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.

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 2021 International Fire Code* as amended and adopted by City of Richardson ord. 4462:

        1)   Stationary Fuel Cell Power Systems [section 1206]

        2)   Electrical Energy Storage Systems (ESS) [section 1207]

    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. 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 stationary fuel cell power systems OTHER THAN prepackaged/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)   *2021 International Fire Code* as amended and adopted City of Richardson ord. 4462.

        b)   *2021 International Building Code* as amended and adopted by The City of Richardson [ordinance number pending].

        c)   NFPA 70/NEC, 2020 edition.

        d)   NFPA 855 *Standard for the Installation of Stationary Energy Storage Systems*, 2023 or latest effective edition.

        e)   NFPA 110 *Standard for Emergency and Standby Power Systems*, 2022 or latest effective edition.

        f)   NFPA 111 *Standard on Stored Electrical Energy Emergency and Standby Power Systems*, 2022 or latest effective edition.

    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
[Revised 11/01/2021]

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

TYPE

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

SUBMITTAL TYPE: _____

Except "Initial Application" - enter the original FIRE DEPT. Application/Permit Number: _____

PROJECT

"Project" is the property and owner/agent of the property [E.g. Property Manager, Construction Manager, etc...]:

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

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

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

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

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: _____