City of Azle
Fire Marshal’s Office
Fire Prevention

Guide for Construction
2021 Edition
# Azle Fire Marshal’s Office

*Prevention Division*

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Marshal's Office</td>
<td>3</td>
</tr>
<tr>
<td>General Guidelines</td>
<td>4</td>
</tr>
<tr>
<td>Codes / Address &amp; Suites / Permits / Fees</td>
<td>5</td>
</tr>
<tr>
<td>Finish Out / Building Alterations / Site Maintenance</td>
<td>6</td>
</tr>
<tr>
<td>Fire Apparatus Roads &amp; Elevator Requirements</td>
<td>7</td>
</tr>
<tr>
<td>System Test</td>
<td>8</td>
</tr>
<tr>
<td>Fire Sprinkler Underground</td>
<td>9</td>
</tr>
<tr>
<td>Plan Submittal</td>
<td>10</td>
</tr>
<tr>
<td>Fire Sprinkler Aboveground</td>
<td>12</td>
</tr>
<tr>
<td>Fire Sprinkler - Tenant Finish-Out / Building Alteration</td>
<td>16</td>
</tr>
<tr>
<td>Fire Alarm Systems</td>
<td>18</td>
</tr>
<tr>
<td>Fire Alarm Plan Submittal</td>
<td>20</td>
</tr>
<tr>
<td>Fire Alarm / Sprinkler Monitoring</td>
<td>22</td>
</tr>
<tr>
<td>Kitchen Suppression Systems</td>
<td>23</td>
</tr>
<tr>
<td>Aboveground Storage Tanks</td>
<td>25</td>
</tr>
<tr>
<td>Underground Storage Tanks</td>
<td>27</td>
</tr>
<tr>
<td>Access Control Systems</td>
<td>29</td>
</tr>
<tr>
<td>Access Control Gates</td>
<td>31</td>
</tr>
<tr>
<td>Inspection Request &amp; Procedures</td>
<td>32</td>
</tr>
</tbody>
</table>

2021 Edition

Revised 11/21
Important Contact Numbers
Fire Marshal
Kenny Wilson
817-444-7051
kenwilson@cityofazle.org

Fire Inspectors
Lt. Joey Liddick
817-444-7108
jliddick@cityofazle.org

John Rodriguez
817-444-7051
jrodriguez@cityofazle.org

Building Official
David Hawkins
817-444-7084
dhawkins@cityofazle.org

Permit Clerk
Madra Messick
817-444-4128
mmessick@cityofazle.org
General

The goal of the Fire Marshal’s Office is to assist its customers in understanding our submittal, plan review and inspection process and policies, as they pertain to new construction and finish outs. Familiarity with and adherence to these guidelines can greatly assist you in compliance with local codes and ordinances. These can also aid you in preparing for inspections.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Azle, or determinations and positions of the Fire Marshal.

To expedite the plan review and inspection processes, please refer to the information listed below:

1. All contractors must register or be registered with the City of Azle Building Inspections Dept.
2. All Fire Protection Systems plan submittals shall be made to an approved third party reviewer. (Page 39)
3. All calculations must be signed by a State Fire Marshal’s Office Licensed Fire Protection Contractor or professional engineer.
4. All plans submitted must be stamped and signed by a State Fire Marshal’s Office Licensed Fire Protection Contractor or professional engineer.
5. 1 x Digital copy of plans and spec sheets are required for review. Additional copies may be provided for approval and return.
6. All inspections require a permit and a set of approved plans on the job site. Failure to have the approved drawings and permit on-site may result in a failed inspection and re-inspection fees.
7. The Fire Inspector will provide written results after each inspection via email.
8. The contractor is responsible for ensuring that the system(s) being installed or serviced is in compliance with all current locally adopted codes – including, but not limited to the 2018 International Fire Code, 2018 International Building Code, NFPA Fire Codes, and City of Azle Ordinance.
9. Plans approved by the City of Azle, Fire Marshal’s Office give authorization for construction.
10. Final approvals are subject to field verification.
11. Any approval issued by the Fire Marshal’s Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
12. All installations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.
13. All plan review and inspection process steps must be followed. Deviation from the requirements can result in delays and possible rejection of plans or inspection delays.

It is the goal of the Fire Marshal’s Office to complete your plan review within the shortest possible time. We strive to complete your plan review within three (3) to five (5) business days from receipt of the plan submittal package from the third party reviewer. Please be advised that revisions, changes, or an incomplete submittal package may delay your final plan approval.
Codes

We do not review plans for compliance with the Americans with Disabilities Act or the Texas Accessibility Standards. We do, however, review plans in accordance with the locally adopted codes. The City of Azle has adopted and amended the 2018 International Building and Fire Code. The 2018 IFC does reference specific NFPA codes for additional guidance. Below is a list of the most commonly referenced codes:

- International Fire Code, 2018 Edition as Amended
- International Building Code, 2018 Edition
- National Electrical Code / NFPA 70, Current Edition
- NFPA 13, Current Edition
- NFPA 13R, Current Edition
- NFPA 13D, Current Edition
- NFPA 14, Current Edition
- NFPA 17 & 17A, Current Edition
- NFPA 25, Current Edition
- NFPA 30, Current Edition
- NFPA 72, Current Edition
- NFPA 92, Current Edition
- NFPA 204, Current Edition

With the exception of the above-referenced codes, the most recent referenced code edition will be utilized.

Addressing and Suite Numbering

- The Fire Marshal and the Building Official shall assign all addresses.
- Suite numbers shall be issued by the Fire Marshal and Building Official.
- A complete floor plan shall be submitted electronically for numbering.
- A copy shall be kept in Fire Prevention and Building Inspections.

Fees and Permits

The City of Azle Building Inspections Dept. shall collect the approved fees for inspections, certificates of occupancies, annual permits, the sale and storage of hazardous materials along with other permits as required by the ordinances of the City of Azle.

Fire Prevention permit fees are listed in Table 4. (see page 40)

Third Party Plan Review

All Building and System Plans shall be reviewed by an approved Third Party. (see page 39)
Finish-Out/Building Alteration

Tenant Finish-Out/Building Alteration plans consist of lease spaces within strip malls, warehouses, office buildings, or other construction in which only a portion or portions of the building is modified, altered, or otherwise changed. This typically includes office spaces, existing buildings, multiple occupancy spaces, and warehouses.

Tenant Finish-Out/Building Alterations are reviewed to determine compliance with Fire Marshal’s Office requirements as they relate to building construction and layout, Fire Department access, exiting and other issues as designated. These requirements can be found in the 2018 International Fire Code, as adopted and amended by City of Azle. In an effort to expedite the Fire Marshal’s Office plan review process, please ensure the following list of items are incorporated into the proposed tenant finish-out plans. Please note that not all of the below requirements pertain to all submittals:

1. Is the building provided with an existing fire sprinkler system or fire alarm system?
2. Address must be legible from the street, rear alleyway/access or fire lane and a color contrasting background. A minimum of 4” high numbers on suites and 10” on buildings.
3. Address must be provided at gas and electric meters and/or disconnecting means.
4. A floor plan shall be submitted to the Fire Marshal or Building Official for suite number assignments.
5. **Knox Box** entry system is required on all commercial buildings at the main entrance not more than 6 feet above the finished surface. Buildings with multiple suites are required to install a Knox Box capable of supporting keys for the entire building. Buildings with a Fire Protection System shall require an additional **Knox Box** be installed not more than 6 feet above grade at the fire sprinkler riser room exterior door.
6. Storage is not permitted within 18” clearance of most fire sprinkler heads for sprinklered occupancies, and 24” clearance is required for non-sprinklered occupancies.(3’- 4’ clearance for ESFR sprinkler heads)
7. All exit doors located in the means of egress that are capable of locking or latching shall be operable from the inside without the use of a key or any special knowledge or effort, or provided with approved panic hardware.
8. Will any type of special protection system be required? *(i.e., smoke ventilation/exhaust, smoke dampers, fire alarm, fire sprinkler, kitchen hood, clean agent suppression or storage tank)*
9. Additional criteria as required by the Fire Marshal.

Site Maintenance During Construction

Assigned addresses shall be posted on construction sites with each building showing its building number(s) in a highly visible location facing the addressed street. The address shall be in place during the construction period of the project. Numbers shall be clearly marked and posted so as to be visible from the road.

• Exits and exit corridors are unobstructed during all phases of construction
• Adequate removal of construction debris shall be performed during all phases of construction
• Compressed gas cylinders are to be secured and properly marked
• Access roads, fire lanes and fire hydrants are to remain unobstructed at all times during construction. Fire Alarm and Fire Sprinkler Systems shall be maintained per code.
• Standpipe systems in multi-story structures shall be maintained.
Fire Apparatus Access Roads During Construction

- When fire apparatus access roads and water supplies for fire protection are required to be installed, such protection shall be installed and made serviceable prior to vertical construction, and shall remain serviceable during the time of construction. Fire apparatus access shall be of approved all-weather design and material capable of supporting 80,000 pounds. Then these lanes shall be maintained accessible during construction.
- Temporary fire apparatus access roads are permitted with the approval of the Fire Marshal. Temporary fire apparatus access roads shall be capable of supporting 80,000 pounds and of such design to permit all-weather access.
- Fire Apparatus Access roads shall be a minimum of 24’ in width with a 26’ width entrance.
- Dead-end Fire Apparatus Access roads shall not exceed 150’ without an approved turning area.
- Turning Radius shall be a minimum of 30’ inside and 50’ outside.
- **Striping** – Fire apparatus access roads shall be marked by painted lines of red traffic paint six inches (6”) in width to show the boundaries of the lane. The words “NO PARKING FIRE LANE” or “FIRE LANE NO PARKING” shall appear in four inch (4”) white letters at 25 feet intervals on the red border markings along both sides of the fire lanes. Where a curb is available, the striping shall be on both the vertical and horizontal faces of the curb.
- **Signs** – Signs shall read, “NO PARKING FIRE LANE” or “FIRE LANE NO PARKING” and shall be 12” wide and 18” high. Signs shall be painted on a white background with letters and borders in red, using not less than 2” lettering. Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six feet, six inches (6’6”) above finished grade. Signs shall be spaced not more than fifty feet (50’) apart. Signs must be installed on permanent buildings or walls or as approved by the Fire Marshal.

New Elevator Install Requirements

- All new installed or replaced elevators shall meet all pertinent codes as adopted and amended by City of Azle.
- A Knox Elevator/Lobby Key Box shall be mounted at each elevator bank at lobby nearest to lowest level of Fire Dept. access. Box shall be from the “1400 Series” type.
- Shall be mounted not more than 6’ above finished floor to the right ride of elevator bank.
- This box shall contain 2 x Firefighter elevator recall keys and at least 1 x Emergency Key.
- Automatic fire sprinklers and heat detectors shall **not** be installed in elevator hoist ways, elevator machine rooms, elevator machine spaces, other than pits where such sprinklers would necessitate shunt trip requirements under any circumstances.
- Shunt Trips are prohibited from being installed for elevator shut down.
- Smoke detectors shall be placed in each elevator lobby, elevator hoist ways, and elevator machine rooms/elevator machine spaces for elevator recall.
- Elevators must be sized to accommodate an EMS stretcher and two attendants
System Tests

A minimum of twenty-four hours advance scheduling is required for the following tests. Written certification will be provided. See pages 35-38 of this document for further details about test.

- Fire and/or Emergency Alarm test
- Carbon dioxide and dry chemical systems
- Smoke detection systems
- Fire sprinkler and standpipe systems.
- Commercial kitchen hood extinguishing system test
- Access control devices, mag-locks, electric strikes, and automatic gates
- Smoke/Heat exhaust or ventilation systems
- Underground fuel tank and/or line test
- The Certificate of Occupancy is issued by the Building Official after all inspections are satisfactorily completed. The construction site supervisor is responsible to show all documents to Building Official including Fire Prevention permits prior to receiving CO.
- All system inspections and tests should be scheduled through the City of Azle Building Department at (817) 444-4128.

