

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.



Automatic Fire Extinguishing System Guidelines

[Does NOT Include Fire Sprinkler Systems]

Richardson Fire Department

300 N. Greenville Avenue, Richardson, TX 75081

Telephone: 972-744-5750 www.cor.net/firepermits

[Revised 06/01/2023]

Latest Revisions are in Red.

I. General:

A. The following Codes and Standards apply, but are not limited to:

- 1) **2021 International Fire Code as amended and adopted by City of Richardson ord. 4462;**
- 2) The following National Fire Protection Association Standards, where applicable:
 - a) **2021 NFPA 11 Standard for Low-, Medium-, and High-Expansion Foam;**
 - b) **2022 NFPA 12 Standard on Carbon Dioxide Extinguishing Systems;**
 - c) **2022 NFPA 12A Standard on Halon 1301 Fire Extinguishing System;**
 - d) **2019 NFPA 16 Standard for the Installation of Foam-Water Sprinkler and Foam-Water Spray Systems;**
 - e) **2024 NFPA 17 Standard for Dry Chemical Extinguishing Systems;**
 - f) **2024 NFPA 17A Standard for Wet Chemical Extinguishing Systems;**
 - g) **2020 ed. NFPA 70 National Electrical Code.**
 - h) **2024 NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations;**
 - i) **2022 NFPA 2001 Standard on Clean Agent Fire Extinguishing Systems.**

B. Applications are reviewed in the order submitted;

C. Permit is required before commencing work unless approved in writing;

D. Separate Application is required for each address/suite.

II. Permit Required:

A. A permit is required for:

- 1) New Systems;
- 2) Modification;
- 3) Remove/Demo [no Permit fee];
- 4) Other work not specifically exempt – call for information.
- 5) **Emergency repairs [upgrades/modifications]: The permit application shall be submitted within the next working business day.**

B. Repairs are exempt – no permit, submittals or inspections are needed **unless noted above.** [Appropriate Service Tag is required.]

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 – All Systems:

A. Submit completed Applications and supporting documents to firepermits@cor.gov with "Permit Application" in the subject line:

- 1) Submit the original design file in PDF file format. Please do not print and scan the file;
- 2) Submittals and application should be combined in a single .PDF file;
- 3) The File should be a maximum size of approximately 10MB at 200 dpi – larger files are typically not necessary.

B. Except pre-engineered systems, construction documents [incl. "as-builts"] shall be prepared, stamped, signed[†], & dated [after revision], by a licensed design professional OR accompanied by a complete, signed Signature of Licensed Design Professional Form.

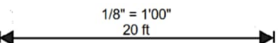
- 1) [†]Approved digital signatures have verifiable "digital certificates". [See "[What is a digital signature?](#)";]
- 2) Pasted/inserted & typed signatures are NOT approved.

B. Signatures shall be approved[†] digital signatures [preferred] OR original signatures^{††}:

[†]Approved digital signatures have verifiable "digital certificates". [See "[What is a digital signature?](#)";]

^{††}Pasted/inserted & typed signatures are NOT approved.

C. Training: Submit documentation from the system manufacturer that the individual(s) designing and installing the system is "authorized" to perform such work [e.g.: Valid Certificate, OR letter from manufacturer dated within the prior 12-months.];

