swing, horizontal slide, vertical lift or vertical pivot type.
- Construction of gates shall be of materials that allow manual operation by one person.
- Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective.

Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. Emergency opening devices shall be approved by the fire code official. Methods of locking shall be submitted for approval by the fire code official. Electric gate operators, where provided, shall be listed in accordance with UL 325.Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

Locks and Chain Requirements:

All chains and padlocks controlling access to premises shall be less than 3/8" in diameter OR the use of a KNOX padlock.

If KNOX Padlock is not used, the chain will be cut to gain access to the premises. Chain will be replaced at the owner's expense.

*505.1 Address Identification:

Drawings shall provide graphics and callout detailing addressing locations and designs. See City of Bryan Municode-Amendments Sec 42-36 for requirements.

**506.1 Key Box Requirements and Responsibility

Key boxes are required for:

- Any building with a monitored alarm and/or automatic sprinkler system
- Drawings shall indicate who's scope of work the purchase and installation of key boxes

Key Box Locations

- Primary Location: Mounted at the primary point of entry, typically the address side of the building. Final placement is at the discretion of the fire code official.

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- Riser Rooms: If the riser room has an exterior door not within reasonable distance of the main key box, an additional box shall be mounted next to the riser room door (distance determined by the fire code official).
- Fire Service Elevators: Key boxes required for elevators with non-standard fire service keys.
- Additional Locations: May be required for large or complex buildings at the discretion of the fire code official.

Contents of the Key Box

Keys must be provided for all areas where immediate access may be needed for life safety or firefighting, including but not limited to:

- Fire Alarm Control Panel (FACP)
- Mechanical rooms
- Electrical rooms
- Elevator equipment rooms
- Riser rooms
- Whenever possible, these spaces should be keyed alike to simplify access.

Construction Cores

If construction cores remain in place during the CO inspection:

- Obtain prior approval from the fire code official
- Provide a signed letter from the property owner with the timeline for replacing cores and providing permanent keys
- Place a construction core key in the box at the time of inspection

Key Labeling

- Keys shall be on a durable key ring at least 1 inch in diameter
- Keys must be clearly labeled using water-resistant methods to identify the function or location
- Labels shall include the building address and specific area (e.g., “Master,” “Riser Room,” “Suite #”)
- Prohibited: Thermal tape labels (e.g., handheld label makers), as high heat inside the box renders them illegible

For larger buildings:

- Multiple sets may be required
- Key boxes may need to be upgraded to a larger size

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Electrically Controlled Access Systems

- For doors with traditional keyed access, a physical key shall be provided, as extreme temperatures inside key boxes can damage electronic keys.
- For electrically controlled doors without traditional keyed access, a key card or key fob shall be provided for emergency use.

507 Fire Protection Water Supplies

***507.5.1 Where required:** Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than **300** feet (122 m) from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.

Exceptions:

1. For Group R-3 and Group U occupancies, the distance requirement shall be **500** feet (183 m).
2. For buildings equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2, the distance requirement shall be **500** feet (183 m).

***C103.1 Hydrant Spacing:** Fire apparatus access roads and public streets providing required access to buildings in accordance with Section 503 of the International Fire Code shall be provided with one or more fire hydrants, as determined by Section C102.1. Where more than one fire hydrant is required, the distance between required fire hydrants shall be in accordance with Sections C103.2 and C103.3 or be approved by the fire code official.

*507.5.3.1 Painting Requirements for Private Hydrants:

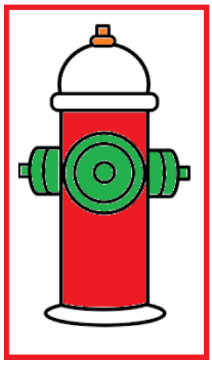
Permits Required: Installation of private hydrants requires an approved permit prior to the start of construction.

A private hydrant within the City of Bryan will be painted according to the requirements in this section. The hydrant body will be painted "Safety Red", the bonnet will be painted "Reflective White', the operating nut will be painted "Safety Orange", and the caps will be painted according to their flow capability listed below.

Cap Color Coding:

- Less than 500 gpm - Safety Red
- 500 gpm to 999 gpm - Safety Yellow
- 1000 gpm to 1499 gpm - Safety Green
- 1500 gpm or greater - Safety Blue

(See example showing a hydrant that should flow between 1000 and 1499 gallons per minute)



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509 Fire Protection and Utility Equipment Identification

***509.1.2 Sign Requirements:** Unless more stringent requirements apply, lettering for signs required by this section shall have a minimum height of 2 inches when located inside a building and 3 inches when located outside, or as approved by the fire code official. The letters shall be white in color with a red background. Indoor signs should be of durable material. Outdoor material should be durable weather/UV resistant materials. All signs for doors should be mounted at 60 inches from the floor or ground.

***509.2 Equipment access:** Approved access shall be provided and maintained for all fire protection system equipment to permit immediate safe operation and maintenance of such equipment. Storage, trash and other materials or objects shall not be placed or kept in such a manner that would prevent such equipment from being readily accessible. Access to the fire sprinkler riser must be on the exterior of the structure unless authorized by the fire code official.

