



Guadalupe County Fire Marshal Office

Patrick Pinder, Fire Marshal

101 E. Court Street, Suite 208
Seguin, Texas 78155



Fire Alarm Plan Submittal Requirements

Fire Alarm Systems installed in Guadalupe County shall meet all the 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 check list of information that should be used as an aid and is not intended to cover every code requirement.

___ Permit Application

___ Copy of License current issued by The State of Texas Fire Marshal (1 Copy)

- ___ System Designer
- ___ Contractor/Company
- ___ Installers

___ 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

___ 1/8" Scaled Plans 1 Paper Copy delivered to Fire Marshal's office and 1 PDF

- ___ 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



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 Modification Permit (up to 10 devices)

- Permit Application
- Copy of Licenses
- Plans 1/8" scale, 1 Paper Copy delivered to Fire Marshal's office and 1 PDF
- Legend showing existing, relocated or additional devices
- Cut sheets for each new device or piece of equipment

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

Plans review process may take up to 10 working days. Incomplete plans may require that the plans be resubmitted. System acceptance inspections are required and should be called in at least 24 hours prior to requested inspection times. 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 PLAN SHALL REMAIN AT THE JOB SITE AND PROVIDED TO INSPECTORS WHEN REQUESTED.