Testing

- Newly installed sprinkler systems require a two (2) hour two hundred (200) psi hydrostatic test. The testing procedure for existing sprinkler systems is a two (2) hour one hundred fifty (150) psi hydrostatic test. Those systems that will operate above one hundred fifty (150) psi shall be tested at 50 psi above their normal operating pressure for at least two (2) hours.
- If an existing system is extensively altered, the system may be retested at static pressure at the discretion of the Fire Inspector. The decision to retest a system shall be determined by the Azle Fire Marshal on a case-by-case basis.
- All sprinkler system valves shall be properly marked in accordance with N.F.P.A. 13.
- The hydrostatic acceptance test shall be witnessed and approved by an Azle Fire Inspector.
- Sprinkler piping and hangers shall not be covered and/or concealed by any means prior to being inspected and approved by the Azle Fire Marshal’s Office. **This includes drop grid style ceilings** If ceiling is blocking view at scheduled inspection, the inspection automatically results in a failure. A re-inspection would have to be scheduled which results in a re-inspection fee.
- The underground supply line(s) to the sprinkler riser shall be hydrostatically tested and witnessed by the Azle Fire Marshal’s Office before the system is approved and covered.
Commercial Fire Sprinkler Underground -

These guidelines are to be followed when a business, facility or organization proposes to install an underground water supply serving an automatic fire sprinkler system, within the City of Azle.

All fire sprinkler system underground piping for the purposes of this guideline and any other guidelines or requirements of the Fire Marshal’s Office shall conform to the 2018 International Fire Code.

General Requirements

- All underground lines shall begin at the point of connection to the underground circulating public/private water main. A valve shall be provided at the point of connection such that the fire sprinkler underground service line can be isolated from public/private water distribution system.
- The Double Detector Check valve or RPZ with backflow preventer & ¾” meter bypass shall be installed in a vault in an easement or with permission by the Azle Fire Marshal’s Office it may be installed in the fire sprinkler riser room per the City of Azle Utility Design Standards and Azle Fire Marshal’s final approval.
- All underground lines shall terminate at the top of the spigot no more than 5 ft. inside the building.
- All ductile iron, retaining rods, and other non-plastic components shall be externally coated for corrosion and poly-wrapped.
- All contractors must be registered with the City of Azle Building Inspections Dept.
- Plan Review Application must accompany all submittals. Submittals will not be approved without an application.
- Minimum 6” line unless hydraulically proven to be acceptable to the Fire Marshal for his approval.

- Each submittal shall have a completed:
  - a. Contractors contact information
  - b. Copy of Contractors Texas Department of Insurance License

- Plans approved by the City of Azle, Fire Marshal’s Office, give authorization for construction and/or operation.
- Final approvals are subject to field verification.
- Any approval issued by the Fire Marshal’s Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
- Installation, fabrication, or otherwise construction of the system is prohibited without approved plans and permit.
- All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.
- Submittals that do not conform to the minimum above requirements will not be approved.
Plan Submittal Requirements for Underground

- Plans shall be reviewed by an approved Third Party prior to submittal. (see page 39)
- A copy of your State of Texas Fire Sprinkler Underground or General license is required.
- A "Wet" RME signature is required on all plans.
- A written report from an approved third party reviewer is required with all plans.
- Provide a minimum of one electronic set of plans. 1 digital copy required.
- Project name
- Project address
- A scaled copy of the approved Site Plan that indicate the location of all fire hydrants and fire lanes servicing the building or site. The size and type of building shall be clearly indicated on the plan.
- Size and location of all water supplies and/or water lines servicing the building or site.
- Flow test data, as witnessed by the Azle Fire Marshal’s Office, shown on the plans.
- Size and type of all piping identified on the plans
- Location of all valves
- Location and size of all thrust blocks
- Thrust block details
- Detail of the spigot piece and/or inside the building riser turn
- Embedment detail.
- Embedment material shall be No. 4 crushed stone (1/2” – 3/4” crushed stone)
- Depth of bury. Minimum is 48 inches/4 feet.
- Underground Vault/valve arrangement or if applying to have DDCV assembly installed in Fire Riser Room than show location of devices.
- Type of fittings/joints, methods of connection and rod size.
- Location and type of Fire Department Connection (FDC) which must be within 100’ of the Fire Hydrant. These shall be 2 ½” connections only and placed in an approved location of the building.
- Manufacturer’s data sheets for all components used in the project including manufacturer’s parameters and listing organizations approval. (1 set)
- Location and type of backflow prevention.
- Provide information on the transition stability of different types of piping (e.g., transition from PVC to ductile iron, retainer glands).

Backflow Prevention for Underground System

- All fire sprinkler systems are required to be provided with an approved method of backflow prevention.
- A double detector check or RPZ, with ¾ inch bypass meter with backflow prevention device, is required. This assembly shall be constructed in a vault and located within an easement or if approved inside fire sprinkler riser room.
- If Fire Marshal gives permission for an antifreeze system to be installed than a reduced pressure zone backflow prevention device is required on those systems.
- Assemblies shall be listed for fire protection use.
- All Backflow devices shall be annually inspected and certified. A copy shall be provided to the City of Azle.
Residential (13D) Underground Requirements  
All Buildings 6,000 Square Feet or Larger

1. Water supply will be allowed to be supplied off the domestic water line on the house side of the meter. Calculations shall be provided before installation verifying that adequate water supply pressure, volume, and line size is appropriate for required fire flow.

2. Separate plans for underground supply piping will not be required. Underground supply piping layout shall be included in aboveground plan submittals.

3. Back flow double detector check valves or RPZ shall be permitted to be installed inside the dwelling unit on the fire sprinkler riser stack. Riser stack must be made accessible for testing and repair purposes (i.e., access door). Contractor shall provide documentation ensuring proper backflow device is installed correctly per manufacturer’s specifications, either vertical or horizontal. (Provide with aboveground plan submittal)

4. Plans and Permit for aboveground fire protection system shall be required for each dwelling unit. On units that are identical floor plans/fire protection systems and permitted at the same time only one (1) plan set needs to be submitted but a permit application shall be completed for each dwelling unit. 1 digital copy of plans required for review.

5. All residential fire protection systems shall comply with all current City of Azle adopted codes as amended by ordinance.

6. Applications for permit must be made and paid for in the Building Inspection Department. The Fire Marshal's Office will review plans and make inspections for underground and aboveground fire protection systems.

Fire Sprinkler Underground - Inspection

Fire Sprinkler Underground Required Inspections

- Visual inspection of piping, thrust blocks, and vault prior to being covered.
- Hydrostatic test
- Flush of completed underground system
- Fire Sprinkler Underground Final

Fire Sprinkler Underground Visual

- All underground piping and joints must be uncovered and exposed, with labeling of the pipe legible from grade.
- All thrust blocks will be visually inspected and must be uncovered and exposed to grade.
- Depth of bury of the pipe shall be measured and verified.
- All ductile iron, retaining rods, and other non-plastic components shall be externally coated for corrosion and poly-wrapped.
- Visual inspection shall be made by the installing contractor in the presence of the Azle Fire Marshal's Office.

2021 Edition
Revised 11/21
Fire Sprinkler Underground Hydrostatic Test

- All new fire service mains shall be tested hydrostatically at not less than 200 psi pressure for a minimum of two hours.
- Any pressure loss of leaks will result in a failed inspection.
- Hydrostatic test shall be made by the installing contractor in the presence of a representative of the Azle Fire Marshal's Office.
- It is not required that the hydrostatic test be completed prior to cover of the underground piping. If a hydrostatic test is completed after the piping system is covered and fails, the piping will be required to be uncovered, regardless of cover and retested after repair. All thrust blocks and joints shall be uncovered during hydro test.

Fire Sprinkler Underground Flush

- All underground piping shall be thoroughly flushed prior to connecting to the system risers or other aboveground piping system(s).
- Flush shall be made by the installing contractor in the presence of the Azle Fire Marshal's Office.
- Proper methods and equipment to perform the flush must be used. All piping used to flush must be properly secured or retrained. Hoses may not be used.
- The Fire Marshal's Office must approve of flushing method and equipment.

Fire Sprinkler Systems – Above Ground

These guidelines are to be followed when a business, facility, or organization proposes to install or modify an automatic fire sprinkler system within the City of Azle; assist in the preparation of an automatic fire sprinkler system submittal for permit; and aid the contractor in being successful. These guidelines are not to be interpreted as to containing all data required for proper design, installation, or approval. All automatic sprinkler systems for the purposes of this guideline and any other guidelines or requirements of the City of Azle Fire Marshal's Office shall conform to the International Fire Code, as adopted and amended by the City of Azle, and NFPA 13.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Azle, or determinations and positions of the Azle Fire Marshal’s Office.

Installation Requirements

- An automatic fire sprinkler system shall be installed throughout all self-service storage facilities 6,000 square feet or greater.
- An automatic fire sprinkler system shall be installed throughout all buildings over 6,000 sq. ft., unless otherwise directed herein. For the purpose of this provision, firewalls shall not define separate buildings. I, H & R occupancies are sprinklered regardless of total square footage. A-2 occupancies shall be provided with an automatic sprinkler system over 5,000 sq. ft., occupant load of 100 or more, 2 stories or more in height (including basements) or fire area contains a multi-theater complex. (direct from IFC 903.2.1.2)
- Any building exceeding 6,000 sq. ft. that has an inside clear height in excess of 12 feet, making it possible to be used for storage in excess of 12 feet, shall be considered to be high-piled storage and shall comply with the provisions of this section. When a specific product cannot be identified, a fire protection system shall be installed for Class IV commodities, to the maximum pile height.
• Fire protection systems shall be designed with a 10 psi safety factor.
• Automatic Sprinkler System Room Access. Sprinkler system risers providing protection for buildings with multiple tenant spaces must be located in a ground floor room directly accessible from the exterior. The door must be labeled as the Fire Riser room. Buildings with single tenants may access the riser location from the interior of the building.
• Sprinkler systems for all strip retail centers, multiple tenant buildings, speculative warehouses, or any other multiple tenant building, regardless of ceiling height, shall be designed to provide a minimum of Ordinary Hazard Group 2 or Class IV commodities.
• All valves controlling the water supply for automatic sprinkler systems and water-flow switches on all sprinkler systems and standpipe systems, with the exception of Fire Department hose connections, shall be electronically supervised.
• Approved, supervised, indicating control valves shall be provided at the point of connection to the riser on each floor in high-rise buildings.
• An approved, audible/visual device shall be connected to every automatic sprinkler system.
• An approved, weatherproof, audible/visual device shall be provided on the exterior of the building in an approved location. The location shall be above the Fire Department Connection (FDC). This device shall be a minimum of 75 candelas.
• The time delay feature on the flow switch switches must be set to a delay of 60-90 seconds.
• The FDC must be within 100 ft. of a fire hydrant as a fire hose lays.
• The FDC shall be clear and unobstructed with a minimum of a 3 ft. clearance.
• Installer shall provide calculations required for “Domestic Use” in 13R FSS – per NFPA 13R and appendix.

General Requirements for Above Ground Fire Sprinkler Systems

• The FDC shall be installed no higher than 48 inches and at least 18 inches above grade.
• FDC shall be located at an approved location of the building and fully visible from the fire department access road.
• FDC(s) shall have approved threaded 2 1/2” connections only.
• A red sign at least 12 inch by 12 inch with white reflective lettering of at least 4 inches that reads “FDC”, shall be posted 5 feet above the actual connections on the wall. Fire Inspector may require larger signs when appropriate.
• Inspector test connections, drains, and ball-drips shall be piped directly to the exterior and labeled as such.
• Riser rooms shall be permanently heated, and such heating appliances shall be hard-wired to the building electrical distribution system.
• Riser Rooms shall be large enough to accommodate maintenance and testing activities, including the Double Detector Check valve or RPZ and Fire Pump.
• **Where areas of buildings are equipped with early suppression fast-response (ESFR) sprinklers, ONLY manual smoke and heat vents or manually activated engineered mechanical smoke exhaust systems shall be required within these areas. Automatic Smoke/Heat vents are PROHIBITED with ESFR Fire Sprinklers.
• At least one inspection test valve shall be located at the remote system area.
• Dry-system air compressors shall be hard-wired.
• Pre-action system solenoids shall be wired for alarm activation upon current loss.
• Faxed plans submittals will not be accepted.
• Each submittal shall have a completed:
  
  a. Written report from approved third party review
  b. City of Azle Plan Review/Permit Application
• Plans approved by the City of Azle Fire Marshall’s Office, give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal’s Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
• Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit.
• All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office;
• **Hydraulic Placards** shall be on metal signs with the details either punched out or made to be permanent. Hand written or scratched details on placards is prohibited.
• Automatic sprinklers shall NOT be installed in:
  o Elevator machine rooms
  o Elevator machines spaces
  o Elevator hoist ways, other than pits where such sprinklers would not necessitate shunt trip requirements under any circumstances.
• An approved set of “AS BUILT” plans shall be posted at FACP, each Fire Sprinkler Riser and the Fire Pump in an approved labeled document bin.