510 Emergency Responder Communication Coverage

Permit Required: Installation of Emergency Responder Communication Coverage systems require an approved permit prior to the start of construction.

The Fire Code Official may determine where ERRC systems are necessary. The following occupancies will require testing:

- High-Rise Buildings: Structures over 75 feet
- Large Buildings: Buildings over 50,000 square feet
- Underground Areas: Buildings with basements, parking garages, or subgrade levels.
- Assembly type over 1000 occupants
- Educational over 100 occupants
- Institutional over 100 occupants
- Hazardous
- Existing buildings with known coverage deficiencies. (IFC 1103.2)

4.4 IFC Chapter 6 Building Services and Systems

***605.4.1 Fuel oil storage in outside, above-ground tanks:** Where connected to a fuel-oil piping system, the maximum amount of fuel oil storage allowed outside above ground without additional protection shall be 660 gallons (2498 L). The storage of fuel oil above ground in quantities exceeding 660 gallons (2498 L) shall comply with NFPA 31 and Chapter 57.

4.5 IFC Chapter 9 Fire Protection & Life Safety Systems

*** 901.4.7.2 Marking on access doors:** Unless more stringent requirements apply, lettering for signs required by this section shall have a minimum height of 2 inches when located inside a building and 3

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inches when located outside, or as approved by the fire code official. The letters shall be white in color with a red background. Indoor signs should be of durable material. Outdoor material should be durable weather/UV resistant materials. All signs for doors should be mounted at 60 inches from the floor or ground. (see COB amendment 509.1.2)

***903.2 Where required:** Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in Sections 903.2.1 through 903.2.12. In addition to the requirements of this section, an automatic sprinkler system shall be provided throughout all new buildings and structures as follows:

- Where the fire area exceeds 12,000 square feet (1115 m 2).
- Where the height exceeds two stories regardless of area.
    - 903.2.4 Group F-1; 903.2.7 Group M; 903.2.9 Group S-1; : fire area is located more than two stories above grade plane.
    - 903.2.8 Group R: An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area.
    - Exception:
    1. Boarding houses (transient), rooming houses (transient), bed and breakfast inns and other similar occupancies (not including hotels or motels) containing not more than four guest rooms for which rent is paid and that are occupied by transient guests only.
    -
    - ***903.2.11.7 High-Piled Combustible Storage:** Any building with a clear height exceeding 12 feet, see Chapter 32 to determine if those provisions apply. Any building classified as a group S Occupancy or Speculative Building exceeding 12,000sqft that has a clear height in excess of 14 feet, making it possible to be used for storage in excess of 12 feet, shall be considered to be high-piled storage. When a specific product cannot be identified, a fire protection system and life safety features shall be installed as for Class IV commodities to the maximum pile height.
    -
    - ***903.2.11.8 Spray Booths and Rooms: New** and existing spray booths and spraying rooms shall be protected by an approved automatic fire-extinguishing system. Once identified a property will be allowed a year to make the necessary improvements.
    -
    - ***903.4.2 Alarms:** An approved audible device, located on the exterior of the building in an approved location, shall be connected to each automatic sprinkler system. Such sprinkler waterflow alarm devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Where a fire alarm system is installed, actuation of the automatic sprinkler system shall actuate the building fire alarm system. 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.
    -

****912.4.1 Locking fire department connection caps:** All new construction projects are required to install approved locking fire department connection (FDC) caps, including those on standpipes. Only the following approved devices shall be used:

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KNOX 2.5” with Swivel Guard – #3111

KNOX 2.5” Standpipe Lock – #4011

****912.5 Signs:** Whenever a Fire Department Connection (FDC) is not visible to approaching fire apparatus, an approved sign shall be installed. Signs must be mounted in a conspicuous location, either on the street front or on the side of the building, and must be readily visible from the roadway or primary entry point(s).

Signage Requirements

FDC on Address Side: A sign must be installed directly above the FDC.

FDC Not on Address Side: A sign with an arrow indicating the direction of travel to the FDC shall be installed at the address side or entry point.

Remote FDCs: Where approved by the Fire Code Official, remote FDCs shall have a sign installed within 96 inches of the connection, in a location that is both conspicuous and does not obstruct access or operation.

Multiple Roadway Entries: Buildings with multiple entry points from roadways may be required to have additional signage. The need and placement of additional signs will be determined by the Fire Code Official.

Additional Signage: Based on the location and accessibility of the FDC, the Fire Code Official may require additional signage to ensure visibility and access.

Obstructions: Sign placement shall consider potential obstructions such as parked vehicles, landscaping, or other site features (including the anticipated size of mature landscaping).

Zone Signage

- Where an FDC does not serve the entire building, additional zone signage shall be provided:
- Zone map signs must be a minimum of 6” x 9”.
- Signs should include system zone maps when appropriate and must be approved by the Fire Code Official.
- Zone signs must be mounted in a conspicuous, readily visible location that does not obstruct access to the FDC.
- All signage must be made of durable, weather- and UV-resistant materials.

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