



Gates and Barricades for Apartment Managers

[Updated 05/08/2023]

This document will familiarize apartment complex owners and managers with their responsibilities regarding the installation, maintenance, and operation of gates and barricades across fire lanes. Beginning in 2023, parking garage driveway gates and barricades will also be affected.

TWO TYPES OF PERMITS ARE REQUIRED:

A Construction Permit is required prior to installing an automatic or manual gate or barricade for new, upgraded, modified, removed, and replaced gates, barricades, and/or operators for:

- All automatic vehicle security gates,
 - Barricades and gates across fire apparatus access roads; and,
 - Pedestrian gates and similar barriers that obstruct Fire Department access, when required by the fire code official.
- Gate(s) and barricades must first be approved by the Development Review Team. Contact the Development Coordinator for information [(972) 744-4240].
 - Prior to installing or modifying a gate, the gate contractor must file a *Gates and Barricades Construction Permit Application* with the Richardson Fire Department. *Guidelines* and *Permit Application* are available at www.cor.net/firepermits.
 - The Construction Permit fee is \$100.00 per system:

An Operational Permit: Following the first year after installation, the City of Richardson will invoice the property for each automatic or manual gate or barricade system across a fire lane. The Operational Permit annual fee is \$50.00 per system.

OWNER/MANAGER RESPONSIBILITIES INCLUDE:

- **Gate Codes:**

Fire/EMS, Police, and Sanitation access codes are given directly to verified gate technicians, only.

For new installations, two four-digit numeric codes are assigned.

When existing gate codes cannot be four-digits due to technical limitations, signs shall be permanently installed on or adjacent to keypads, where conspicuous and unobstructed, indicating the format of the required code as in the following examples. The font may be black, white, or red letters on contrasting background. Please see *Signs Policy* at www.cor.net/firepermits, for more information:

6 PLUS # ^{0.25"} # PLUS 4 ^{0.25"} 5 DIGITS ^{0.25"} * PLUS 5 PLUS # ^{0.25"} * PLUS 4 ^{0.25"}

- **Maintenance:**

Maintenance: All components of the gate operating system including radio receivers, Knox key switch, Knox padlocks, and other devices, shall be maintained by the property owner.

- **Non-operating gates and barricades:**

When any gate opening system fails to perform as approved, the property owner shall disable the operator, and secure [lock] the gate in the open position until repaired. Richardson Fire Department may require a test of the system prior to permitting the owner to return it to service.

Please contact the Richardson Fire Department if you have any questions.