

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.



**Gates and Barricades
Guidelines**
Richardson Fire Department
300 N. Greenville Avenue, Richardson, TX 75081
Telephone: 972-744-5750 www.cor.net/fire

[Updated 05/09/2023 - Significant Changes In Red]

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.

II. Permit Required:

- A. A Fire Department Permit is required prior to commencing construction;
- B. A permit is required for new, upgraded, modified, removed, and replaced gates, barricades, and/or operators for:
 - 1) All automatic vehicle security gates;
 - 2) Barricades and gates across fire apparatus access roads; and,
 - 3) Pedestrian gates and similar barriers that obstruct Fire Department access, when required by the fire code official.
- C. Fire Permit Exceptions:
 - 1) Repairs are exempt – no permit, submittals or inspections are needed;
 - 2) Fire Department Permit does not apply to the following - contact Building Inspections Department at (972) 744-4180:
 - a) Pedestrian gates along or within the building perimeter; and,
 - b) Building "Access Control Systems".
- D. Permits expire 1-year from issue. Work must begin within 180-days of issue. Unexpired permits may be extended.

III. Fees:

- A. Initial fee [Construction Permit] - one hundred dollars (\$100) per vehicle gate/barricade.
EXCEPTIONS: No fee for a demolition permit or for pedestrian gates [when required].
Permit fees are due upon issue, by check to "City of Richardson", or credit card. Permit fees are not accepted in advance;
- B. Annual fee [Operational Permit] - fifty dollars (\$50) per gate/barricade across fire apparatus access road, billed separately;
- 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 [prior to exemptions], 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. Residential Vehicle Gates

All automatic security gate systems shall have a keypad [see A3 below] and all electric openers shall be listed with UL 325;

All automatic security gate systems that cross utility access easements and/or fire apparatus access roads in residential locations shall comply with all the following:

EXCEPTION: Where approved by the Fire Code Official, secondary access vehicular gates designated for Fire Department access only may comply with section IV B of this Policy.

- A. Radio AND switch AND keypad required: Each gate shall be provided with an approved radio transmitter/receiver system AND an approved key switch, AND an approved keypad [unless specifically approved]:
 - 1) Radio transmitter/receiver system:
 - a) The receiver shall be a 2-channel modular receiver in the 400+ MHZ frequency range, preset to a specific digital code designated by the Fire Marshal [programmer can contact Fire Marshal's Office for code];
 - b) The receiver shall have an external, weather tight, antenna assembly;
 - c) The receiver shall be located to receive a clear signal from a transmitter inside the emergency vehicle, at least 100 feet away.
 - 2) Key Switch:
 - a) Knox key switch [3500-series] using Richardson Fire Department's Knox security key;
 - b) When requested by the Fire Chief, key switch operation shall open multiple gates;
 - c) The key switch shall be a minimum of ten (10) feet from the gate, on the left side of the approach;
 - d) The key switch shall be on a pedestal with the key switch facing the approach side of the fire lane;
 - e) The switch shall be minimum four feet-six inches (4'6") to maximum five feet-five inches (5'5") high.

- 3) Keypad:
 - a) Unless specifically approved, each gate shall open automatically for Fire, Police, and Sanitation services, using two, four-digit codes, [System programmer can contact Fire Marshal's Office for codes];
 - b) The keypad shall be on the left side of the approach, easily accessible from within a full size standard vehicle;
 - c) The flashing red alert lamp [see below] shall not activate on keypad use.
 - 4) Other requirements:
 - a) A flashing, 115 volt, external lamp assembly, with a red globe, mounted separately from the receiver, clearly visible from the entry side of the gate, that operates on radio or key-switch activation of the gate opener;
 - b) The gate shall remain open, and the lamp shall continue flashing, for sixty minutes. After sixty minutes, the system will reset automatically, or can be manually reset, if necessary;
 - c) Activation of the radio receiver and/or key-switch shall override all other gate operating systems;
 - d) All components shall be protected from weather and physical damage as necessary;
 - e) Gate shall operate at minimum one foot per second at its edge;
 - f) Electric gate operators shall be listed with UL 325;
 - g) Automatic gates shall comply with ASTM F2200.
- B. Manual Back up Required: A back-up system shall provide access in event of power, or other failure of the system:
- 1) Swinging gates and barrier arms:
 - a) Shall be operable by one person, upon removal of an approved Knox padlock and/or pin secured in the gate arm;
 - b) The Knox padlock and/or pin shall be clearly visible and easily accessible from the entry side of the gate.
 - 2) Sliding gates:
 - a) Shall be operable by one person, after activating an approved manual release device;
 - b) The manual release device shall be protected in a weatherproof box that is:
 - i. Red in color;
 - ii. At least 5 inches high, 5 inches wide, and 1 ½ inches deep;
 - iii. Clearly and permanently labeled, "FIRE DEPT" in white block letters 1" tall with a ¼" inch stroke;
 - iv. Located within 10 feet from the entry side of the gate;
 - v. Clearly visible and easily accessible from the entry side of the gate; and
 - vi. Secured with an approved Knox padlock.
 - 3) Other back-up systems must be approved by the Fire Marshal.
- V. Non-Residential Vehicle Gates

