

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/firepermits
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:
 - ◆ 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.
6. Save the completed *Application Form* and *Signature Form* [if applicable] and email these with supporting documents:
 - ◆ Email to firepermits@cor.gov;
 - ◆ In the subject line, enter:

New Permit Application

OR

The existing permit number and type of resubmittal
e.g., *23-023 Resubmittal*, in the subject line.



Aisle Containment System Guidelines
Richardson Fire Department
300 N. Greenville Avenue, Richardson, TX 75081
Telephone: 972-744-5750 www.cor.net/firepermits

[Revised 05/08/2023]

I. General:

- A. These Guidelines do not include all Code requirements;
- B. Applications are reviewed in the order submitted;
- C. Permit is required before commencing work unless approved in advance;
- D. Separate Application is required for each address/suite;
- E. "Variance Application" is required where systems do not comply with applicable Codes and Standards.

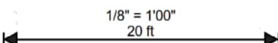
II. Permit Required:

- A. A permit is required for new, upgraded, removed, and replaced aisle containment systems ["hot- or cold-aisles"]:
Fire alarm work affecting only detection and controls necessary for aisle containment systems does not require a separate permit.
- B. Repairs are exempt – no permit, submittals or inspections are needed;
- C. 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.
Permit fees are due upon issue, by check to "City of Richardson", or credit card. Permit fees are not accepted in advance;
- B. 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 [prior to exemptions], up to \$250, will be assessed;
- C. First inspection and one reinspection are included in permit fee - for each subsequent inspection, a fee of \$100 will be assessed;
- D. 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:

- A. Electronic submittals ONLY:
 - 1) Submit the original design file saved or printed to unprotected PDF file format;
 - 2) MAX 10MB total is preferred at 200dpi resolution;
 - 3) E-Mail: firepermits@cor.gov.
- B. Specific Requirements (Typically fewer than 10 pages):
 - 1) A summary description of the work to be permitted shall be included on the first page of the plans, or in a cover letter;
 - 2) Show how the system complies with each specific requirement of Sections 6.7 and 9.2 of *NFPA 75 Standard for the Fire Protection of Information Technology Equipment*;
 - 3) Submit data-sheets for each significant component, and calculations [as applicable];
 - 4) Do not submit documentation that does not specifically address the requirements;
 - 5) Specify on the plans the correct codes and standards that apply – including, but not limited to:
 - a) *2021 International Fire Code as amended and adopted by City of Richardson ord. 4462*;
 - b) *2020 NFPA 75: Standard for the Fire Protection of Information Technology Equipment*;
 - c) *2020 NFPA 70/NEC*.
 - 6) Plans shall show locations and details of the proposed system(s);
 - 7) Exceptions must be specifically identified by code or standard, and section number;
 - 8) Plans shall be drawn in a clearly legible, and professional manner;
 - 9) North shall be indicated, and plans shall be to drawn to scale – a graphic scale is REQUIRED, e.g.: 
 - 10) Unique room names and/or numbers, and room use shall be indicated for every room;
 - 11) A legend identifying each symbol, component, make/model number & quantity shall be provided;
 - 12) Show ceiling height(s), wall height(s) & ALL walls, doors, partitions, equipment & structural elements that affect the system;
 - 13) DO NOT SHOW Systems, furnishings, and other elements that do not affect the system design;
 - 14) Review:
- C. Plan Review Notes and approved and/or marked-up plans, will be returned via email;
- D. Permits must be retrieved within 30-day of approval – Resubmittal, or status updates, are due within 30-days of review.

V. Inspections:

- A. Applicant shall not request inspection prior to permit issuance, 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.



Aisle Containment System 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
[Created 01/21/2021]

Fire Department Permit Forms and Information are available at 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 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]:

TYPE	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...]:

PROJECT	PROJECT NAME [name of business or property]: _____ PROJECT CONTACT TYPE [Not the applicant]: _____
	PROJECT CONTACT (A PERSON): [Not the applicant]: _____ 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 designing and/or installing firm and IS RESPONSIBLE FOR ALL WORK UNDER THE PERMIT:

APPLICANT	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(s) of stationary storage battery systems to be installed:

SYSTEM	SYSTEM TYPE(s) (Check applicable): Aisle Containment "Cold Aisle System(s)" _____ Hot Air Collar System(s) _____
	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: _____			