



# Development Services Department

320 E Jefferson Blvd, Dallas TX 75203  
(214) 948-4480

## UNDERGROUND FIRE LINE PERMIT APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

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

- 1. Completed permit application
- 2. Completed Fire Sprinkler Plan Review Request Form
- 3. Minimum three (3) copies of plans (refer to NFPA-24, Section 4.1 for information that the plans must contain for our review.) Plans should include
  - a. Site plan with North arrow
  - b. Scope of Work
  - c. Diameter of Piping
  - d. Length of Piping
  - e. Graphic representation of the scale used for all plans
  - f. A Title Block including:
    - f 1 . Project Name
    - f 2 . Location of Project including Street Address, Building #, and/or Suite
    - f 3 . Installing company name and address
  - g . Indication of depth of cover per NFPA 24 Section 10.4
  - h . Damage protection as required per NFPA 24 Section 10.6
  - i. Method of Joint Restraint (thrust blocks or other restrained joint systems per NFPA- 24 Section 10.8)
  - j. Piping Materials used for underground fire line per NFPA-24 Section 10.1
  - k. Piping Materials used for in-building riser spigot per NFPA-24 Section 10.1
  - l. Remote Fire Department Connection if any per NFPA-13 Section 16.12.5.8 & NFPA-24 Section 5.9.4.2.2
  - m. Per Texas Commission on Fire Protection, "All plans must bear the signature and license number of the licensed responsible managing employee...and the certificate of registration number of the registered firm." (RME-G; or combination of RME-U and RME-G; or combination of RME-U and Texas PE.)
- 4. Provide data sheets for all material to be installed (1 set required).

### ACKNOWLEDGEMENT

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Staff cannot accept incomplete or illegible documents**