All automatic security gate systems shall have a keypad [see A2 below] and all electric openers shall be listed with UL 325;

All automatic security gate systems that obstruct utility access easements and/or fire apparatus access roads in non-residential locations shall comply with all the following:

A. Automatic [Electromechanically Operated] Gates:

- 1) Key Switch:
 - a) Knox key switch [3500-series] using Richardson Fire Department's Knox security key;
 - b) When requested by the Fire Chief, key switch operation shall open multiple gates;
 - c) The key switch shall be a minimum of ten (10) feet from the gate, on the left side of the approach;
 - d) The key switch shall be on a pedestal with the key switch facing the approach side of the fire lane;
 - e) The switch shall be minimum four feet-six inches (4'6") to maximum five feet-five inches (5'5") high;
- 2) Keypad:
 - a) Unless specifically approved, gates shall open automatically for Fire, Police, and Sanitation services, using two, four-digit codes, [System programmer can contact Fire Marshal's Office for codes];
 - b) The keypad shall be on the left side of the approach, easily accessible from within a full size standard vehicle;
 - c) NO alert lamp is required.
- 3) Manual Back up Required: A back-up system shall provide access in event of power, or other failure of the system:
 - a) Swinging gates and barrier arms:
 - i. Operable by one person, upon removal of an approved Knox padlock and/or pin secured in the gate arm;
 - ii. The Knox padlock and/or pin shall be clearly visible and easily accessible from the entry side of the gate.
 - b) Sliding gates:
 - i. Operable by one person, after operating an approved manual release device;
 - ii. The manual release device shall be protected in a weatherproof box that is:
 - o Red in color;
 - o At least 5 inches high, 5 inches wide, and 1 ½ inches deep;
 - o Clearly and permanently labeled, "FIRE DEPT" in white block letters 1" tall with a ¼" inch stroke;

- o Located within 10 feet from the entry side of the gate;
 - o Clearly visible and easily accessible from the entry side of the gate; and
 - o Secured with an approved Knox padlock.
- c) Other back-up systems must be approved in advance.
- 4) Other requirements:
- a) Activation of the key-switch shall override all other gate operating systems;
 - b) All components shall be protected from weather and physical damage as necessary;
 - c) Gate shall operate at minimum one foot per second at its edge, and shall close after a reasonable period;
 - d) Electric gate operators shall be listed with UL 325;
 - e) Automatic gates shall comply with ASTM F2200.

B. Manually Operated Gates:

When locked, gates shall be operable by one person using a Richardson Fire Department Knox security key to unlock an approved Knox padlock [model 3770], or other approved device, accessible from the approach side.

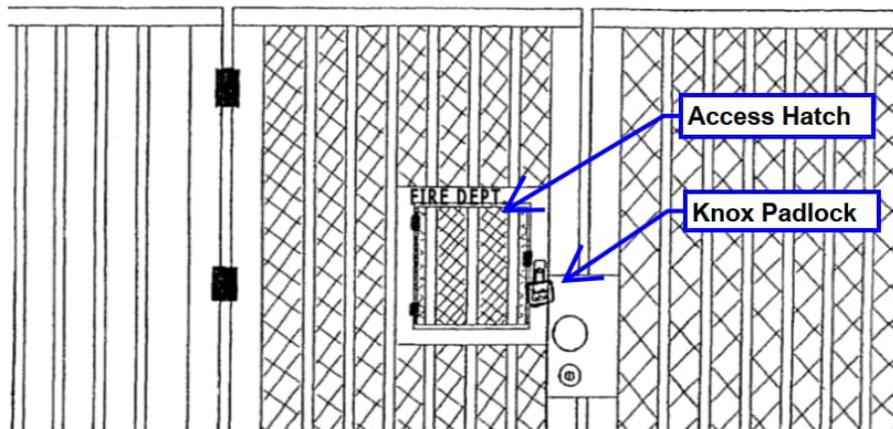
VI. Pedestrian Gates - Residential and Non-Residential

A. Mechanically secured [includes "electric door strikes"] gates, doors, and similar barriers shall be openable by at least one of the following:

