

# **UNIVERSITY PARK**

# **FIRE PERMIT SUBMITTAL GUIDELINES &**

# **ORDINANCE SUMMARY**

Construction plans for fire alarm and fire sprinkler systems must be in digital format and turned in with the building plans to Peek Service Center, 4420 Worcola, Dallas (214.987.5421), to include:

**All fire department plans MUST be in digital format**

# **UNIVERSITY PARK**

## **FIRE PERMIT SUBMITTAL GUIDELINES**

### **Fire Alarms and Fire Sprinklers**

#### **Permit Requirements Fire Alarm and or Fire Sprinkler**

1. Registered as a collaborator with the city of University Park for your specific credential.
2. **Collaborator requirements**
  - a. State License Type for Trade (Mandatory)
  - b. State License ID # (Mandatory)
  - c. State License Expiration Date (Mandatory)
  - d. State License Document (Mandatory Upload)
  - e. Photo ID (Optional)
3. **Permit Specific requirements**
  - a. Application from EACH contractor (fire alarm and fire sprinkler)
  - b. 1 set of plans/drawings (make sure project address is on plan)
  - c. 1 copy of calculations (for sprinkler system)
  - d. 1 copy of specifications for equipment used (fire alarm and fire sprinkler)
  - e. 1 copy of company and/or technician license

**FAILURE TO PROVIDE APPROPRIATE DOCUMENTATION MAY RESULT IN  
PROJECT DELAYS!**

#### **Required Contact Information Job Information**

PROJECT ADDRESS: \_\_\_\_\_

#### **BUILDER INFORMATION**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## **Inspections and Requirements**

First on-site visit to include visual/hydro inspection of sprinkler equipment and rough inspection of fire alarm equipment.

Final inspection must be attended by both sprinkler and alarm technicians. Building to be tested **must be move in ready** no open junction boxes, holes in ceiling, welding or staining of floors or beams. Touch-up painting and wallpapering is ok for testing.

Testing will be performed to confirm all systems are completely installed and active. Also tested will be water flow, smoke detection and monitoring.

All fire alarm systems must be registered annually with University Park Direct Alarm after acceptance testing.

## **Codes and Ordnances**

Section 903.2.11.9 Sprinkler system for new construction: An automatic sprinkler system shall be installed throughout all buildings. For the purpose of this provision, firewalls shall not define separate buildings.

Section 903.4 Sprinkler system monitoring and alarms: All valves controlling the water supply for automatic sprinkler systems, pumps, tanks, water levels and temperatures, critical air pressures, and water flow switches on all sprinkler systems shall be electrically supervised.

Section 907.2.11.3 (fire alarm system): In an R-3 structure, the household fire alarm system shall be monitored by an approved supervising station and be maintained in accordance with NFPA 72.

**All fire department plans MUST be in digital format**

# **UNIVERSITY PARK**

## **FIRE PERMIT SUBMITTAL GUIDELINES**

### **Access Control, Kitchen Hood Systems and Fireworks**

For the fire department all plans MUST be in digital format

#### **Permit Requirements:**

1. **Must be registered** as a collaborator with the city of University Park for your specific credential.

#### **Requirements for Credential: Access Control, Kitchen Hood Systems and Fireworks**

- a. State License Type for Trade (Mandatory)
- b. State License ID # (Mandatory)
- c. State License Expiration Date (Mandatory)
- d. State License Document (Mandatory Upload)
- e. Photo ID (Optional)

2. **Permit Specific requirements**

- a. 1 application
- b. 1 set of plans/drawings (make sure project address is on plan)
- c. 1 copy of specifications

#### **Standalone Permits: Miscellaneous, Fire sprinkler or Fire Alarm Permits**

1. **Must be registered as a collaborator with the city of University Park for your specific credential.**

#### **Requirements for Credential: Access Control, Kitchen Hood Systems and Fireworks**

- a. State License Type for Trade (Mandatory)
- b. State License ID # (Mandatory)
- c. State License Expiration Date (Mandatory)
- d. State License Document (Mandatory Upload)
- e. Photo ID (Optional)

2. **Permit Specific requirements**

- f. Application from EACH contractor (fire alarm and fire sprinkler)
- g. 1 set of plans/drawings (make sure project address is on plan)
- h. 1 copy of calculations (for sprinkler system)
- i. 1 copy of specifications for equipment used (fire alarm and fire sprinkler)
- j. 1 copy of company and/or technician license

**All fire department plans MUST be in digital format**

# **UNIVERSITY PARK**

## **FIRE PERMIT SUBMITTAL GUIDELINES**

### **for Tents, Generators, Stages and Bleachers**

For the fire department all plans MUST be in digital format

#### **Permit Requirements:**

1. **Must be registered** as a collaborator with the city of University Park for your specific credential.

#### **Tents, Generators, stages and Bleachers**

- a. Driver's License/Photo ID (Mandatory)

2. **Permit Specific requirements**

##### Tent Permit

- a. 1 application
- b. 1 site plan
- c. 1 fire retardant certificate from the tent manufacturer

##### Generator Permit

- a. 1 application
- b. 1 site plan with grounding rod location
- c. 1 generator specifications

##### Stages/Bleachers

- a. 1 application
- b. 1 site plan
- c. 1 Stage/Bleacher assembly specifications.