- D. A detailed description of the proposed work shall be on the first page of the plans or in a Scope letter;
 - E. Phased work, where applicable, must be clearly identified;
 - F. Show ceiling height(s), wall height(s) & ALL walls, doors, partitions, equipment & structural elements that affect the system;
 - G. DO NOT SHOW Systems, furnishings, and other elements that do not affect the system design;
 - H. A legend identifying each symbol, component, make/model number & quantity shall be provided;
 - I. Exceptions used in the design must be specifically identified by code or standard, and section number;
 - J. Plans shall be drawn in a clearly legible, and professional manner;
 - K. Monitoring: *Automatic fire-extinguishing systems shall be monitored by the building fire alarm system, or "sprinkler waterflow and supervisory system";*
 - L. *Review Notes* and approved and/or marked-up plans, will be emailed to the Applicant.
- V. Demolition of System and/or Related Equipment, only:
- A. Submit a Scope Letter with the Permit Application:
 - 1) Describe the system/equipment/function(s) to be removed;
 - 2) Describe the reason for the demolition.
 - B. Submit a floor plan showing the approximate location(s) of the equipment/device(s) to be removed.
- VI. Commercial Cooking Automatic Fire Extinguishing Systems:
- A. Specify on the drawings the correct codes and standards that apply:
 - 1) *2021 International Fire Code as amended and adopted by City of Richardson ord. 4462.*
 - 2) *2024 NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.*
 - 3) *2024 NFPA 17A Standard for Wet Chemical Extinguishing Systems.*
 - B. Show hood and duct dimensions and shapes;
 - C. Show appliance descriptions and Hazard dimensions [descriptions must match the system installation manual];
 - D. Show all tanks, piping, valves, detectors, nozzles, manual-pull;
 - E. Indicate the system make and model on the plans;
 - F. Calculations, where applicable, must be submitted, e.g.:
 - 1) Flow Points;
 - 2) Extinguishing Agent Tank Capacities;
 - 3) Piping Volumetric Calculations.
 - G. Submit manufacturer's design manual page describing each applicable proposed application: **Highlight the proposed application/condition** in the installation manual page(s). Use the latest manuals and revisions, ONLY. **Do NOT submit the entire Manual.**
 - H. *Cooking appliances required by [IMC] section 507.2 to have a Type I hood shall be provided with an approved automatic fire suppression system complying with the International Building Code and the International Fire Code. Includes electric and gas conveyor pizza ovens.*
 - I. Class-K extinguisher and placard shall be located adjacent to the manual pull station;
 - 1) 10'-20' from each hood to its manual pull station/extinguisher;
 - 2) Along the path of exiting.
 - J. Approved PHYSICAL positioning system shall ensure appliances are returned to their approved design location(s):
 - 1) Applies to both floor- and table-mounted appliances;
 - 2) Paints, markers, tapes, restraint cables, etc., are NOT approved;
 - 3) Caster positioning devices [e.g. Safety-set] are NOT approved for use with appliances and tables without casters.
 - K. Multiple systems: Approved signs must clearly identify each hood and pull station;
 - L. Make-up air, and fuel sources under the hood, must shut-off upon activation – exhaust fan(s) remain on;
 - M. Provide the applicable manufacturer's [or compatible] nozzle aiming tool at time of acceptance test;
 - N. Systems shall be monitored by the building fire alarm system, or *sprinkler waterflow and supervisory system*, where present.
- VII. Other Automatic Fire Extinguishing Systems:
- A. Specify on the plans the correct editions of the applicable Codes and standards;
 - B. North shall be indicated, and plans shall be to drawn to scale – a graphic scale is REQUIRED, e.g.: 
 - C. Unique room names and/or numbers, and room use shall be indicated for every room;
 - D. A legend identifying each symbol, component, make/model number & quantity shall be provided;
 - E. Show ceiling height(s), wall height(s), & ALL walls, doors, partitions, equipment & structural elements that affect the system;
 - F. DO NOT SHOW Systems, furnishings, and other elements that do not affect the system design;
 - G. Multiple systems: Approved signs must clearly identify each system and pull station;
 - H. Calculations, where applicable, must be submitted, e.g.:
 - 1) Extinguishing Agent Tank Capacity Requirements.
 - 2) Volumetric Calculations.

- 3) Gas Concentrations.
- 4) Other Applicable Calculations.

I. Submit manufacturers Installation Instructions and/or data-sheets for significant components.

VIII. Inspections:

- A. Close-out documents must be submitted BEFORE requesting acceptance test [see *Review Notes* for each permit].
EXCEPTION: When sub-permits are assigned under a main permit number, ALL close-out documents must be submitted before the main permit number will be marked "final".
- B. Complete and check all work [pre-test] before requesting inspections – all conditions must be met.
- C. Permit holder shall request inspections by calling (972) 744-5750. Inspections will be scheduled based on availability.
- D. Licensed personnel familiar with the specific work under each permit [installer, designer, etc...] must be present during inspection.
- E. Fire alarm licensee must be present during acceptance test to confirm supervision, when applicable.
- F. Work that is exempt from permitting does not require an inspection or submittals, except as specifically noted, e.g. hood suppression supervision.

IX. Referenced Publications:

- A. City of Richardson Fire Code Amendments - www.cor.net/firepermits;
- B. **International Fire Code, 2021 edition** - <https://codes.iccsafe.org/content/IFC2021P2>;
- C. National Fire Protection Association Standards [available by subscription] - <https://codesonline.nfpa.org/>.



