

**The *Application Form* is at the end of this *Guidelines* document.**

**Please follow all instructions:**

1. Use only the currently posted version of all Forms from:  
[www.cor.net/fire/permits](http://www.cor.net/fire/permits)
2. Download this document to your computer;
3. Open the downloaded document in Adobe Acrobat Reader DC or other compatible PDF software:
  - If needed, download and install the free *Adobe Acrobat Reader DC* from:  
<https://get.adobe.com/reader/>
  - Do not complete the Forms in a web browser unless you can digitally sign them there.
4. Tab or mouse through the Forms to complete each field - all applicable information is required:
  - Click "Highlight Fields" if available, to help identify each field;
  - Some fields contain a drop-down box from which a selection can be made.
5. Digitally sign each Form after completion by clicking on the signature field and following the prompts:
  - Do not "lock" the document.
6. Save the completed *Application Form* and *Signature Form* [if applicable] and email these with supporting documents:
  - Email to [firepermits@cor.gov](mailto:firepermits@cor.gov);
  - In the subject line, enter:
    - *New Permit Application*; OR,
    - The existing permit number and type of resubmittal, e.g. *20-023 Resubmittal*, in the subject line.



Energy System Guidelines  
Richardson Fire Department  
300 N. Greenville Avenue, Richardson, TX 75081  
Telephone: 972-744-5750 Fax: 972-744-5796 www.cor.net/fire

[Revised 05/11/2022]

I. General:

- A. Separate Application is required for each address/suite.
- B. A separate Permit (number) will be assigned for each system.
- C. "Variance Application" is required where systems do not comply with applicable Codes and Standards.

II. Permit Required:

- A. Permit is required before commencing work unless approved in advance.
- B. A permit is required for new, upgraded, removed, and replacement energy systems regulated by Chapter 12 of the 2018 International Fire Code as amended and adopted by ord. 4374, as follows:
  - 1) Battery systems [1206.2];
  - 2) Capacitor energy storage systems [1206.3]; and,
  - 3) Fuel cell power systems [1205].
- C. Solar Photovoltaic Power Systems are permitted through the Building Inspections Department, (972) 744-4180.
- D. Repairs are exempt – no permit, submittals or inspections are needed.
- E. Permits expire 1-year from issue. Work must begin within 180-days of issue. Unexpired permits may be extended.

III. Fees:

- A. Permit fee is 1% of the total cost, with minimum fee of \$60.00 per system. EXCEPTION: No fee for a demolition permit.
- B. Permit fees are due upon issue, by check to "City of Richardson", or credit card. Permit fees are not accepted in advance.
- C. First review and one re-submittal review are included in permit fee – for each subsequent review, a fee of one-half (1/2) the original permit fee, up to \$250, will be assessed.
- D. First inspection and one reinspection are included in permit fee - for each subsequent inspection, a fee of \$100 will be assessed.
- E. For construction or operation commenced prior to obtaining a required permit, an amount equal to the original permit fee [prior to exemptions], up to \$2,000, shall be added to the permit fee.

IV. Submittals [Electronic submittals ONLY]:

- A. MAX 10-20MB total is preferred at 200dpi resolution. Typically fewer than 10 pages are necessary.
- B. Email the following as a .PDF file, with Application, to [firepermits@cor.gov](mailto:firepermits@cor.gov). Enter the complete project address in the subject line:
  - 1) For all systems:
    - a) Cover letter with summary description of the proposed work.
    - b) Datasheets for significant system components and applicable accessories [e.g., spill control, neutralization, etc....]. And,
    - c) Plans showing locations and details of significant components and applicable requirements [e.g., room construction, exits, spill control, neutralization, fire extinguishers, fire alarm devices, signs, etc....] DO NOT SHOW Systems, furnishings, and other elements that do not affect the system design.
  - 2) For fuel cell power systems OTHER THAN prepackaged or pre-engineered systems – submit the above items, AND:
    - a) 3rd party review confirming each system complies with all requirements of the applicable Codes and Standards listed below, stamped and signed by a Texas Professional Engineer, or other pre-approved technical expert; and,
    - b) A copy of the invoice for fees related to the third-party review.
- C. Specify the correct applicable Codes and Standards that apply – including, but not limited to:
  - a) International Fire Code, 2018 edition, as amended and adopted by City of Richardson, ord. 4374.
  - b) International Building Code, 2018 edition, as amended and adopted by City of Richardson, ord. 4372.
  - c) NFPA 70/NEC, 2017 edition.
  - d) NFPA 855, 2020 or latest effective edition: Standard for the Installation of Stationary Energy Storage Systems.
  - e) NFPA 110, 2022 or latest effective edition: Standard for Emergency and Standby Power Systems.
  - f) NFPA 111, 2022 or latest effective edition: Standard on Stored Electrical Energy Emergency and Standby Power Systems.
- D. Exceptions used in the design must be specifically identified by code or standard, and section number.

