



LANCASTER FIRE DEPARTMENT COMMERCIAL FIRE PLANS SUBMITTAL CHECKLIST



If you are working on any of the following items, a Contractors Fire Permit from the Lancaster Fire Department is required

<input type="checkbox"/> Fire Alarm System	<input type="checkbox"/> Fire Sprinkler Systems	<input type="checkbox"/> L.P. Gas Tanks and Lines
<input type="checkbox"/> Gate	<input type="checkbox"/> Fixed Fire Extinguishing Systems	<input type="checkbox"/> Fire Lines and Hydrants
<input type="checkbox"/> Fuel Tanks (New or Removal)	<input type="checkbox"/> Fire Lanes	

In order to process your application as quickly as possible, it is important that you submit complete and accurate information using forms and/or format as requested/provided. If you have Fire Code questions, please call the Fire Marshal at 972-218-2626. Incomplete submittals will not be processed. Contractor and Sub-contractor registrations must be received and approved *prior* to any permit issuance (see Contractor Registration Form).

Fire Alarm Systems:

- Must provide a PDF copy of plans and cut sheets as well as three (3) sets of printed Fire Alarm Plans, and one (1) set of Battery Calculations are required.
- Fire Alarm Systems are required to have two (2) phone lines: One of which will be a dedicated line and the second will be a roll over line. A dual communicator cell or radio dialer is accepted with a second means of communication.
- The Fire Alarm System will be tied into a licensed Fire Alarm Company.
- An *annual* City Fire Alarm Permit is required.

Fire Sprinkler Plans:

- A Permit will be required upon any new installation, remodel or demolition of a building containing a sprinkler system. A Double Check (DC) Vault will be required and location of Vault will be approved through the Fire Marshal's office. Vault design per Lancaster General Design Manuel.
- If the Riser is located greater than 100 feet from the tap, a Double Check (DC) Vault will be required. If less than 100 feet, the DC Vault can be at the Riser.
- An outside door to the Riser room will be required with a Knox Box.
- A 5" Storz Connector with a Knox Cap Lock will be located outside the Collapse Zone.
- A Fire Hydrant will be within 50 feet of the FDC with a 5" Storz Connector.
- Must provide a PFD copy of plans and cut sheets as well as three (3) complete sets of Fire Construction Plans for new construction, additions, and remodels, except for tenant finish-outs; provide two (2) sets.
- A 10% safety factor is required for Fire Sprinkler Systems.

L.P. Gas Tanks and Lines:

- Require a PDF copy of plans and cut sheets as well as two (2) sets of printed Plans and a Site Plan with setbacks to the building, property lines and roads. This must comply with 2015 IFC and the Texas Railroad Commission Guidelines.

Gates:

- All ingress and egress gates on Fire Lanes will have Infrared Opticom Systems installed (*Permit Required*).

Fixed Fire Extinguishing Systems:

- All commercial cooking facilities are required to install a Class 1 Hood and a Fixed Fire Extinguishing System per IFC 2015. A PDF copy of plans and cut sheets as well as three (3) sets of printed Plans are required. The Pull Station will be located near the EXIT. If the facility has a Fire Alarm System, the Fixed System will be tied into the Fire Alarm System.

Fire Lines and Hydrants:

- A Flow Test will be required on two separate hydrants (provided by the Fire Department)
- Private Fire Hydrants will be required per the 2015 International Fire Code Appendices B and C. Spacing of Fire Hydrants will be determined by the Fire Marshal per International Fire Code 2015 edition applied in Appendices B and C.
- Private Fire Hydrants will be protected by a Double Check (DC) Vault.
- The Water Department Superintendent will determine if the Fire Hydrant(s) will be Private or Public.
- Minimum size of a Fire Line will be 8" for residential and 12" for commercial.
- Embedment will be Type H.
- Type of pipe will be C-900 DR18; any other type pipe will require approval of the Water Department Superintendent.
- Large commercial projects require a True Looped Fire Line.
- Valuation must include a fire loop pipe, hydrant and vaults.

Fuel Tanks (New or Removal):

- New Fuel Tanks and lines will require two (2) sets of Plans as well as a PDF copy. Plans must comply with IFC 2015 and TCEQ.
- Removal of existing fuel tanks requires one (1) set of Plans and a copy of a Soils Analysis per TCEQ. Also, a permit is required through TCEQ.
- If tanks are abandoned or when a facility is closed, the tank(s) have to be removed within one (1) year upon said closure.
- Repairing or upgrading existing fuel lines has to comply with new TCEQ standards and IFC 2015.

Fire Lanes:

- A Fire Lane Site Plan Approval will be required prior to obtaining a Permit. If "no", please contact the Fire Marshal's Office prior to submitting your Permit Application.
- A Site Plan will be required showing the location of the proposed building(s) and Fire Lanes. The Fire Lane will be located outside the Collapse Zone, which will be calculated as the height of the building plus 10 feet around the entire building. It is also a requirement that each facility have two means of ingress and egress. The Fire Lane will be a minimum of 24 feet wide, and a minimum of 30 foot radiuses are required, with a vertical clearance of 14 feet. The design of said Fire Lane will be found in the City of Lancaster's General Design Standards.
- Three departments signoff on Fire Lanes
 - Lancaster Fire Department Site Plan and Design. (Fire Marshal)
 - Has Fire Lane Site Plan approval been obtained? Yes ____ No _____. If you answered "no", contact the Fire Marshal's Office and obtain approval before application submittal.
 - Lancaster Public Works for Right-of-Way and Drainage. (Engineering Department)
 - Is there any work being performed in the City right-of-way? Yes ____ No _____. If you answered "yes" to this question, please contact the Engineering Department.
 - Is there any activity planned that will affect the drainage on this property, (grading, additional paved surfaces, etc. . .)? Yes ____ No _____. If you answered "yes" to this question, please contact the Engineering Department.
 - Lancaster Public Works Street Department for Approach to Street (Street Superintendent)