**Standpipes**

• Standpipe systems shall be installed in accordance with the International Fire Code and NFPA 14. Class 1 Automatic Wet Systems shall be installed when standpipes or hose valves are required.
• Manual dry standpipe systems (if approved by Fire Marshal) shall be supervised with a minimum of 10 psig and a maximum of 40 psig air pressure with a high/low alarm.
• In addition to the requirements of IFC, Class I standpipes shall also be required on all occupancies in which the distance from accessible points for the Fire Department ingress to any point in the structure exceeds two hundred feet (200’) along the route that a fire hose laid as measured from the fire lane. When required by this Code, standpipe connections shall be placed adjacent to all required exits to the structure and at two hundred foot (200’) intervals along major corridors thereafter.
• Hose valves shall be 2 ½-inch with a 1½-inch reducer with cap and chain.
• Hose connections shall be between 3 feet and 5 feet off finish floor.
• Hydraulic calculations shall be provided on form sheets that include a summary sheet, detailed work sheets and a graph sheet.

**Plan Submittal Requirements for Above Ground Fire Sprinkler System**

• The plans will be reviewed based on the requirements in the International Fire Code 2018 and current city amendments along with the current edition of NFPA 13.
• A “Wet” PE or RME signature is required on the plans and hydraulic calculations. Plans shall be clear and legible and all sheets shall be in a common and appropriate scale (1/8” minimum). Submittals done on electrical, lighting or other “busy” plans are not acceptable.
• Plans shall be submitted directly to an approved third party reviewer.
• A minimum of one (1) electronic set of plans shall be submitted. **1digital copy of plans are required.** Plans shall contain sufficient detail to enable the plan
to accomplish a complete review. The following information shall be provided on the plans:

a. Floor plan of building(s).
b. Square footage
c. Location of doors
d. Intended use of each room identified
e. North arrow provided
f. Location of the Fire Department Connection (FDC)

- Occupancy classification
- Scope of Work
- Site plan to include all fire hydrants, fire lanes, Fire Department connections and the fire service lead-in
- Equipment List
- Hydraulic calculations for each design area including area of coverage per head, design density, and specific commodity protected.
- One (1) set of data specifications sheets for all equipment shall be provided
- Specific materials in the specification booklets are to be identified by an arrow or highlighter
- A complete full-height cross section of the building
- Total area protected by each system
- Capacity of the dry system or antifreeze system
- Hydraulic node symbols and schedule
- Elevations of sprinkler lines and node points
- Hanger details.
- Hanger locations
- Sprinkler riser diagram and riser/fire pump room size
- Inspectors test connection detail
- Auxiliary drain details
- Size and location of hose valves and or standpipes
- Graphical scale
- Description of the design area (Hazard Classification)
- Design density of each design area
- Clearly indicate each remote area
- Provide graphic representation of the water flow analysis
- Provide the water supply test information
- Provide notes to indicate the following
  a) Design code
  b) Responsible party with regards to freeze protection

**If applying** to have double-check detector with backflow preventer and ¾ inch meter bypass installed in riser room instead of underground vault, then installation shall meet City of Azle General Design Standards and show all details on plans.

- Provide a copy of your State of Texas State Fire Marshal’s Office license
- The title block shall contain the following:

  a. Location of the installation
  b. Name and complete address of the business
  c. Name and complete address of the installing company
  d. Licensing information
  e. “Wet” signature of the RME
  f. Date
  g. Drawn by
• Shall state that it meets all pertinent NFPA and IFC standards along with Authority Having Jurisdiction (City of Azle) requirements

• Scale

• A legend shall be provided to include:
  a. Symbol, sprinkler description, manufacturer, model number, and quantity for each device
  b. Pipe and fittings type

• See NFPA 13, for additional plan submittal requirements.

• An approved set of “AS BUILT” plans shall be posted at FACP, the Fire Sprinkler Riser and the Fire Pump in an approved labeled document bin.

• An electronic copy of the “AS BUILT” plans shall be submitted to the Fire Marshal

**Sprinkler System - Tenant Finish-Out/Building Alteration**

These guidelines are to be followed when a business, facility or organization proposes to modify an existing automatic fire sprinkler system within the City of Azle. This will assist in the preparation of an automatic fire sprinkler system submittal for permit and aid the contractor in being successful. These guidelines are not to be interpreted as containing all data required for proper design, installation, or approval. All automatic sprinkler systems for the purposes of this guideline and any other guidelines or requirements of the Azle Fire Marshal’s Office shall conform to the International Fire Code, as adopted and amended by the City of Azle Ordinance and NFPA 13. This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Azle, or determinations and positions of the Fire Marshal.

**Installation Requirements**

- Please see the Guidelines for Automatic Fire Sprinkler Systems. To expedite the plan review and inspection processes, please refer to the information listed below.

**Plan Submittal Requirements for Tenant Finish-Out/Building Alteration**

- Fax or emailed submittals will not be accepted.
- A “Wet” RME signature is required plans.
- Hydraulic calculations will be required if the area(s) to be modified are within the original design area and/or the modifications proposed create a higher hazard classification as determined by the Fire Marshal.
- Plans shall be clear and legible and all sheets shall be in a common and appropriate scale.
- A minimum of one (1) electronic set of plans shall be submitted. 1 digital copy of plans and specification sheets are required.
- Alterations of the system require a third party plan review from an approved third party reviewer.
- Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.
- One (1) set of data specifications sheets for all equipment used shall be provided.
- Specific materials in the spec booklet are to be identified by an arrow or highlighter.
- A minimum of one (1) set of hydraulic calculations shall be provided. The following information shall be provided on the plans.
• Floor plan
• Square footage
• Intended use of each room is identified

(Plan Submittal Requirements for Tenant Finish-Out/Building Alteration continued)

• Occupancy classification and type of hazard as listed by certified personnel (i.e., light, ordinary)
• Scope of Work.
• Site plan to indicate where, in the building, the modification is to be performed. Cloud area or otherwise indicate.
• Type of sprinkler heads and area of coverage per sprinkler head
• Elevation of sprinkler lines and node points
• Hanger details
• Hanger locations
• Provide notes to indicate the following design standards
• The title block shall contain the following:
  a. Location of the installation
  b. Name and complete address of the business
  c. Name and complete address of the installing company
  d. Licensing information
  e. Date
  f. Drawn by
  g. Authority Having Jurisdiction
  h. Scale

• An equipment legend shall be provided to include:
  a. Symbol, sprinkler description, manufacturer, model number, and quantity for each device
  b. Pipe and fittings type
  c. Indicate which sprinkler heads are new, existing and relocated
  d. Indicate what piping is new and existing

• See NFPA 13 for additional plan submittal requirements.

• Each submittal shall have a completed:
  
  a) City of Azle Plan Review/Permit Application
  b) Copy of Contractors Texas Department of Insurance License
  c) Copy of Third Party Review

• Plans approved by the City of Azle Fire Marshal’s Office, give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal’s Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
• Installation, fabrication, or otherwise construction of the system is prohibited without approved plans and permit.
• All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.
• City of Azle stamped plans and permits shall be kept in a permit packet on the job site until final inspection.
• An approved set of “AS BUILT” plans shall be posted at FACP, each Fire Riser and Fire Pump regarding both the Fire Sprinkler and the Fire Alarm systems, if altered. These
shall be placed in an approved labeled document bin.

- If the tenant finish out or remodel requires less than 10 fire sprinkler heads to be added, altered or relocated than a scope letter signed by a RME may work. This letter shall state how many heads are to be added or altered, their location, the reason for the work and proof that the current fire sprinkler system can handle the added heads.
- If the current Fire Sprinkler System does not have approved metal hydraulic placards with the details punched into it (or otherwise made permanent since hand written details are prohibited) then they shall be installed prior to calling for this inspection.

**Fire Alarm Systems**

*These guidelines are to be followed when a business, facility, or organization proposes to install or modify a fire alarm system within the City of Azle. All fire alarm systems for the purposes of this guideline and any other guidelines or requirements of the Fire Marshal’s Office shall conform to the International Fire Code, as adopted and amended by the City of Azle and NFPA 70 & 72.*

*This guide does not replace nor supersede any adopted codes and/or ordinances adopted by the City of Azle, or determinations and positions of the Fire Marshal.*

**Installation Requirements**

- All Fire alarm systems, **new or replacement shall be addressable.**
- Fire alarm systems, new or replacement, serving 200 or more initiating devices, or 20 or more smoke detectors, shall be an approved intelligent addressable.
- Manual alarm actuating devices (pull stations) shall be an approved double action type.
- All fire alarm systems shall be installed in such a manner that the failure of any single initiating device or single open in an initiating circuit conductor will not interfere with the normal operation of other such devices. All signaling line circuits (SLC) shall be installed in such a way that a single open will not interfere with the operation of any addressable devices (Class A). Outgoing and return SLC conductors shall be installed in accordance with NFPA72 requirements for Class A circuits and shall have a minimum of four feet separation horizontal and one foot vertical between supply and return circuit conductors. The initiating device circuit (IDC) from a signaling line circuit interface device may be wired Class B, provided the distance from the interface device to the initiating device is ten feet or less. **IN ALL R-1, R-2, R-3, and R-4 OCCUPANCIES THE A/V NOTIFICATION (NAC) CIRCUIT SHALL BE CLASS A.**
- All alarms are required to be transmitted to the U.L. Listed Central Station monitoring company with the device(s) designation and location, or addressable device identification. This is commonly referred to as CONTACT ID. (See Fire Sprinkler Fire Alarm Monitoring Guidelines for additional information).
- All alarm systems, new or replacement shall transmit alarm, supervisory and trouble signals descriptively to the approved central station, remote supervisory station or proprietary supervising station as defined by NFPA 72, with the correct device designation and location of addressable device identification.
- Alarms and signals shall **not** be permitted to be transmitted as a “General Alarm”, “General Trouble”, “General Supervisory” or: Zone Condition”.
- An exterior audible and visible notification device shall be provided on the exterior of the building and shall be located above the Fire Department Connection. This notification device shall operate on a water flow alarm only and shall be non-silenceable while water is still flowing through fire sprinkler system. The notification device shall be wired from the fire alarm control panel as a latching circuit.
- Hard-wired systems shall be zoned by device type (e.g., water flow, smoke, heat, manual
pull, or fixed extinguishing system) **per floor.** Addressable or analog systems shall show
address numbers on the plans and provide a detail list of address verbiage for approval.

- Primary power shall be from a dedicated circuit, which is listed on the approved building
electrical plans.
- Fire pumps shall be monitored for "loss of power", "phase reversal" and "pump running"
conditions on distinct circuits.
- Fire Pump Running shall send an Alarm signal to monitoring company so that the Fire
(Installation Requirements for Fire Alarm Systems continued)

Department can respond. It shall **not** be a supervisory signal.
- All systems and circuits shall be supervised.
- When the fire alarm control panel is not located at the main entrance, a remote
annunciator shall be located at the main entrance. FACPs shall be located at Fire
Sprinkler Risers or at main entrance only.
- Fire Alarm Systems **shall be re-settable without any special knowledge or the use of
an access code.** Key to reset pull station shall be placed inside the Knox Box.
- Addressable intelligent systems shall contain a history file of the past 100 events.
- Duct detectors may be supervisory.
- An adequate number of fire alarm notification devices shall be provided such that a
minimum sound level 15 db above average ambient will be achieved.
- All fire alarm equipment shall be listed for its intended purpose.
- Combination Fire and Burglar alarm panels/systems are prohibited.
- The fire alarm control panel shall be listed and compatible with all devices and capable of
delivering all required signals.
- Fire alarm systems shall be installed only by companies and individuals licensed by the
State of Texas Fire Marshal’s Office.
- **Initiating Circuits:** Water flow alarms shall be programmed non-silence able.
- The exterior horn/strobe shall operate on water flow alarm only.
- **Notification Circuits:** The exterior notification devices shall be non-silenceable. The
interior strobe(s) only shall continue to flash after the panel is silenced on the condition
the alarm was a water flow alarm only.
- The notification devices shall be wired from the fire alarm control panel as a latching
circuit.
- Each submittal shall have a completed:

  a. **Copy of Contractors Texas Department of Insurance License**
  b. **City of Azle Building Permit/ Fire Alarm Permit**
  c. **Copy of Third Party Review**

- Plans approved by the City of Azle Fire Marshal’s Office, give authorization for
construction and/or operation. Final approvals are subject to field verification. Any
approval issued by the Fire Marshal’s Office does not release the contractor or property
owner from the responsibility of full compliance with all applicable codes and ordinances
relating to the construction project.
- Installation, fabrication or otherwise construction of the system is prohibited without
approved plans and permit.
- All installations and/or operations must concur with the approved plans. Any deviation
from the approved plans requires a re-submittal to the Fire Marshal’s Office.
- All inspection forms, permits and stamped drawings shall be kept in a permit packet
on the job site until final inspection.
- All valves controlling the water supply for automatic sprinkler systems pumps, tanks,
water levels and temperatures, critical air pressure and water-flow switches on all
sprinkler systems and standpipe systems, with the exception of Fire Department
hose connections shall be individually electrically supervised by a listed fire alarm control
unit.

