

Permit No: \_\_\_\_\_



## FIRE DEPARTMENT SYSTEM PERMIT APPLICATION

Thank you for submitting plans for the installation or modification of a required fire protection or detection system. Typical review of system plans will be completed within 5 days of your submittal. DO NOT call or e-mail to check on the status of this review. An e-mail will be sent upon review with approval or denial. A Legible e-mail address should be placed on the application for this reason. Monitor any SPAM and e-mail filters.

The permit process consists of four steps:

- 1) **SUBMITTAL OF PLANS.** We will review and stamp up to four sets of plans. At least one CD in PDF of the plans, State Fire Marshals License, and calculations etc., must be submitted. We will retain the CD copy of the plans for our records. A full set of approved plans with any attached comments must remain on the job-site until the system is inspected and approved by the Colleyville Fire Department. The remaining plans are for your records. Plans are not reviewed until the permit fee is paid.
- 2) **PAYMENT OF PERMIT FEE.** Permit fees are established by City Council. Fees are payable to the City of Colleyville in the form of cash, check, or for a percentage you may also use MasterCard or Discover.
- 3) **ISSUANCE OF PERMIT.** Upon review and acceptance of the submitted plans, a SYSTEM PERMIT is issued. This permit is signed by the Fire Marshal or his designee and indicates approval for the work to begin, according to the plans and any attached comments. Work may not begin until the PERMIT is issued. The permit must be posted on the job-site until the inspection and acceptance of the system by the Colleyville Fire Department.
- 4) **SYSTEM ACCEPTANCE.** Upon completion of the permitted work, you must call the Fire Marshal to schedule an inspection 817-503-1411. Please allow at least twenty-four (24) hours' notice for this inspection. Upon acceptance of this system, the owner, occupant or contractor may schedule a Certificate of Occupancy Inspection. Storage of material or Occupancy of the building is not allowed until the Certificate of Occupancy is issued.

- NEW INSTALLATION OF AN AUTOMATIC FIRE SPRINKLER SYSTEM
- MODIFICATION OF AN EXISTING AUTOMATIC FIRE SPRINKLER SYSTEM
- NEW INSTALLATION OF A FIRE ALARM SYSTEM
- MODIFICATION OF AN EXISTING FIRE ALARM SYSTEM
- INSTALLATION OF A SECURITY OR EMERGENCY ACCESS GATE
- OTHER \_\_\_\_\_

Date Submitted: \_\_\_\_\_ # of Heads or Devices: \_\_\_\_\_ Fee Amount Paid: \_\_\_\_\_

Job Address \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Contact # \_\_\_\_\_

Application made by: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PERMIT APPLICATION DOES NOT CONSTITUTE APPROVAL OF YOUR PLANS, NOR DOES IT IMPLY PERMISSION TO BEGIN WORK.  
WORK DONE WITHOUT THE ISSUANCE OF A PERMIT IS IN VIOLATION OF THE CITY OF COLLEYVILLE FIRE CODE.**

(f) Fire prevention:

Fire alarm systems:

Plans review (new, alteration, or relocation) .....70.00

Inspection of system once in place .....

Number of Devices	Fee
1 to 10	75.00
11 to 25	100.00
26 to 100	200.00
101 to 200	275.00
201 to 500	500.00
Per device for each over 500	1.00

Fire sprinkler systems- above ground:

Plans review (new, alteration, or relocation) .....150.00

Inspection of system once in place .....

Number of heads	Fee
1 to 19 heads	75.00
20 to 100 Heads	100.00
101 to 300 Heads	200.00
301 to 1,000 Heads	400.00

Per head for each over 1,000 heads	1.00
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Fire sprinkler systems- underground:

Fire Sprinkler System (Relocation or modification) 3 sets of detailed plans	
a. Inspection is required before ditch is covered	
b. 2 hour/200 lb. test is required	50.00

Licensing inspections:

Hospitals	100.00
Nursing/long term care homes	75.00
Day care/Mothers' day out	50.00
Foster and adoptive homes	10.00
Home inspection- insurance	50.00

Permits and miscellaneous fees:

Fixed Fire Protection System (New, alteration, or relocation) 3 sets of detailed plans	50.00
Security Gates (Required 3 set of detail plans) Plus \$25.00 per required sign.	50.00
Storage of Flammable or Combustible Liquids at Construction Sites	50.00
Installation of Compressed Natural Gas (CNG) Container or Stations	50.00
Removal, relocation of Compressed Natural Gas (CNG) Container or Station	50.00
Installation of Liquid Petroleum Gas (LPG) Container	50.00
Removal, relocation of Liquid Petroleum Gas (LPG) Container	50.00

Installation of Liquefied Natural Gas (LNG) Container or Station	50.00
Removal, relocation of Liquefied Natural Gas (LNG) Container or Station	50.00
Spray Booths (New) 3 sets of detailed plans	50.00
Spray Booths (Modification or relocation) 3 sets of detailed plans	50.00
Carnivals and fairs—Site Plan & Layout of vendors required	50.00
Fireworks display—Site inspection is required	100.00
Flammable and combustible liquids:	
a. Repair or modify a pipeline	100.00
b. Product removal from Underground Storage tank	50.00
c. Status change in product facilities	50.00
d. Change type of contents in liquid tank(s)	50.00
Occupant load increase	50.00
Pyrotechnical special effects	100.00
Tents (Any Size)	50.00



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## **FIRE PREVENTION PERMIT PROCEDURES**

**CALL 817-503-1411 to SCHEDULE INSPECTIONS**

### Underground Fire Line

- 1) Submission of plans and payment of permit fee with at least one CD in PDF format
- 2) Plan review and issuance of permit
- 3) Underground installed
- 4) Test and acceptance by Public Works
- 5) 2 Hour 200 psi hydrostatic test
- 6) A minimum of a 3 inch flush
- 7) If FDC is connected to the underground 2.5 inch locking Knox Caps are required at hydrostatic test this is an automatic failure point
- 8) A hydrostatic test for the overhead will not be scheduled prior to acceptance of the underground by the fire department

### Fire Suppression Overhead

- 1) Submission of plans and payment of permit fee with at least one CD in PDF format.
- 2) Installation of the overhead fire suppression system, this will not be done as partials. If 20 or more heads, a 2 Hr. 200 psi test will be done.
- 3) No ceiling or drywall may be installed prior to the hydrostatic test. This is an automatic failure if installed; the ceiling or drywall will be required to be removed.
- 4) If the FDC is connected to the overhead the 2.5 inch locking Knox caps are required at the hydrostatic test this is an automatic failure.
- 5) The system is required to remain on after the hydrostatic test.
- 6) A final inspection will be done at the fire alarm final.

### Fire Alarm

- 1) Submission of plans and payment of permit fee with at least one CD in PDF format.
- 2) No wire may be run without a permit.
- 3) A final will be done after all flooring and finish carpentry is done; this is an automatic failure point.
- 4) Fire suppression system flow switches should be set for 45 seconds.

*Continued...*

### Type 1 Hood System

- 1) Submission of plans and payment of permit fee with at least one CD in PDF format
- 2) When work is done coordinate the inspection with the fire alarm final.
- 3) An inspection will be done testing the function of the hood system and gas shut down.

**A \$75.00 re-inspection fee will be applied for the first re-inspection.  
A \$125.00 re-inspection fee will be applied for any other inspections thereafter.**

**Please submit permit to:**

**City of Colleyville  
Building Inspections Department  
100 Main Street  
Colleyville, Texas 76034  
(817)503.1030**

**For questions please call (817)503.1411**

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