V. Inspections:

- A. Applicant shall not request inspection prior to permit issue, or before all work to be approved is completed and pre-tested.
- B. Permit holder shall request inspections by calling (972) 744-5750. Inspections will be scheduled based on availability.



**Energy Systems  
Construction Permit Application**

Richardson Fire Department  
300 N. Greenville Avenue, Richardson, TX 75081  
Telephone: 972-744-5750 Fax: 972-744-5796 [www.cor.net/fire](http://www.cor.net/fire)  
[Revised 11/01/2021]

Fire Department Permit Forms and Information are available at [www.cor.net/fire/permits](http://www.cor.net/fire/permits).

**APPLICATIONS THAT DO NOT COMPLY WITH THE FOLLOWING MAY NOT BE REVIEWED:**

E-mail this COMPLETED Form and supporting .PDFs to [firepermits@cor.gov](mailto:firepermits@cor.gov) with the original Application/Permit Number [if applicable] and submittal type in the subject line [E.g.: *New Permit Application* or *20-123 Resubmittal*].

- Select "Highlight Fields" if available to show the fields in this form;
- Use ONLY the current version of all Forms;
- Comply with ALL instructions and guidelines;
- Submit a separate Application for each address/suite#;
- COMPLETE and CORRECT address must match Building Permit or Certificate of Occupancy;
- Forms must be complete, correct, readable, and signed;
- Submit ONLY documents applicable to the proposed work

Submittal Type [Initial, Resubmittal, Renewal, Modification, or As-builts]:

<b>TYPE</b>	SUBMITTAL TYPE: _____ Except "Initial Application" - enter the original FIRE DEPT. Application/Permit Number: _____
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"Project" is the property and owner/agent of the property [E.g. Property Manager, Construction Manager, etc...]:

<b>PROJECT</b>	PROJECT NAME [name of business or property]: _____	PROJECT CONTACT TYPE [ <b>Not</b> the Fire Protection Contractor]: _____
	PROJECT CONTACT ( <b>A PERSON</b> ): [ <b>Not</b> the Fire Protection Contractor]: _____	CONTACT'S PHONE: _____
	CONTACT'S E-MAIL: _____	
	PROJECT COMPLETE AND CORRECT ADDRESS [Include direction, e.g.: N. S. E. W., and suite #, if applicable]: _____	
BRIEF description of Scope and Area of Work Proposed: _____		

"Applicant" is an agent of the licensed fire protection firm and IS RESPONSIBLE FOR ALL WORK UNDER THE PERMIT:

<b>APPLICANT</b>	APPLICANT COMPANY: _____	COMPANY'S PHONE: _____
	COMPANY'S MAILING ADDRESS [Include City, State and Zip]: _____	
	APPLICANT'S NAME: _____	APPLICANT'S TITLE: _____
	DIRECT PHONE: _____	APPLICANT'S E-MAIL ADDRESS: _____

"System" is the specific type of energy systems to be installed - Submit a separate Application for each type:

<b>SYSTEM</b>	TYPE OF SYSTEMS: _____	
	EXTENT OF WORK: _____	NUMBER OF SYSTEMS AFFECTED: _____
	TOTAL COST OF THE SYSTEM(S) TO BE COVERED BY THIS PERMIT [Include all labor, materials, etc...]: _____	

Applicant has reviewed & complied with all guidelines and instructions and all information is complete and correct.

**APPLICANT'S SIGNATURE\*** [Must be signed by the Applicant named above.] \_\_\_\_\_

**DATE** \_\_\_\_\_

\*Approved *digital signatures* have verifiable "digital certificates". [See "[What is a digital signature?](#)"] **Pasted/inserted & typed signatures are NOT approved.**  
If you cannot digitally sign: Print this page, sign in ink, scan signed document and submit as .pdf. Do NOT "lock" Form when digitally signing.

- - - OFFICE USE ONLY - - -

PERMIT #: _____	BLDG. PERMIT #: _____	FEE: \$ _____	EXEMPT: _____
DATE ISSUED: _____	CC or Check #: _____	PERMIT ISSUED BY: _____	
NOTES: _____			