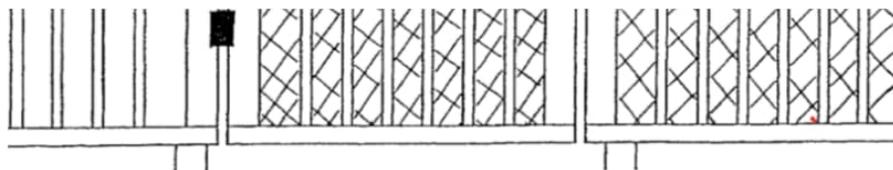
- 1) Key-locking hardware with cylinder on approach side. All cylinders shall be master-keyed. The master key shall be maintained and secured in each "KNOX-BOX" on the property; OR,
- 2) An access panel secured with a Knox Padlock [model 3770], or other approved device, accessible from the approach side, installed such that the gate can be easily operated from the approach side when the panel is open. [See example detail below]; or,

PEDESTRIAN WALKWAY SECURITY GATES

View from approach side [exterior]



The access hatch with Knox Padlock allows responding Firefighters to reach through the gate to open it using the knob on the inside of the gate.



- 3) Other method specifically approved and permitted in advance.

B. Electromechanically secured gates, doors, and similar barriers shall be openable by the following:

- 1) One of the options in A, above; AND,
- 2) At least one of the following:
 - a) "KNOX Key Switch" [model 3501 or 3502], accessible from the approach side, at each gate, door and similar barrier; or,
 - b) Keypad, using four-digit codes assigned by the Fire Marshal [System programmer can contact Fire Marshal's Office for codes]; or,
 - c) Other method specifically approved and permitted in advance of installation.

C. Fire Alarm activation shall cause electromechanically secured pedestrian gates, doors, and similar barriers to unlock.

VII. Review Procedure

A. Development Services Review:

The fence/gate(s) must first be approved by the Development Review Team. Contact the Development Coordinator for information [(972) 744-4240];

B. Building Inspections Review:

A fence permit must be obtained from the Building Inspections Department [(972) 744-4180]. The fence permit will be issued subject to the approval of the Fire Marshal's Office.

C. Fire Department Review – Applications and submittals shall include:

- 1) A completed and signed Richardson Fire Department Permit Application [available at www.cor.net/fire/permits];
- 2) Electronic submittals ONLY:
 - a) Submit the original design file saved or printed to unprotected PDF file format;
 - b) MAX 10MB total is preferred at 200dpi resolution;
 - c) E-Mail: firepermits@cor.gov.
- 3) Documentation and details necessary to indicate how each specific requirement of this Policy is met:
 - a) Plans shall be to scale, and shall indicate the location of the keypad, fence and gate(s), radio receiver, beacon, manual release, property lines, fire lanes, fire apparatus access roads, fire hydrants, fire department connections, buildings and any other applicable element(s);
 - b) Manufacturer's cut-sheets/installation instructions for operators, keypads, release systems, radio receivers, etc., shall be submitted with the Application;
 - c) Adequate details [drawings] and other submittals necessary to demonstrate compliance with this Policy - Do not copy and paste this Policy in lieu of details;
 - d) Plans that do not specifically address the requirements of this policy should not be included, e.g. "Tree Schedule", or "Building Elevations" should not be submitted unless applicable to the permit.

VIII. Acceptance Testing and Maintenance:

A. Acceptance Testing:

- 1) Permit holder shall not request inspection until all work to be approved is completed and pre-tested;
- 2) Permit holder shall request inspections by calling (972) 744-5750. Inspections will be scheduled based on availability;
- 3) Applicant shall ensure that person(s) familiar with the permitted work are present during inspection.

B. 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;

C. Richardson Fire Department may conduct routine tests of each permitted gate opening system;

D. 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.



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Construction Permit Application
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Telephone: 972-744-5750 www.cor.net/firepermits
[Updated 05/09/2023]

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

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: _____			
"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 - not the installer]: _____	PROJECT CONTACT TYPE [Not the installer]: _____		
	PROJECT CONTACT (A PERSON): [Not the installer]: _____	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 installing company and IS RESPONSIBLE FOR ALL WORK UNDER THE PERMIT:				
APPLICANT	INSTALLING 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(S)	Vehicle Gate Type(s): Automatic swing Automatic slide Manual swing Manual slide Other [describe in submittal]	Pedestrian Gate Type(s): Do NOT include Pedestrian gates along or within building perimeter: Electromagnetically secured Mechanically secured [or keyed] Other [describe in submittal]	Automatic Access Type(s): Radio transmitter Knox key switch [3500 series] Knox disconnect [4500 series] Keypad [4-digit codes] Other [describe in submittal]:	
	Manual Access Type(s): Knox padlock [mod. 3770] Cable release Pneumatic release Access hatch Drop-pin w/Knox padlock Other [describe in submittal]	Number of Vehicle Gates: _____	Number of Pedestrian Gates: _____	
	Extent of work: _____			Total Cost of the System(s) [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: _____				