

***City of Seguin***  
***Fire Marshal's Office***  
660 S. Hwy 46, Seguin Tx. 78155  
(830)401-2312 Fax (830)401-2772

Plan Submittal Guidelines

**A PERMIT FOR WORK WILL NOT BE ISSUED UNLESS  
THE FOLLOWING IS MET**

Must provide valid copy of license for work being performed for each job.

Must provide (2) two sets of plans for review to the Fire Marshal

For each job, Product cut sheets showing proof of approved products and materials **shall** be submitted with the drawings. IE: UL, FM approval, product performance product use, calculations, or other specifications showing recognized approval of products and methods to be used.

Permits will be required for the following; **Fire Suppression Systems, Alarm Systems, Exhaust Systems, Smoke Control Systems, Hazardous Material Storage Tank & Dispensing Systems for installation and/or Removal.**

An Engineer Certified computer model showing required fire flow must be provided for all proposed construction, which may or may not require Fire Sprinkler systems, Fire Hydrants and Fire Mains. Fire flows will be in accordance with ISO standards.

Permits are required for Modification to any system.

Rough sketched drawings **WILL NOT** be accepted. Only computer generated CAD system drawings and /or accurate to scale Hand Ruled drawn plans will be accepted.

## **Plan Submittal Guidelines (con't)**

Any re-inspection shall require a re-inspection fee.

Final inspections and re-inspections shall be scheduled through the clerk issuing the permit, **at least one week notice shall be given prior to the requested inspection date.** Inspection days are: *Tuesday thru Thursday.*

**PLANS THAT HAVE BEEN REVIEWED AND APPROVED BY THE CITY OF SEGUIN, which may show a discrepancy or additional requirements after completion and approval of the plans, Does not constitute omission of the requirements required by code.**

All work performed in the City of Seguin SHALL be in accordance with the current adopted Life Safety Code, International Fire Code, ICC codes as adopted and any other code as adopted by city ordinance.

Plan reviews may require (2 to 6) two to six weeks for completion depending upon workload when the plans are submitted.

Permits will not be issued unless the Fire Marshal has stamped and signed the plans and an approved copy is presented to the clerk issuing the permit.

***A DOUBLE PERMIT FEE SHALL BE ASSESSED FOR EACH JOB STARTED WITHOUT A PERMIT***

**A CITATION MAY BE ISSUED FOR EACH JOB STARTED WITHOUT PERMIT**

Permits may be obtained from Seguin Fire Administration, 660 S. Hwy 46  
Office (830) 401-2312

Fax (830) 401-2772

Permit fees are due upon completion of plan review. Permit fees are not accepted in advance.

**Plan Submittal Guidelines (con't)**

AUTHORIZED DESIGNATED AGENT SIGNATURE BELOW SHALL INDICATE THAT ALL REQUIREMENTS ARE UNDERSTOOD AND AGREED UPON.

*This document shall be signed and stamped prior to issuance of permit*

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*Type of Project*

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*Project Name and Address*

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*Contractor*

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*Print Name*

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*Date*

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*Signature*