2021 Edition                                           Revised 11/21
• Approved supervised indicating control valves shall be provided at the point of connection to the riser on each floor in multistory buildings.
• An approved labeled document bin shall be installed next to fire alarm control panel with all construction documents, panel instructions and all other documents required by IFC and NFPA.

Fire Alarm Plan Submittal Requirements

• A "Wet" APS signature is required on all plan drawings and calculations.
• The plans will be reviewed based on the requirements in the International Fire Code 2018 edition and NFPA 72.
• Plans shall be clear and legible and all sheets shall be in a common and appropriate scale.
• All Plans shall be submitted directly to an approved third party reviewer.
• Plans shall include interior walls and rooms. Ceiling tiles shall not be shown on the drawings.
• A minimum of one (1) sets of plans shall be submitted. 1 digital copy of plans and spec sheets are required. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review. The following information shall be provided on the plans:
  a. North arrow
  b. Floor plan
  c. Building permit number
  d. Project name
  e. Project address
  f. Device location with ID #
  g. Site map inset
  h. Type of device
  i. Provide a "point-to-point" wiring configuration
  j. Fire alarm control panel type and location
  k. Annunciators
  l. Square footage
  m. Location of doors
  n. Intended use of each room
  o. Location of all air handling units
  p. Show location of all fire sprinkler risers, flow switches, tamper switches, and fire pumps (if equipped).
  q. Notification devices shall indicate candela rating
  r. Heat detectors shall indicate temperature rating
  s. Indicate the length of wiring between devices
  t. Details of ceiling height and construction.
  u. Classification of supervising station.
  v. Official Occupancy Classification per City of Azle

• The notification device wiring shall be shown different than the initiating device wiring. When necessary, they shall be provided on different plan drawings.
• Scope of Work
• Sequence of Operations in matrix format
• Equipment List
• Contact ID/Address table
• Specification booklet shall contain the following:
  a. A minimum of one (1) set of data specifications sheets for all devices and equipment shall be provided along with digital copy of them.
b. Listing of the system design, operation and reset functions

c. **Specific materials in the specification booklet are to be identified by an arrow or highlighter**

d. Battery discharge curves
e. Wire specifications
f. Addressable device list

**(Plan Submittal Requirements for Fire Alarm Systems continued.**)

g. Type of primary power and secondary power (i.e., size and number of batteries to be provided)

- Device mounting height diagrams
- Voltage drop calculations provided. Shall clearly indicate each notification device and wire length.
- Battery calculations to include Standby and Alarm
- The notes shall clearly indicate that the initiating circuit wiring shall be Class A.
- Identification of the type of conduit used, if any
- Identification on the gauge and type of wire used
- Notes shall identify the following:

  a. Authority Having Jurisdiction (City of Azle)
  b. Design in accordance with the International Fire Code and NFPA 72
  c. Duct detectors may sound supervisory only - not a general alarm
  d. Primary power to be a dedicated circuit

- The use of each room shall be identified on the plans.
- The title block shall contain the following:

  a. Location of the installation
  b. Name and complete address of the business
  c. Name and complete address of the installing company
  d. Licensing information
  e. "Wet" signature of the APS
  f. Date
  g. Drawn by
  h. Authority Having Jurisdiction.

- The riser diagram shall include all devices as they are shown on the plans, or wired.
- Each riser & other valves shall have their own specific tamper signals, and each riser shall have their own specific water flow signal.
- A legend shall be provided to include:

  a. All devices shown on plans
  b. Total number of devices of each type
  c. Symbol, device description, manufacturer, model number, and quantity for each device

- 4 Device address numbers provided for addressable/analog intelligent systems.
- An approved set of "AS BUILT" plans and other documents required by NFPA and IFC shall be posted at FACP in an approved labeled document bin.
- State of Texas Fire Marshal's installation certificate shall be filled out and posted at FACP.
- Breaker and or dedicated power supply to Fire Alarm shall be labeled as such per 2018 IFC and current NFPA 72 requirements.
- Where a circuit breaker is the disconnecting means, a listed breaker locking device shall be installed (NFPA 72 – Chapter 10.6.5.4)
Fire Alarm/Fire Sprinkler Monitoring

Operational Guidelines

These guidelines are to be followed when a building, or facility, within the City of Azle, is provided with an approved, automatic fire sprinkler system that shall be required to be monitored. All fire sprinkler system and fire alarms for the purposes of this guideline and any other guidelines or requirements of the Fire Marshal’s Office shall conform to the International Fire Code 2018 edition, as adopted and amended by the City of Azle Ordinance and NFPA standards.

Fire Alarm/Sprinkler System Monitoring/Operational Guidelines

- All valves controlling the water supply for automatic sprinkler systems pumps, tanks, water levels and temperatures, critical air pressure and water-flow switches on all sprinkler systems and standpipe systems, with the exception of Fire Department hose connections, shall be electrically supervised by a listed fire alarm control unit.
- Approved supervised indicating control valves shall be provided at the point of connection to the riser and standpipe/hose valve on each floor in multi-story buildings.
- Alarm, supervisory and trouble signals shall be distinctly different and shall be automatically transmitted to an approved central station listed by Underwriters Laboratories, or when approved by the code official, at a constantly attended location. A copy of the monitoring contract shall be given to Fire Marshal at time of acceptance test for fire alarm.
- An approved, audible/visual device shall be connected to every fire sprinkler system.
- A single weatherproof, audible/visual device shall be provided on the exterior of the building above the Fire Department Connection (FDC). This device shall be a minimum of 75 candela.
- The time delay feature on the waterflow switch switches must be set to a delay of 60 seconds but no more than 90 seconds.
- **Initiating Circuits:** Waterflow alarms shall be programmed non-silence-able.
- The exterior horn/strobe shall operate on waterflow alarm only.
- **Notification Circuits:** The exterior notification devices shall be non-silence-able. The interior strobe(s) only shall continue to flash after the panel is silenced on the condition the alarm was a waterflow alarm.
- Duct detectors may alarm supervisory only when monitored by a constantly attended location.
- Supervisory signals shall be transmitted to the monitoring company.
- **All Fire alarm systems, new or replacement shall be addressable and meet current adopted codes and amendments.** This means a permit shall be pulled and approved.
- Fire alarm systems, new or replacement, serving 200 or more initiating devices, or 20 or more smoke detectors, shall be analog intelligent addressable or digital micro processing unit.
- Fire pumps shall be monitored for “loss of power”, “phase reversal” and “pump running” conditions on distinct circuits.
- **Alarms shall not be permitted to be transmitted as a “General Alarm” or “Zone” condition.** This information must be in turn, transmitted to the Tarrant County Fire Alarm Center, with correct designation.
- Buildings with a floor used for human occupancy located more than 55 feet above the lowest level of Fire Department vehicle access shall have an automatic smoke detection system, Fire Department communication system and an emergency voice/alarm communication system.
Commercial Kitchen Suppression Systems

These guidelines are to be followed when a business, facility or organization proposes to perform cooking operations that will involve grease-laden vapors, within the City of Azle. This guideline identifies protection for cooking surfaces which include; deep fat fryers, griddles, upright broilers, char broilers, range tops and grills, open face ovens, salamanders, cheese melters, woks, open face pizza ovens, and other similar equipment. The plenum space within the hood, above the filters, and exhaust ducts servicing the hood shall also be protected. All commercial cooking operations for the purposes of this guideline and any other guidelines or requirements of the Fire Marshal's Office shall conform to the 2018 International Fire Code, as adopted and amended by the City of Azle, NFPA 17 and NFPA 17A.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Azle, or determinations and positions of the Fire Marshal.

Installation Requirements

- The piping shall be rigidly supported to prevent excessive movement and shall be protected from mechanical or other damage.
- Both a manual and automatic means of activation shall be provided. A minimum of one manual activation pull station shall be provided in the path of egress, and shall be located no more than five feet above the floor. The manual actuation device shall be located a minimum of 10 feet and a maximum of 20 feet from the kitchen exhaust system.
- Where multiple manual actuators are installed for protection of separate extinguishing systems, they shall be clearly identified as to the hood being protected.
- Distinctive audible and/or visual alarms shall be provided to indicate system operation and activation. Specifically, an audible/visual notification device shall be provided to indicate system operation, requiring personnel attention and system recharge.
- The fire suppression system shall be interconnected to the building fire alarm system. Activation of the Kitchen Hood Fire Suppression System shall cause the fire alarm to activate throughout the building.
- Activation of the fire suppression system shall automatically shut off the fuel supply, electrical power supply, and ventilation controls if required, fans, and any other equipment necessary. Shutoff valves and switches shall be of the types that require a manual action to reset.
- When a building fire alarm system is provided, notification of the activation of the fire suppression system shall transmit Contact ID and conform to the Fire Alarm Monitoring Guidelines.
- A Type-K portable fire extinguisher shall be installed at an approved location, and within 30 feet of commercial food heat-processing equipment, as measured along an unobstructed path of travel.
- Pre-engineering fire suppression systems shall be installed only by companies and individuals licensed by the State of Texas Fire Marshal's Office and shall be tested in attendance with UL300 and listed/labeled for intended application.
Plan Submittal Requirements for Commercial Kitchen Suppression Systems

- The plans will be reviewed based on the requirements in the International Fire Code, and NFPA 17A.
- A “Wet” FEL signature is required.
- Plans shall be submitted to an approved third party reviewer for systems that are not pre-engineered.
- A minimum of one (1) set of plans shall be submitted. **1 digital copy of plans and spec sheets are required for review.** Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review. The following information shall be provided on the plans:
  a. Indicated scale or suitable dimensions
  b. Include manufacturer’s data sheets
  c. Include hood dimensions
  d. Include duct perimeter
  e. Include appliance dimensions
  f. Include piping schematic
  g. Include floor plans with each room description with each device location
  h. Occupancy classification
  i. Indicate nozzle type and number
  j. Indicate the location and temperature of the fusible links

- Scope of Work
- A minimum of one (1) set of specifications shall be provided along with digital copy.
- Equipment List with actual items to be used highlighted or marked.
- **Plans shall indicate the interconnection to the building fire alarm system**
- Plans shall indicate the interconnection to the fuel supply shutoff and indicate the type of fuel supply.
- The title block shall contain the following:
  a. Location of the installation
  b. Name and complete address of the business
  c. Name and complete address of the installing company
  d. Licensing information
  e. “Wet” signature of the ECR, EPL, FEL

- Provide a copy of your State of Texas State Fire Marshal’s Office license
- Each submittal shall have a completed:
  a. City of Azle Plan Review/Permit Application
  b. Copy of Contractors Texas Department of Insurance License

- Plans approved by the City of Azle Fire Marshal’s Office, give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal’s Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
- Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit.
- All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.
- All inspection forms and permits shall be kept in a permit packet on the job site until
Aboveground Storage Tanks

These guidelines are to be followed when an aboveground storage tank is moved, installed, or otherwise added, within the City of Azle. All aboveground storage tank requirements for the purposes of this guideline and any other guidelines or requirements of the Fire Marshal's Office shall conform to the 2018 International Fire Code, as adopted and amended by the City of Azle Ordinance.

This guide does not replace, nor supersedes any adopted codes and/or ordinances adopted by the City of Azle, or determinations and positions of the Fire Chief or Fire Marshal.