Automatic Fire Extinguishing 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/firepermits
[Revised 05/08/2023]

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 Fire Protection Contractor]: _____
	PROJECT CONTACT (A PERSON): [Not 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:

APPLICANT	LICENSED FIRE PROTECTION FIRM: _____	FIRM'S PHONE: _____	FIRM'S LICENSE TYPE & #: _____ ECR-
	FIRM'S MANAGER: _____	POSITION: _____	PHONE: _____
	FIRM'S MAILING ADDRESS [Include City, State and Zip]: _____		OWNER/MGR'S EMAIL: _____
	FIRM'S MAILING ADDRESS [Include City, State and Zip]: _____		PLANNER/[INSTALLER if Pre-engineered system] LICENSE#: _____
	APPLICANT'S NAME: _____	APPLICANT'S TITLE: _____	DIRECT PHONE: _____
	APPLICANT'S E-MAIL ADDRESS: _____		

"System" is the fire protection system to be permitted. A separate Application is required for each license type:

SYSTEM	SYSTEM TYPE(s):	Commercial Cooking	Foam	Carbon Dioxide	Halon
		Clean Agent	Automatic Water Mist	Dry Chemical	Wet Chemical [Not Commercial Cooking]
	EXTENT OF WORK: _____				
	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: _____			



Signature of Licensed Design Professional Form Richardson Fire Department

300 N. Greenville Avenue, Richardson, TX 75081
Telephone: 972-744-5750 Fax: 972-744-5796 www.cor.net/firepermits
[Revised 09/14/2023]

Fire Department Permit Forms and Information are available at www.cor.net/fire/permits.

Meets signature requirements of TAC 34.6 *The Fire Alarm Rules*.

READ AND FOLLOW ALL INSTRUCTIONS:

- **Do NOT complete this Form for Pre-engineered fixed fire extinguishing systems;**
- This Form is mostly auto-filled when the Application is computer completed. **TAB through to complete the remaining fields;**
- Use **ONLY** the current version of all Forms;
- This Form is an optional alternative to digitally stamping & signing plans, including "as-builts". Please do **NOT** print and re-scan plans;
- The Stamp **must** be signed and dated by the Licensed Design Professional.

SUBMITTAL TYPE: _____

Original FIRE DEPARTMENT Application/Permit # [IF applicable]: _____

PROJECT NAME: _____

PROJECT COMPLETE AND CORRECT ADDRESS [Include direction, e.g.: N. S. E. W., and suite #, if applicable]: _____

DO NOT LEAVE THE FOLLOWING SECTION BLANK!

TOTAL NUMBER OF STAMPED PAGES: _____

Sheet Number	Date Drawn / Revised	Sheet Number	Date Drawn / Revised	Sheet Number	Date Drawn / Revised	Sheet Number	Date Drawn / Revised
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Attach additional Forms if needed.

The below stamp is substantially auto-filled when the Permit Application is completed online - provide the missing information, sign and date.

FIRE EXTINGUISHER FIXED SYSTEM NOT PRE-ENGINEERED

I have reviewed these plans and _____
certify that they comply with 2021 International Fire Code as amended and adopted by The City of Richardson, currently published applicable NFPA standards, and 2020 edition of NFPA 70 (if applicable).

OR

certify they were copied from sealed engineering plans and any violations of the applicable codes or standards are specifically noted on these plans.

ACR- _____

APS- _____

Licensee Signature* _____ License Number _____

Licensee Typed Name _____ Date Signed _____

The below stamp is ONLY intended to be used when the Permit Application is NOT completed online. Print and complete this stamp in ink.

FIRE EXTINGUISHER FIXED SYSTEM NOT PRE-ENGINEERED

FIRE ALARM **FIRE SPRINKLER**

For Submittal **As Built Record Drawings**

I have reviewed these plans and _____
 certify that they comply with 2021 International Fire Code as amended and adopted by The City of Richardson, currently published applicable NFPA standards, and 2020 edition of NFPA 70 (if applicable); OR,
 certify they were copied from sealed engineering plans and any violations of the applicable codes or standards are specifically noted on these plans.

Registered Firm's Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

Registration Type and Number: _____
[include ALL letters, e.g. SCR-G-1234]

Licensee Signature* _____ License Number _____
[include ALL letters, e.g. SCR-G-1234]

Licensee Printed name _____ Date Signed _____

OR

*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 page, complete stamp on right, sign in ink, scan signed document and submit as .pdf. Do NOT "lock" Form when digitally signing.