



Planning & Development Department

320 E Jefferson Blvd, Dallas TX 75203

(214) 948-4480

FIRE SPRINKLER & FIRE SUPPRESSION SYSTEMS PERMIT APPLICATION CHECKLIST

By checking each requirement, you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans, and a new checklist will be required for re-submittal for plan review. This resubmittal will be treated as a new application and will be processed in the order of receipt.

1. ☐ Completed permit application
2. ☐ Completed Fire Sprinkler Plan Review Request Form
3. ☐ Minimum three (3) copies of plans and one (1) copy of hydraulic calculations
(refer to NFPA-13, section 27 for information that the plans and calculations must contain for our review.) Plans should include:
 - ☐ Site plan with North arrow
 - ☐ Hydrant test data, including date of test and location of test
 - ☐ Hanger details, including size and location of trapeze hangers
 - ☐ Manufacturer and model number of all riser devices
 - ☐ Manufacturer, model, temperature, K-factor of all sprinklers.
 - ☐ Pipe type
 - ☐ Occupancy of rooms
 - ☐ Building construction, including roof or ceiling details
 - ☐ Roof and pipe elevations
 - ☐ (IF Applicable) Design criteria for storage, including commodity description and classification, storage height and storage arrangement. Indicate source of design, if other than NFPA design criteria. (Also, a letter providing the storage arrangement, signed by the business owner/building tenant, must be provided)
 - ☐ Per Texas Commission on Fire Protection, "All plans must bear the signature and license number of the licensed responsible managing employee...and the certificate of registration number of the registered firm.
 - ☐ All resubmittals must clearly cloud all revised areas and include a revision description
4. ☐ Provide data sheets for all material to be installed (1 set required).
 - ☐ If extended coverage sprinklers, ESFR, residential sprinklers, or special application sprinklers are used, then submit manufacturer's data sheets for these sprinklers which indicate the specific pressures and flow rates.

I, _____ *have read the above information and acknowledge that all required documents have been provided.*
Please Print

Signature _____

Date _____