Aboveground Storage Tank Requirements

- All exterior Above Ground tanks 10,000 gallons or larger require a Special Use Permit issued by City Council.
- All Above/Below grade tank installations and/or removals are charged a base fee of $100.00 per tank.
- Tanks must be installed by a licensed or approved aboveground storage tank installer.
- Approved flame arrestors that meet or exceed API 2028 and venting devices shall be installed in the all vent lines.
- The tank(s) shall be provided with secondary containment. All tanks must meet or exceed UL 142.
- All tank(s), 250 gallons or greater, must meet, or exceed UL 2085.
- When the installation location may be subject to vehicular impact, bollards designed IAW IFC shall be installed.
- The tank must display the UL Listed placard.
- A leak detection system must be installed, equipped with on-site audible and/or visual warning devices, as approved by IFC 2018 and NFPA 30.
- A spill container having a capacity of not less than 5 gallons shall be provided at each fill connection.
- An overfill prevention system shall be provided for each tank to prevent being filled in excess of 95% capacity. The system must meet the requirements of IFC.
- During fill operation, the system shall:
  a. Provide an independent means of notifying the person filling that the fluid level has reached 90 percent of tank capacity by providing a tank level gauge marked at 90 percent of tank capacity, or other approved means.
  b. Automatically shut off the flow of fuel to the tank when the quantity reaches 95 percent of tank capacity.
  c. Reduce the flow rate to not more than 15 gallons per minute so that at the reduced flow rate, the tank will not overflow for 30 minutes, and automatically shut off flow into the tank so that none of the fittings on the top of the tank are exposed to product because of overfilling.
- The tank fill connection shall be provided with a means for making a direct connection to the tank’s vehicle fuel delivery hose so that no fuel is exposed to the open air during the filing operation.
- Anti-siphon devices shall be installed in each pipe connected to the AST, where the piping extends below the level of the tank.
• Emergency shutoffs shall be provided during filling and dispensing operations.
• Relief valves shall be provided.
• Pump dispensing devices shall be equipped with vapor-recovery connections.
• Appropriate labeling and signs in accordance with International Fire Code must be provided:
  a. A permanent sign shall be placed at the fill point for the tank, documenting the filling procedure and tank calibration chart.
  b. “Smoking or Open Flames Prohibited”.
  c. An approved emergency procedures sign IAW IFC.
  d. A permanent sign indicating that when filling the tank, parking is prohibited in the fire lane.
  e. A placard specifically identifying the material therein. The placard shall be IAW NFPA 704 compliant
  f. Shall have a permanent sign listing all UL standards it’s required to meet.
• Dispensing locations shall limit fuel delivery to 25 gallons and require a manual action to resume, in accordance with IFC.

Any additional requirements of NFPA 30 and/or IFC, must also be met. To expedite the plan review and inspection processes, please refer to the information listed below.

Above Ground Storage Tank Plan Submittal Requirements

• The submittal package must include all above requirements and such requirements shall be identified in the submittal package. 1 digital copy of plans required for review.
• Provide a written description of the operation of the tank.
• Site plan drawings of the installation location and layout to include:
  a. Primary and emergency power hookups (if provided)
  b. All buildings and structures
  c. Fire lanes and fire hydrants
  d. Location(s) of other dispensing locations (if remote) and other tanks (if provided).
• A full equipment listing of all tanks, piping, valves, and other equipment.
• Manufacturer documentation for all parts and materials used in the project. This is to include the pumps, relief valves, and tank.
• Plan drawings to include the above requirements shall be submitted for review and approval, PRIOR to installation.
• Plan drawings shall show both plan view, section view, and other pertinent information.
• Plan drawings shall be generated by the installing company, and shall not be copied and marked according to installation.
• Provide documentation of tank testing and ability to hold a vacuum. This is in addition to any testing required by the Fire Marshal’s Office.
• Each submittal shall have a completed:
  a. Azle Fire Marshal’s Office Plan Review/Permit Application
  b. Copy of Contractors Texas Department of Insurance License

• Plans approved by the City of Azle, Fire Marshal’s Office, give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal’s Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
• No aboveground storage tank(s) or associated equipment may be installed, located, or otherwise manipulated on the site until a complete plan submittal is reviewed and accepted, and a AST Permit is issued for the location.
• All installations must concur with the approved plans. Any deviation from the approved
Underground Storage Tanks

These guidelines are to be followed when an underground storage tank is moved, installed, or otherwise added, within the City of Azle City Limits. All underground storage tank requirements for the purposes of this guideline and any other guidelines or requirements of the Azle Fire Marshal’s Office shall conform to the 2018 International Fire Code, as adopted and amended by the City of Azle Ordinance.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Azle, or determinations and positions of the Fire Chief or Fire Marshal.

Underground Storage Tank Requirements

- The tank must be installed by a TECQ licensed underground storage tank installer.
- Approved flame arrestors and venting devices shall be installed in the vent lines. Emergency venting shall meet the requirements of NFPA 30 and IFC that meet or extend API 2028.
- **Secondary containment.** An approved method of secondary containment shall be provided for underground tank and piping systems.
- The tank must display the UL Listed placard.
- A leak detection system must be installed and provided with approved vapor and liquid detection, equipped with on-site audible and/or visual warning devices with battery backup, as approved by IFC 2018 and NFPA 30.
- A spill container having a capacity of not less than 5 gallons shall be provided at each fill connection.
- An overfill prevention system shall be provided for each tank to prevent being filled in excess of 95% capacity. The system must meet the requirements of IFC.
- During fill operation, the system shall:
  - **Leak detection.** Underground storage tank systems shall be provided with an approved method of leak detection from any component of the system that is designed and installed in accordance with NFPA 30 and as specified by IFC.
  - **Dry Sumps.** Approved sampling tubes of a minimum 6 inches in diameter shall be installed in the backfill material of each underground flammable or combustible liquid storage tank. The tubes shall extend from a point 12 inches below the average grade of
  - The excavation to ground level and shall be provided with suitable surface access caps. Each tank site shall provide a sampling sump at the corners of the excavation with a minimum of 4 sumps. Sampling tubes shall be placed in the product line excavation within 10 feet of the tank excavation and one every 50 feet routed along the product lines towards the dispensers, a minimum of two are required.
The tank fill connection shall be provided with a means for making a direct connection to the tank’s vehicle fuel delivery hose so that no fuel is exposed to the open air during the filing operation.

- A permanent sign shall be placed at the fill point for the tank, documenting the filling procedure and tank calibration chart.
- Anti-siphon devices shall be installed in each pipe connected to the UST, where the piping extends below the level of the tank.
- Emergency shutoff valves shall be provided during filling and dispensing operations.
- Relief valves, both emergency and normal, shall be provided and shall normally be in the closed position.
- Pump dispensing devices shall be equipped with vapor-recovery connections.
- Thrust blocks, safety straps/deadman's or other suitable means of restraint must be installed for each underground storage tank.
- Thrust blocks, safety straps/deadman's or other suitable means of restraint must be installed at each change in direction of the pipe.
- Appropriate labeling and signs in accordance with IFC must be provided:
  
a. A permanent sign shall be placed at the fill point for the tank, documenting the filling procedure and tank calibration chart.
b. “Smoking or Open Flames Prohibited”
c. An approved emergency procedures sign IAW IFC
d. A permanent sign indicating that when filling the tank, parking is prohibited in the fire lane.
e. A placard specifically identifying the material therein. The placard shall be IAW NFPA 704 compliant.
f. Shall have a permanent sign listing UL standards its required to meet.

- Dispensing locations shall limit fuel delivery to 25 gallons and require a manual action to resume, IAW IFC
- Any additional requirements of NFPA 30 and 2018 IFC Chapter 57 shall also be met. To expedite the plan review and inspection processes, please refer to the information listed on next page.

**Underground Storage Tank Plan Submittal Requirements:**

- The submittal package must include all above requirements and such requirements shall be identified in the submittal package.
- **1 electronic set of plans required. 1 digital copy of plans and spec sheets are required for review.**
- Provide a written description of the operation and contents of the tank(s) and any associated piping and/or system(s).
- Site plan drawings of the installation location and layout, to include:
  
a. All buildings and structures
b. Fire lanes and fire hydrants
c. Location(s) of tanks, vent lines, underground product lines, leak detection, dry sumps, and dispensing locations
- A full equipment listing of all tanks, piping, valves, and other equipment
  
Manufacturer documentation for all parts and materials used in the project; this is to
include the pumps, relief valves, and tank.

- Plan drawings shall show the actual install layout, including all piping and pumps.
- Plan drawings shall show both plan view, section view, and other pertinent information.
- Plan drawings shall be generated by the installing company, and shall not be copied and marked according to installation.
- Provide documentation of tank testing and ability to hold a vacuum. This is in addition to any testing required by the Fire Marshal’s Office.
- **No underground storage tank(s) or associated equipment may be installed, located, or otherwise manipulated on the site until a UST Permit is issued for the location.**

Each submittal shall have a completed:

a. Azle Fire Marshal’s Office Plan Review/Permit Application
b. Copy of Contractors Texas Commission on Environmental Quality License

- Any additional requirements set for by the TECQ shall also be met.
- Plans approved by the City of Azle Fire Marshal’s Office, give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal’s Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
- **No underground storage tank(s) or associated equipment may be installed, located, or otherwise manipulated on the site until a complete plan submittal is reviewed and accepted, and a UST Permit is issued for the location.**
- All installations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.
- All inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

**Access Control Systems**

These guidelines are to be followed when a building or facility within the City of Azle is provided with an approved access controlled egress door for pedestrian traffic. All access control criteria for the purposes of this guideline shall conform to the 2018 International Fire Code as adopted and amended by the City of Azle Ordinance.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Azle, or determinations and positions of the Fire Marshal.

**Operational Requirements**

- A sensor shall be provided on the egress side of the door arranged to detect an occupant approaching. The door shall be arranged to unlock by a signal from this sensor.
- A manual unlocking device shall be located within 5 feet of a secured door and clearly labeled “push to exit”. When operated, the doors shall remain unlocked for a minimum of 30 seconds.
- Loss of power to that part of the access control system which locks the doors shall automatically unlock the doors.
• Activation of the building automatic sprinkler system or fire detection system, if provided, shall automatically unlock the doors and stay unlocked until system resets.
• If a full building smoke detection system is not provided, approved smoke detectors shall be provided on both the access and egress sides of doors and in a location approved by the AHJ and NFPA 72. Actuation of a smoke detector shall automatically unlock the door.
• Entrance doors in buildings with occupancy in Group A, B, E or M shall not be secured from the egress side during periods that the building is open to the general public.

Plan Review Submittal Requirements for Access Control Systems

• Provide a written description of the operation of the Access Control/Egress Control System in normal, loss of power, activation of a fire protection system and manual modes.
• One (1) set of drawings detailing the installation location and layout, including all hookups/integration into building systems (i.e. fire alarm) and wiring.
• 1 digital copy of plans and spec sheets are required for review. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.
• All plans shall be submitted directly to an approved third party reviewer.
• Submittal shall include a full floor plan for the facility
• A full equipment listing with installed items highlighted or marked.
• Manufacturer documentation for all parts and materials used in the project
• Each submittal shall have a completed:
  a. Azle Fire Marshal’s Office Plan Review/Permit Application
  b. Occupancy classification and load.

(Plan Submittal Requirements for Access Control Systems.)

• Plans approved by the City of Azle, Fire Marshal’s Office, give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal’s Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
• Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit.
• All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.

Inspection Requirements

• Magnetic-Lock/Push Bar Test: Magnetic locks will be tested.
• Backup Power Verification: Test emergency backup power to the access control system, where provided.
• Fail Safe Verification: Loss of power, or function to that part of the access control system which locks the doors shall automatically unlock.
• Connection to Fire Alarm System: Activation of the building fire alarm or automatic sprinkler system, if provided, shall automatically unlock the doors, and remain unlocked until the fire alarm system is reset.
• **Manual Operation:** Manual operation of the access control system, independent of any automatic function, will be tested.
• **Egress:** Electric strike, or designated access doors shall be tested to verify free egress.

**Access Control Gates**

These guidelines are to be followed when a building, facility, residential subdivision, or multi-family dwelling units, within the City of Azle, is provided with an approved, entry and exit access control/security gate for vehicular traffic. All access control criteria for the purposes of this guideline and any other guidelines or requirements of the Fire Marshal’s Office shall conform to the 2018 International Fire Code, as adopted and amended by the City of Azle Ordinance.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Azle, or determinations and positions of the Fire Marshal.

**Access Control/Security Gates Requirements**

• The gate must be sized so as not to obstruct any portion of the fire lane, in any manner, when the gate is fully opened.
• Electrically controlled access gates must be able to open with a **Siren Operated Sensor (SOS)**.
• A Fire Department access key (Knox KS-3502 key switch with dust cover) while the gate is utilizing either primary or secondary power. The gate must stay open until the key switch is returned to normal operation.
• All gates obstructing Fire Department access, whether in the open or closed position, must be equipped with a means to move the gate to a full open position manually.
• Gates, in which operation is by manual means only, shall be acceptable. A means to open the gates shall be provided. If gates are to be locked then a Knox Pad lock is required in conjunction with occupants lock. To expedite the plan review and inspection processes, please refer to the information listed on following page.

