



Guadalupe County Fire Marshal Office

Patrick Pinder, Fire Marshal
101 E. Court Street, Suite 208
Seguin, Texas 78155
(830) 303-8856



FIRE ALARM PERMIT CHECKLIST

Fire Alarm Systems installed in Guadalupe County shall meet all requirements of the 2018 International Fire Code, local amendments, as well as all applicable NFPA Standards. All final systems testing and inspections will be witnessed by the Guadalupe County Fire Marshal's Office. The following is a checklist of information that should be used as an aid. This is not intended to address every code requirement.

1) Permit Application

2) Copy of License currently issued by the (Texas) State Fire Marshal's Office

- System Designer
- Contractor/Company
- Installers

3) Submittal Packet (1 copy)

- System Design Description
- Manufacturer's Product Information Sheets of Listed devices
- Battery Calculations
- Voltage Drop calculations
- Wiring Specifications
- Riser Diagram
- List of Materials
- Addressable Device list/Zone legend
- List primary and secondary power

4) Plans Drawn to Scale (1 paper copy/1 digital copy)

- Legend
- North Arrow
- Floor Plans drawn that are free extraneous information
- All rooms labeled for intended use
- Separate circuit wiring (not conduit) diagrams for initiating and indicating circuits
- Completed device-to-device wiring including End-of-Line resistors where applicable
- Device Address numbers
- System designers stamp with wet signature

5) Modification Permit

- Permit Application
- Copy of Licenses
- Plans 1/8" scale, (1 paper copy/1 digital copy)
- Legend showing existing, relocated and/or additional devices
- Cut sheets for each new device or piece of equipment

TO BE COMPLETED BY THE FIRE MARSHAL'S OFFICE

Date Received: _____ Date Approved: _____ Permit # _____

Permit Amount: _____ Deputy Fire Marshal: _____



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6) Required Inspections

- Final Acceptance
- Pull Stations
- Smoke Detection (with smoke)
- Heat Detection (with heat)
- Audio Visual Devices
- Visual Devices
- Monitoring capabilities
- Other systems tied to system

Plan review process may take up to 10 business days. Incomplete plans may require that the plans be resubmitted. System acceptance inspections are required and should be requested 24 hours prior to requested inspection time. A re-inspection fee of \$50.00 will be assessed on systems that are not in complete compliance with all applicable codes. All devices will be tested in an approved manner.

INSTALLATION/MODIFICATION PERMIT AND AN APPROVED SET OF PLANS SHALL REMAIN AT THE JOB SITE AND PROVIDED TO INSPECTORS WHEN REQUESTED.

TO BE COMPLETED BY THE FIRE MARSHAL'S OFFICE

Date Received: _____ Date Approved: _____ Permit # _____

Permit Amount: _____ Deputy Fire Marshal: _____