**Plan Submittal Requirements for Access Central Gates**

• Provide a written description of the operation of the access control/security gates in normal, emergency, and manual modes
• Site plan drawings of the installation location and layout, including primary and emergency power hookups
• Equipment location drawings of the actual configuration of the access gate(s)
• A full equipment listing
• Manufacturer documentation for all parts and materials used in the project
• Plan drawings shall be generated by the installing company, and shall not be copied.
• Each submittal shall have a completed:
  
  a. **City of Azle Plan Review/Permit Application**

• Plans approved by the City of Azle Fire Marshal’s Office, give authorization for construction and/or operation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal’s Office does not release the contractor or
property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.

- Installation, fabrication or otherwise construction of the system is prohibited without approved plans and permit
- All installations and/or operations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal’s Office.
- All inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

**Inspection Requirements**

- Fire Lane Unobstructed
- Back-Up Power Verified
- Knox Key Switch Operation
- Manual Operation

**Inspection Requests and Procedures**

The following guidelines shall be used when calling for inspection requests:

- All inspection requests shall be coordinated by dialing (817) 444-2541 and requesting the permit office.
- **Contact our office at least 24 hours in advance of the requested inspection date and time.**
- The following information must be provided when requesting an inspection:
  - City of Azle issued permit number.
  - Name of project.
  - Address of project.
  - Fire protection contractor’s company name.
  - Fire protection contractor contact name and telephone number.
  - Type of inspection requested.
  - Other information as required, or requested.
  - A representative of the requesting company must be present at time of inspection who can effectively communicate and answer questions of Fire Inspector.

(Inspection Requests and Procedures Continued)

- Permits must be kept on the jobsite and presented to the inspector upon request.
- City of Azle Fire Marshal’s Office approved, stamped, and signed plans must be kept on the job site and presented to the inspector upon request. **Contractor shop drawings are not considered approved plans.**

**Required Inspections**

*Only those pertaining to your particular project will be required.*

**Fire Sprinkler Underground**

- Hydrostatic Test
- Flush
• Visual

• Fire Sprinkler Underground Final

**Fire Sprinkler Overhead**
• 2 hour Hydrostatic Test – and 24 hours Air Test on Dry Fire Sprinkler Systems.
• Visual ( precover)
• Fire Sprinkler Final
• Wall and ceiling penetrations sealed

**Fire Alarm**
• Audible Device Test
• Visual Device Test
• Initiating Device Test
• Waterflow Test
• Central Station Monitoring
• Device Address Test
• Visual
• Fire Alarm Final

**Kitchen Hood**
• Air Test
• Utility Shut-off Test
• Manual Pull Station
• Audible/Visual Notification
• Fire Alarm System Connection
• Kitchen Hood Final

**Underground Storage Tank**
• Line Test
• Anchors In Place
• Diking / Containment
• Leak Detection
• Dry Sumps
• Underground Final

**Aboveground Storage Tank**
• Line Test
• Tank Label Visible
• Diking/Containment
• Access Control Gates
• Fire Lane Unobstructed

**Building Final**
• Knox Box Installed at main entrance and riser room (if required)
• Fire Lane installed and properly labeled (if required)
• Exits and egress path completed
• Emergency Lighting installed and tested (if required)
• Fire Alarm and Sprinkler System Operational (if required)
• Radio Bi-Directional Amplifier (BDA) operational (if required)
• Ceiling and wall penetrations sealed
The Inspection Process

The Fire Marshal and/or Fire Inspector may request additional inspections as needed. An approved set of “AS BUILT” plans shall be posted at FACP, the Fire Sprinkler Riser and the Fire Pump in an approved labeled document bin.

Fire Sprinkler Underground (see pg 12 for other details)

1. **Hydrostatic Test.** The test will be at 200 psi for a minimum of two hours. Testing to be from the gate valve to the top of the spigot, no pressure drop or gain allowed.
2. **Visual.** All underground piping and joints must be uncovered and exposed, with labeling of the pipe legible from grade. All thrust blocks will be visually inspected and must be uncovered and exposed to grade.
3. **Flush.** Upon completion of the underground hydrostatic test, the underground piping will be flushed, witnessed by the Fire Marshal’s Office. Pipe shall be covered to prevent movement. The flushing must be completed prior to stacking the riser to the overhead piping.
4. **Fire Sprinkler Underground Final.** Final Fire Marshal’s Office sign-off of completion of all inspections.

Fire Sprinkler Aboveground

1. **Do not stack the riser until the underground flushing has been completed.** Check Fire Sprinkler Underground permit for verification of completion.
2. **Overhead Hydrostatic Test.** Overhead piping will be visually inspected with all joints exposed and labeling of the pipe turned downward. The test will be at 200 psi or 50 psi above it’s normal pressure if greater than 150 psi for a minimum of two hours. No pressure drop or gain allowed.
   
   A hydrostatic test is required for all new installations and existing system alterations as determined by the Fire Inspector.
   
   A hydrostatic test is required for all tenant finish-outs with twenty or more sprinkler heads added and/or relocated.
3. **Visual.** All overhead piping and joints must be uncovered and exposed, with labeling of the pipe legible from the floor. All hangers will be visually inspected and must be uncovered and exposed to the floor.
4. **Riser Main Flush.** Upon completion of the overhead hydrostatic test, the overhead piping will be drained and witnessed by the Fire Marshal’s Office.
5. **Fire Sprinkler Final.** Final Fire Marshal’s Office sign-off at completion of all inspections.

The inspection shall be conducted when all sheet rock and mill work is completed. The objective of this inspection is to verify that coverage is adequate after the initial hydrostatic test. This will give the Fire Marshal’s Office and the contractor(s) the opportunity to make any changes before there is a request for a C.O. Sprinkler heads must be clean and free from paint, construction debris, or other conditions that would affect the proper operation of the sprinkler heads.
Fire Alarm

1. **Initiating Device.** Test all smoke detectors and/or fire alarm initiating devices for Alarm and/or Standby conditions.
2. **Water flow.** The water flow alarm will be tested by opening the inspectors test connection. The time delay feature on the flow switch switch must be set to a minimum delay of 60 seconds, but no longer than 90 seconds. Water flow alarm shall sound within 90 seconds.
3. **Central Station Monitoring.** Alarms and/or trouble signals are required to be monitored by a UL listed Central Station. Standard response to contact Fire Department shall be within 3 minutes.
4. **Device Address Test.** All analog or addressable system will have all devices pulled and/or activated. The print out must comply with the devices that were pulled.
5. **Visual.** All devices, wiring, and location of devices will be checked for compliance to the approved plans.
6. **Final.** Final inspection.

Kitchen Hood

1. **Air Test.** The nozzles protecting the cooking appliance shall be tested with compressed air to simulate activation.
2. **Utility Shut-off Test.** All utilities connected to the protected cooking devices, shall have automatic shut-off valves.
3. **Manual Pull Station Test.** Operation of the manual pull station shall bring about full system operation.
4. **Audible/Visual Notification.** Audible and/or visual notification devices shall be tested.
5. **Fire Alarm Connection.** Automatic fire-extinguishing systems shall be monitored by the building fire alarm system in accordance with NFPA 72.
6. **Final.** Final inspection.

Underground Storage Tank

1. **Line Test.** An air pressure soap test shall be conducted to inspect for leaks at all connections points.
2. **Anchors In Place.** Anchors shall be in place to prevent tank movement.
3. **Diking / Secondary Containment.** Spill containment must be provided and will be evaluated for adequacy.
4. **Foundation:** Verify tanks are on a stable and level surface.
5. **Leak Detection.** Leak detection devices shall be inspected and tested to verify operability.
6. **Dry Sumps.** Must be exposed to verify installation and proper location.
7. **Final.** Ensure that all tanks, lines etc. match the approved plans.

Aboveground Storage Tank

1. **Line Test.** An air pressure soap test shall be conducted to inspect for leaks.
2. **Tank Label. Visible**
3. **Anchors In Place.** Anchors shall be in place to hold tank in place.
4. **Diking / Secondary Containment.** Spill containment must be provided and will be evaluated for adequacy.
5. **Foundation:** Verify tanks are on a stable and level surface.
6. **Leak Detection.** Leak detection devices shall be inspected and tested to verify operability.
7. **Traffic Protection.** Verify bollard placement if applicable.
8. **Final.** Ensure that all tanks, lines etc. match the approved plans.
Certification of Occupancy Inspection

Business Owner

In order to assist the build owners and general contractors in receiving a Certificate of Occupancy for their business, the premises is inspected to identify fire related hazards and conditions. Listed below are the most commonly found fire code violations. The below listed items must be in compliance prior to making an appointment for the Fire Marshal’s Office personnel to inspect the facility. An annual Fire Prevention Inspection will also be conducted at the business using these same guidelines.

Exterior Features

1) All fire lanes, striped per City of Azle standards, shall be completed and in working order prior to construction.
2) All fire lanes and access road are clear and unobstructed.  
3) Fire hydrants shall be completed and in working order prior to construction.
4) No accumulation of waste material.
5) Fire Department Connection (FDC) unobstructed with FDC covers in place, and within 100 ft. of a fire hydrant. FDC shall be 2 ½” approved threaded connections only.
6) Address on front and rear of building in 10” letters which shall be legible from the street and fire lane.
7) Address listing on electric and gas meters and/or disconnecting means.
8) Knox Box located at the main entrance and/or riser room. (Additional locations may be required). Buildings with multiple entrance shall be required to install a Knox Box capable to holding keys for each suite.

General

1) Storage clearance: unsprinklered -24” to ceiling; sprinklered - 18” to sprinkler heads. (3’- 4’ clearance for ESFR sprinkler systems)
2) Sprinkler heads clear of paint / overspray.
3) Ceiling panels in place.
4) Clearance in front of electrical panel (36”).
5) Occupancy load posted.
6) Fire rated assemblies properly constructed and penetrations sealed.
7) Extension Cord / multiple adapter with surge protector utilized per code.
8) Abatement of electrical hazards.
9) Mechanical/electrical/boiler rooms free from storage and combustibles.
10) Gasoline stored in proper location / container.
11) General housekeeping and precautions against fire.
12) Slots in electrical panels must be filled by blanks and all electrical receptacles have cover plates.
13) Wall and ceiling finishes shall be in accordance with the 2018 International Fire Code, for all corridors, rooms and enclosed spaces. Field tests on interior finishes may be required.
14) The tenant separation wall/demising wall shall be a minimum of 1-hr fire rated construction.
15) All fire rated assemblies and fire doors intact.
(Certificate of Occupancy inspection continued.)

Exits

1) Accessible means of egress.
2) Exits unlocked.
3) Exits are not blocked.
4) Exit lights operational.
5) Emergency lighting operational.
6) All exit doors located in the means of egress that are capable of locking or latching shall be operable from the inside without the use of a key, tool or any special knowledge or effort, or provided with approved panic hardware.

Fire Protection Equipment

1) Portable fire extinguisher serviced within 1 year or manufactured in current calendar year with proof of purchase attached (receipt).
2) Minimum 2A-40BC fire extinguishers per 3000 sq. ft, with a maximum travel distance of 75 ft. from any point within the building. Additional fire extinguishers may be required.
3) Sprinkler system “Green Tagged”, in-service and deemed operational.
4) Alarm system “Green Tagged”, in-service and deemed operational.
5) Kitchen hood/spray booth system “Green Tagged”, in-service and deemed operational.
6) Other fire protection systems “Green Tagged”, in-service and deemed operational.
7) Approved plans and permits on-site.
8) All devices installed according to plans.
9) Fire protection equipment room(s), riser room, labeled and access provided.
10) Access control system/gates in-service and deemed operational.
11) Arrangement of interior walls and/or drop ceiling does not interfere with the operation of the fire sprinkler system.
12) Fire doors unblocked / operational.
13) Provide spare sprinklers and wedges in cabinet.
14) All inspection forms and permits shall be kept in a permit packet on the job site until final CO in

Emergency Responder Radio Coverage

1) Emergency Responder Radio Coverage Systems shall be installed in accordance with the IFC, Chapter 5, Section 510.
2) New buildings shall have approved radio coverage for emergency responders within the building based on the existing coverage levels of the public safety communications system utilized by the jurisdiction, measured at the exterior of the building.
3) Existing buildings shall be provided with approved radio coverage for emergency responders as required in Chapter 11 of the 2018 International Fire Code as adopted by the City of Azle.
4) A construction permit for the installation of or modification to emergency responder radio coverage systems and related equipment is required.
1. Reed Fire Protection Engineering  
   14135 Midway Rd. Suite G260  
   Addison, Texas 75001  
   (214) 638-7599

2. Schirmer Engineering Corporation  
   1701 North Collins Boulevard, Suite 235  
   Richardson, Texas 75080  
   (972) 234-1617

3. Bob D. Morgan, PE, CPCU  
   Fire Protection Engineer and Consultant  
   5217 Copper Creek Drive  
   Fort Worth, Texas 76244  
   (817) 741-4777

4. Coker Engineering LLC  
   1540 Keller Parkway, Suite 108 #319  
   Keller, Texas 76248-3685  
   (817) 742-2409

5. MEH Fire Protection Engineering LLC  
   1311 River Oaks Drive  
   Flower Mound, Texas 75028  
   (972) 874-2662  
   pe@mehfpe.com

6. Excel Consultants  
   5205 Tacoma Drive  
   Arlington, Texas 76017  
   (817) 271-4344 or (817) 478-0897  
   exelconsultants@msn.com
7. Traditions Fire Protection  
P.O. Box 5587  
Frisco, Texas 75035  
972-979-0631

8. Greentag Engineering, LLC  
Jay Loucks, PE  
4221 Wilson Lane  
Carrolton, Texas 75010  
(682) 214-4824
### Table 1
**Permit Fees for 1 & 2 Family Dwellings**

<table>
<thead>
<tr>
<th>Type</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Air Conditioned Area &lt; 1,200 square feet</td>
<td>$1,565.00</td>
</tr>
<tr>
<td>2. Air Conditioned Area &gt; 1,201 – 1,750 square feet</td>
<td>$1,865.00</td>
</tr>
<tr>
<td>3. Air Conditioned Area &gt; 1,751 – 2,250 square feet</td>
<td>$2,265.00</td>
</tr>
<tr>
<td>4. Air Conditioned Area &gt; 2,251 – 2,750 square feet</td>
<td>$2,765.00</td>
</tr>
<tr>
<td>5. Air Conditioned Area &gt; 2,751 – 3,250 square feet</td>
<td>$3,265.00</td>
</tr>
<tr>
<td>6. Air Conditioned Area &gt; 3,250 square feet</td>
<td>$3,865.00</td>
</tr>
</tbody>
</table>

Permit fee includes plan review, electric, plumbing, mechanical, temp. power pole, temp utilities, and grading permit.

### Table 2
**Permit Fees for New Multi-Family Dwelling**

<table>
<thead>
<tr>
<th>Type</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Permit fee</td>
<td>$0.18 / per square foot of building area</td>
</tr>
<tr>
<td>2. Plan Review fee</td>
<td>50% of Permit fee</td>
</tr>
<tr>
<td>3. Engineering Review</td>
<td>Actual Costs</td>
</tr>
</tbody>
</table>

Permit fee includes electric, plumbing, mechanical, temp. power pole, temp utilities, and fence.

### Table 3
**New Commercial Building Permit Fees**

<table>
<thead>
<tr>
<th>Total Valuation</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. $1 to $100,000.00</td>
<td>$643.00 for the first $50,000.00, plus $7.00 for each additional $1,000.00 or fraction thereof, up to and including $100,000.00</td>
</tr>
<tr>
<td>2. $100,000.01 to $500,000.00</td>
<td>$993.75 for the first $100,000.00, plus $5.60 for each additional $1,000.00 or fraction thereof, up to and including $500,000.00</td>
</tr>
<tr>
<td>3. $500,000.01 to $1,000,000.00</td>
<td>$3,233.75 for the first $500,000.00 plus $4.75 for each additional $1,000.00 or fraction thereof, up to and including $1,000,000.00</td>
</tr>
<tr>
<td>4. $1,000,000.01 and up</td>
<td>$5,608.75 for the first $1,000,000.00 plus $3.67 for each additional $1,000.00 or fraction thereof</td>
</tr>
</tbody>
</table>

****Building Valuation Data shall be based on the most current Building Safety Magazine, year-end issue as published by the International Code Council****

5. Plan Review fee                     | 50% of permit fee |
6. Engineering Review                  | See Engineering Fees |

Permit fee includes electric, plumbing, mechanical, temp. power pole, temp utilities

### Table 4
**Automatic Fire Extinguishing System, Fire Alarm, Miscellaneous Fire, Construction Fire Permit Fees**

<table>
<thead>
<tr>
<th>Type</th>
<th>Permit fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fire sprinkler system</td>
<td>+ (cost of third-party review)</td>
</tr>
<tr>
<td>a. Underground fire line</td>
<td>$200.00</td>
</tr>
<tr>
<td>b. Aboveground, 1-100 heads</td>
<td>$250.00</td>
</tr>
<tr>
<td>c. Aboveground, 101-300 heads</td>
<td>$350.00</td>
</tr>
<tr>
<td>d. Aboveground, 301-1,000 heads</td>
<td>$450.00</td>
</tr>
<tr>
<td>e. Head for each over 1,000 heads</td>
<td>$1.00</td>
</tr>
<tr>
<td>f. Fire pump</td>
<td>$150.00</td>
</tr>
<tr>
<td>g. Type 1 hood fire extinguishing system</td>
<td>$150.00</td>
</tr>
<tr>
<td>h. Specialized fire extinguishing system</td>
<td>$250.00</td>
</tr>
<tr>
<td>i. Standpipe systems</td>
<td>$65.00</td>
</tr>
<tr>
<td>2. NFPA 13 &amp; 13R Modifications</td>
<td>$65.00 + (Cost of 3rd Party Review)</td>
</tr>
<tr>
<td>3. NFPA 13D systems</td>
<td>$100.00 + (Cost of 3rd Party Review)</td>
</tr>
<tr>
<td>Type</td>
<td>Permit fee</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4. Fire Alarm systems</td>
<td>+ (Cost of 3rd Party Review) $150.00</td>
</tr>
<tr>
<td>5. 1-100 devices</td>
<td>$300.00</td>
</tr>
<tr>
<td>6. 101-200 devices</td>
<td>$500.00</td>
</tr>
<tr>
<td>7. 201-500 devices</td>
<td>$1.00</td>
</tr>
<tr>
<td>8. Per device for each over 500</td>
<td>$65.00</td>
</tr>
<tr>
<td>9. Certificate of Occupancy reinspection</td>
<td>$65.00</td>
</tr>
<tr>
<td>10. Temporary Certificate of Occupancy</td>
<td>$65.00</td>
</tr>
<tr>
<td>11. After hours inspections (after 4 PM or weekends/holidays)</td>
<td>$190.00</td>
</tr>
<tr>
<td>12. 2-hour minimum Each</td>
<td>$65.00 per hour</td>
</tr>
<tr>
<td>13. additional hour</td>
<td>$150.00 per unit</td>
</tr>
<tr>
<td>14. Elevator acceptance test</td>
<td>$100.00 per unit</td>
</tr>
<tr>
<td>15. Access control/electronic gate</td>
<td>$150.00</td>
</tr>
<tr>
<td>16. Battery systems</td>
<td>$150.00</td>
</tr>
<tr>
<td>17. Capacitor energy storage systems</td>
<td>$65.00</td>
</tr>
<tr>
<td>18. Compressed gases/cryogenic fluids</td>
<td>$65.00</td>
</tr>
<tr>
<td>19. Emergency responder radio coverage systems</td>
<td>$65.00</td>
</tr>
<tr>
<td>20. Gas detection systems</td>
<td>$65.00</td>
</tr>
<tr>
<td>21. High-piled combustible storage</td>
<td>$65.00</td>
</tr>
<tr>
<td>22. Industrial oven</td>
<td>$65.00</td>
</tr>
<tr>
<td>23. Private fire hydrant</td>
<td>$65.00</td>
</tr>
<tr>
<td>24. Smoke control or smoke exhaust systems</td>
<td>$65.00</td>
</tr>
<tr>
<td>25. Solar photovoltaic power systems</td>
<td>$65.00</td>
</tr>
<tr>
<td>26. Spraying and dipping</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

Penalties: Permit fee shall triple if a contractor begins work prior to obtaining an approved permit. Second and subsequent occurrence within two years, fees will quadruple.

<table>
<thead>
<tr>
<th>Type</th>
<th>Permit fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. LPG, CNG, LNG tank installation or removal</td>
<td>$100.00</td>
</tr>
<tr>
<td>22. Blasting operation</td>
<td>$150 per day + fire watch</td>
</tr>
<tr>
<td>23. Pyrotechnic / Firework Display</td>
<td>$150.00 per day + fire watch</td>
</tr>
<tr>
<td>24. Temp Tent / Canopy</td>
<td>$65.00 per event</td>
</tr>
<tr>
<td>25. Exhibits and trade shows</td>
<td>$65.00 per event</td>
</tr>
<tr>
<td>26. Amusement Rides / Carnival Rides</td>
<td>$65.00 per event</td>
</tr>
<tr>
<td>27. Mobil food preparation vehicle</td>
<td>$30.00 annually</td>
</tr>
<tr>
<td>28. Outdoor assembly event</td>
<td>$65.00 per event</td>
</tr>
<tr>
<td>29. Event Vendor</td>
<td>$10.00 per event</td>
</tr>
<tr>
<td>30. Residential outdoor burning</td>
<td>$65.00 30-day permit</td>
</tr>
<tr>
<td>31. Non-residential outdoor burning/trench/clearing</td>
<td>$300.00 + $20.00 per day</td>
</tr>
<tr>
<td>32. Underground fuel storage tank installation or removal</td>
<td>$150.00 per tank</td>
</tr>
</tbody>
</table>

Special event/movie/theatrical event
33. Public event permit                                               | $250 per day                                                             |

State mandated inspections:
35. Hospitals                                                         | $150.00                                                                  |
36. Nursing and long-term care facilities                             | $150.00                                                                  |
37. Daycare/Mother’s Day Out                                         | $65.00                                                                   |
38. Foster and adoptive home                                         | $65.00                                                                   |
39. Residential group home                                           | $65.00                                                                   |
40. Residential home inspection                                       | $65.00                                                                   |
## Table 5  
**Miscellaneous Fees**

<table>
<thead>
<tr>
<th>Type</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Excavation Including Curb Cut / Drive Approach</td>
<td>$65.00 per approach/ curb cut</td>
</tr>
<tr>
<td>2. Commercial Occupancy Permit</td>
<td>$65.00</td>
</tr>
<tr>
<td>3. Construction Trailer (temporary)</td>
<td>$65.00</td>
</tr>
<tr>
<td>4. Residential Demolition</td>
<td>$65.00</td>
</tr>
<tr>
<td>5. Commercial Demolition</td>
<td>$65.00</td>
</tr>
<tr>
<td>6. Spa, Hot Tub, Above Ground Pool</td>
<td>$135.00</td>
</tr>
<tr>
<td>7. Swimming Pool</td>
<td>$325.00</td>
</tr>
<tr>
<td>8. Re-inspection Fee</td>
<td>$65.00</td>
</tr>
<tr>
<td>9. Afterhours Inspection</td>
<td>$65.00 per hour / Min $130.00</td>
</tr>
<tr>
<td>10. Misc. Electric (Not associated w/ bldg. permit)</td>
<td>$65.00</td>
</tr>
<tr>
<td>11. Misc. Plumbing (Not associated w/ bldg. permit)</td>
<td>$65.00</td>
</tr>
<tr>
<td>12. Misc. Mechanical (Not associated w/ bldg. permit)</td>
<td>$65.00</td>
</tr>
<tr>
<td>13. Lawn sprinkler System</td>
<td>$65.00</td>
</tr>
<tr>
<td>14. Backflow Prevention Tester</td>
<td>$100.00; $25.00 renewal</td>
</tr>
<tr>
<td>15. Temporary Snow Cone Stands</td>
<td>$130.00</td>
</tr>
<tr>
<td>16. Building Board of Adjustment Variance / Appeals</td>
<td>$200.00</td>
</tr>
<tr>
<td>17. Special Events</td>
<td>$65.00</td>
</tr>
<tr>
<td>18. Door to Door Solicitors</td>
<td>$100.00</td>
</tr>
<tr>
<td>a. A business wishing to have employees perform door to door solicitation shall pay an annual registration fee</td>
<td></td>
</tr>
<tr>
<td>b. Each employee performing door to door solicitation shall pay a nonrefundable application fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>c. All fees shall be paid at the time of solicitor application.</td>
<td></td>
</tr>
<tr>
<td>19. Water Well</td>
<td>$65.00</td>
</tr>
<tr>
<td>20. Outdoor Sales</td>
<td>$45.00</td>
</tr>
<tr>
<td>21. Other non-listed misc. permits</td>
<td>$65.00</td>
</tr>
<tr>
<td>22. Garage Sale Permits</td>
<td>$5.00</td>
</tr>
<tr>
<td>23. Wrecker Registration fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>24. Impound Fee</td>
<td>$15.00 + expenses for sales and auctions of abandoned vehicles</td>
</tr>
<tr>
<td>25. Sexually Oriented Business License Application</td>
<td>$1000.00</td>
</tr>
<tr>
<td>26. Sexually Oriented Business License Renewal</td>
<td>$500.00</td>
</tr>
<tr>
<td>27. Sexually Oriented Business License Reinstatement</td>
<td>$200.00</td>
</tr>
<tr>
<td>28. Fire Hydrant Meter Deposit Fee</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>29. Public or Semi-public Swimming Pool Inspection Fee</td>
<td>$350.00</td>
</tr>
<tr>
<td>30. Public Swimming Pool Administrative Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>31. Fence permit</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

## Table 6  
**Residential - Additions/Alterations/Fire Damage/ Accessory Structures**

<table>
<thead>
<tr>
<th>Type</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 1&amp;2 Family Dwellings</td>
<td>$1.10 per sq. ft. of remodel, alteration, addition, fire damage. Minimum $125.00</td>
</tr>
<tr>
<td>2. Accessory Building</td>
<td>$165.00 - (120 Sq. ft. - 200 sq. ft.)&lt;br&gt;$225.00 - (200 sq. ft. – 399 sq. ft.)&lt;br&gt;$435.00 - (&gt; 400 sq. ft.)</td>
</tr>
<tr>
<td>3. Carports</td>
<td>$165.00 - (120 sq. ft. – 400 sq. ft.)&lt;br&gt;$225.00 - (&gt;400 sq. ft.)</td>
</tr>
</tbody>
</table>

Permit fee includes plan review, electric, plumbing, mechanical
### Table 7

**Commercial - Additions/Alterations/Fire Damage/Accessory Structures**

<table>
<thead>
<tr>
<th>Type</th>
<th>Permit Fee</th>
<th>Plan Review Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Triplex / Townhomes &amp; Multi-Family</td>
<td>Table 3 - Based on valuation of $65.00 sq. ft.</td>
<td>50% of Building Permit</td>
</tr>
<tr>
<td>2. Commercial</td>
<td>Table 3 - Based on actual valuation or $65.00 sq. ft. whichever is greater</td>
<td>50% of Building Permit</td>
</tr>
</tbody>
</table>

*Permit fee includes, electric, plumbing, mechanical*

### Table 8

**Sign Permit Fees**

<table>
<thead>
<tr>
<th>Type</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pole Sign</td>
<td>$110.00</td>
</tr>
<tr>
<td>2. Monument Sign</td>
<td>$75.00</td>
</tr>
<tr>
<td>3. Wall Sign</td>
<td>$65.00</td>
</tr>
<tr>
<td>4. Awning, Canopy, Marquee Signs</td>
<td>$65.00</td>
</tr>
<tr>
<td>5. Temp. &amp; Portable Signs</td>
<td>$65.00</td>
</tr>
<tr>
<td>6. Banners</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

### Table 9

**Planning and Development Fees**

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plats</td>
<td></td>
</tr>
<tr>
<td>1. Commercial Re-plats, Vacating Plats, Amending Plats &amp; Minor Plats</td>
<td>$425.00+ (See Engineering Fees)</td>
</tr>
<tr>
<td>2. Preliminary Plat</td>
<td>$325.00 + $20.00 per acre + (See Engineering Fees)</td>
</tr>
<tr>
<td>3. Final Plat</td>
<td>$325.00 + (See Engineering Fees)</td>
</tr>
<tr>
<td>4. Residential Re-plats</td>
<td>$525.00 + (See Engineering Fees)</td>
</tr>
<tr>
<td>5. Variance Request / Appeal</td>
<td>$325.00</td>
</tr>
<tr>
<td>Gas Wells</td>
<td></td>
</tr>
<tr>
<td>1. Gas Well SUP</td>
<td>$425.00</td>
</tr>
<tr>
<td>2. Gas Well Application Fees (Due w/ SUP application)</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Zoning</td>
<td></td>
</tr>
<tr>
<td>1. Zoning Change Request including SUP's (Does not include PD's)</td>
<td>$425.00</td>
</tr>
<tr>
<td>2. Planned Development District</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>3. Variance Request / Appeal</td>
<td>$325.00</td>
</tr>
<tr>
<td>4. Site plans</td>
<td>$425 + (see engineering fees)</td>
</tr>
</tbody>
</table>

### Table 10

**Engineering Review Fees**

*Fee = Actual Costs of Engineer's Review Fee* – An initial minimum deposit of $2,000.00 to cover anticipated engineer review costs shall be made with each plat, clearing & grading, or parking lot application. An additional deposit of $1,500.00 shall be made whenever the engineer’s review costs have depleted the deposited amount to $500.00 or less. Following the approval of the application, any remaining funds shall be returned to the applicant. No application may be approved, issued, or recorded until all outstanding fees have been paid.
### Table 11
**Food Establishment Inspection Fees**

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food Service Permits</strong></td>
<td></td>
</tr>
<tr>
<td>1. Less than 500 sq. ft.</td>
<td>$100.00</td>
</tr>
<tr>
<td>2. 500 to 1,500 sq. ft.</td>
<td>$150.00</td>
</tr>
<tr>
<td>3. 1,501 to 3,000 sq. ft.</td>
<td>$200.00</td>
</tr>
<tr>
<td>4. 3,001 to 6,000 sq. ft.</td>
<td>$250.00</td>
</tr>
<tr>
<td>5. Above 6,000 sq. ft.</td>
<td>$300.00</td>
</tr>
<tr>
<td>6. Child Care Facility</td>
<td>$150.00</td>
</tr>
<tr>
<td>7. Catering Operation</td>
<td>$250.00</td>
</tr>
<tr>
<td>8. Food Court</td>
<td>$200.00</td>
</tr>
<tr>
<td>9. Adjunct Food Service</td>
<td>$150.00</td>
</tr>
<tr>
<td>10. Adjunct Food Store – less than 5,000 sq. ft.</td>
<td>$150.00</td>
</tr>
<tr>
<td>11. Adjunct Food Store – 5,000 sq. ft. and above</td>
<td>$200.00</td>
</tr>
<tr>
<td>12. Commissary (non-prep)</td>
<td>$100.00</td>
</tr>
<tr>
<td>13. Commissary (prep)</td>
<td>$200.00</td>
</tr>
<tr>
<td>14. Mobile Unit (prepackaged)</td>
<td>$100.00</td>
</tr>
<tr>
<td>15. Mobile Unit (preparation of food)</td>
<td>$200.00</td>
</tr>
<tr>
<td>16. Mobile Unit (push cart)</td>
<td>$200.00</td>
</tr>
<tr>
<td>17. Temporary Food Establishment</td>
<td>$35.00</td>
</tr>
<tr>
<td>18. Food Vendor Permit</td>
<td>$10.00 + any other required fee</td>
</tr>
<tr>
<td><strong>Food Store</strong></td>
<td></td>
</tr>
<tr>
<td>19. Less than 5,000 sq. ft.</td>
<td>$200.00</td>
</tr>
<tr>
<td>20. 5,000 sq. ft. or above</td>
<td>$300.00</td>
</tr>
<tr>
<td><strong>Plan Review</strong></td>
<td></td>
</tr>
<tr>
<td>21. Less than 500 sq. ft.</td>
<td>$0.00</td>
</tr>
<tr>
<td>22. 501 – 3,000 sq. ft.</td>
<td>$50.00</td>
</tr>
<tr>
<td>23. Above 3,000 sq. ft.</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Late Fee</strong></td>
<td></td>
</tr>
<tr>
<td>24. 1-30 days</td>
<td>10% of fee</td>
</tr>
<tr>
<td>25. 31-60 days</td>
<td>20% of fee</td>
</tr>
<tr>
<td>26. 61-90 days</td>
<td>30% of fee</td>
</tr>
</tbody>
</table>
### WATER / WASTE WATER IMPACT FEES FOR PROPERTY PLATTED PRIOR TO 2018

<table>
<thead>
<tr>
<th>METER SIZE</th>
<th>3/4&quot;</th>
<th>1&quot;</th>
<th>1-1/2&quot;</th>
<th>2&quot;</th>
<th>3&quot;</th>
<th>4&quot;</th>
<th>6&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATER</td>
<td>$ 822.00</td>
<td>$ 1,372.74</td>
<td>$ 2,737.26</td>
<td>$ 4,381.26</td>
<td>$ 8,220.00</td>
<td>$ 13,702.74</td>
<td>$ 27,397.26</td>
</tr>
<tr>
<td>SEWER</td>
<td>$1,428.00</td>
<td>$ 2,384.76</td>
<td>$ 4,755.24</td>
<td>$ 7,611.24</td>
<td>$14,280.00</td>
<td>$ 23,804.76</td>
<td>$ 47,595.24</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 2,250.00</td>
<td>$ 3,757.50</td>
<td>$ 7,492.50</td>
<td>$11,992.50</td>
<td>$22,500.00</td>
<td>$ 37,507.50</td>
<td>$ 74,992.50</td>
</tr>
</tbody>
</table>

### WATER / WASTE WATER IMPACT FEES FOR PROPERTY PLATTED AFTER 1/1/2018

<table>
<thead>
<tr>
<th>METER SIZE</th>
<th>¾&quot;</th>
<th>1&quot;</th>
<th>1-1/2&quot;</th>
<th>2&quot;</th>
<th>3&quot;</th>
<th>4&quot;</th>
<th>6&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATER</td>
<td>$ 1,578.00</td>
<td>$ 2,635.26</td>
<td>$ 5,254.74</td>
<td>$ 8,410.74</td>
<td>$15,780.00</td>
<td>$26,305.26</td>
<td>TBD</td>
</tr>
<tr>
<td>SEWER</td>
<td>$ 1,563.00</td>
<td>$ 2,610.21</td>
<td>$ 5,204.79</td>
<td>$ 8,330.79</td>
<td>$15,630.00</td>
<td>$26,055.21</td>
<td>TBD</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 3,141.00</td>
<td>$ 5,245.47</td>
<td>$10,459.53</td>
<td>$16,741.53</td>
<td>$31,410.00</td>
<td>$52,360.37</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### WATER DEPOSIT FEES

<table>
<thead>
<tr>
<th>Type</th>
<th>Residential</th>
<th>Commercial</th>
<th>Master Metered Multi-Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit – Inside City Limits</td>
<td>$150.00</td>
<td>$200.00</td>
<td>$50.00 per dwelling unit</td>
</tr>
<tr>
<td>Deposit – Outside City Limits</td>
<td>$175.00</td>
<td>$250.00</td>
<td>$75.00 per dwelling unit</td>
</tr>
<tr>
<td>Service Charge – In and Out of the City</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Garbage only – In and Out of the City</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
</tbody>
</table>
WATER TAP FEES

Fees for water taps where the service line for such tap has been previously installed at the tap location shall be as follows:

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8 x 3/4 inch</td>
<td>$375.00</td>
</tr>
<tr>
<td>All other sizes</td>
<td>Actual cost of materials used</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Paved Area</th>
<th>Unpaved Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8 inch x ¾ inch</td>
<td>$2,100.00</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>3/4 inch x 3/4 inch</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>1 inch</td>
<td>$2,315.00</td>
<td>$1,315.00</td>
</tr>
<tr>
<td>1 1/2 Inch</td>
<td>$2,630.00</td>
<td>$1,630.00</td>
</tr>
<tr>
<td>2 inch</td>
<td>$3,650.00</td>
<td>$2,650.00</td>
</tr>
<tr>
<td>&gt; 2 inch</td>
<td>call for estimate</td>
<td>call for estimate</td>
</tr>
</tbody>
</table>

SEWER TAP FEES

<table>
<thead>
<tr>
<th>Size</th>
<th>Paved Area</th>
<th>Unpaved Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 inch</td>
<td>$2,690.00</td>
<td>$1,760.00</td>
</tr>
<tr>
<td>6 inch</td>
<td>$3,920.00</td>
<td>$2,100.00</td>
</tr>
<tr>
<td>8 inch</td>
<td>$4,220.00</td>
<td>$2,400.00</td>
</tr>
</tbody>
</table>