



Fire Marshal's Office Fire Protection Systems FAQ

GENERAL QUESTIONS:

1. What is the FPS Permit? I have never heard of this permit, is it new?

- The Fire Protection System Permit or FPS Permit is an operational permit for fixed fire protection systems. The International Fire Code 2012 and Local Amendments Section 105.6.47 requires the annual operational permit for all fixed fire protection systems in the City of Austin, this took effect September 16, 2013. Since the permit is operational and not a one-time permit, it must be applied for and renewed annually.

2. Do I need an FPS Permit? Does a parking garage need an FPS permit?

- All buildings that have fixed fire protection systems are required to have an FPS permit. Fixed fire protection systems consist of:
 - Fire Alarm system
 - Automatic Sprinkler System
 - Kitchen Hood System
 - Standpipe System
 - Smoke Control System
 - Commercial Paint Booth System
 - Clean Agent System

If you are a single family and duplex residential properties, you are exempt from this permit. Parking garages do require the FPS permit, if any of the following systems are in the structure: Fire Alarm, Automatic Sprinkler, Standpipe system.

3. I'm not sure if I am in the City of Austin and AFD jurisdiction, how can I check?

- Please visit this [City of Austin website](#) to check if you are within the AFD jurisdictional boundaries. You can also email FPSpermits@austintexas.gov to ask someone on the FPS team.

4. My business is located in Sunset Valley or Westlake Hills.

- Please contact the FPS team by phone 512-974-0160 option 4 or email FPSpermits@austintexas.gov if you are located within Sunset Valley or Westlake Hills.



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APPLICATION PROCESS:

5. How do I apply? What do I need to do before I apply for the FPS permit?

- To apply for the FPS permit, you must go to our website <http://austintexas.gov/afdpermits>, click on "Apply for FPS Permit" and fill out the online application.

Before you apply for the FPS permit, you will need to know which systems are in the building, permit holder information, have information for a 24 hour contact person, payment information, and a PDF version of the required one page inspection letter. To learn more about the required one page inspection letter, please see Required Documentation.

After you submit the application, you will receive an email confirmation that your application was submitted. This is not a receipt of payment or the FPS permit. If the required documentation is not uploaded to the application, you will receive an email from the FPS team requesting the correct documentation. This will delay the processing of your FPS application.

After your application has been reviewed and all documentation received, your credit card will be charged and you will receive an emailed receipt as a PDF. Shortly after receiving your emailed receipt, you will receive another email with the FPS permit as a PDF.

6. How much does the FPS permit cost?

- The permit cost is \$20 per system, with a maximum of \$80.

7. How long does it take to get the permit?

- From the time the application is received, it generally takes 8 to 10 weeks to issue the permit.

8. Can I expedite the permit process?

- At this time, no, the permit application process cannot be expedited.

9. How do I pay for the permit?



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- On the last page of the application there is a section to pay for the permit by credit card. We accept Visa, MasterCard, American Express, and Discover.

10. I sent in a check, and it was sent back, why?

- If you sent in a check and it was mailed back to you, it is because either the FPS application had not been received, or the FPS application was received and is incomplete. For further clarification, please contact the FPS team by phone 512-974-0160 option 4 or email FPSpermits@austintexas.gov.

11. How long is the permit good for?

- The FPS permit is valid for 12 months from the effective date.

12. I'm the building contractor and was told that I cannot apply, why?

- As the building contractor you cannot apply because once construction is complete, you won't be a point of contact for that building. The information we receive from the application allows us to contact the building owner/manager in the event of an emergency or system impairment.

13. My building is currently under construction (new/remodel) when should I apply?

- Please apply for the FPS permit when you call for your first AFD inspection, nearing the end of construction.

RENEWAL PROCESS:

14. How do I renew?

- To apply to renew the FPS permit, you must go to our website <http://austintexas.gov/afdpermits>, click on "Apply for FPS Permit" and fill out the online application. The process is the same as applying for a new permit. You will need to know which systems are in the building, permit holder information, a 24 hour emergency contact person, payment information, and a PDF version of the required one page inspection letter.

15. Will I get a renewal notification?



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- At this time, you should receive a renewal notification in the month prior to the expiration date.

16. Why do I need to apply for a renewal, my information is the same?

- To keep accurate records, obtain the compliance documentation and receive payment, everyone must apply for a renewal. Even if the contact information is the same as last year, we need an application to match the renewal, documentation and payment to.

17. What if I don't know my permit number, or when it expires?

- If you do not know your permit number, please write "UNKNOWN" in the permit number field.

If you do not know when it expires please contact the FPS team by phone 512-974-0160 option 4 or by email FPSpermits@austintexas.gov.

18. I need the renewal notice mailed somewhere other than the address being permitted.

- Please write in the "comments" section of the application to whom and where renewal notices should be mailed if different than the address being permitted.

REQUIRED DOCUMENTATION:

19. What documentation is required?

- A one page inspection letter is the required documentation for the FPS permit. This letter must be on the inspection company's letter head, stating the location being inspected, the system(s) that were inspected, the date of inspection, and must be physically signed. See example inspection letter below.

20. How often do I need an inspection?

- For the following systems, inspections are required every 12 months.
 - Fire Alarm
 - Automatic Sprinkler
 - Smoke Control
 - Commercial Paint Booth
 - Clean Agent



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- Kitchen Hood systems require inspections every 6 months.
- Standpipe systems require a visual inspection every 12 months and a FLOW test every 5 years.

For more information about systems and inspections, see Fire Protection System Explanations.

21. What if my system was tagged deficient?

- If one or all of the fire protection systems were tagged deficient, corrections must be made before the FPS permit is issued. The required one page inspection letter must state the original inspection date and the date the deficiencies were corrected. If the deficiencies were not corrected before you applied, your application will be put on hold until corrections are made and corresponding documentation is received. The FPS permit cannot be issued to a system out of compliance by being deficient.

22. My Smoke Control report is too large to upload to the application.

- Please email the full inspection report for the smoke control system as a PDF to FSPermits@austintexas.gov if it is too large to upload to the application.

23. Does my inspection letter need to list all buildings and garages inspected?

- Yes, the one page inspection letter must list all buildings and garages inspected.

24. Do I need a letter from each company who did the inspection? Can one company write the letter?

- If you had multiple companies complete the inspections, you must provide an inspection letter from each company. One company cannot write the letter if they did not complete all the inspections.

FIRE PROTECTION SYSTEM EXPLANATIONS:

25. What is a Standpipe? What is a Standpipe Flow test? Why do I need it? How often is it required? How do I schedule a standpipe flow test?

- A Standpipe system is a series of piping that acts as an extension of the fire hydrant. It allows Fire Fighters to push water through the building to provide more water through the sprinkler system or to provide water to the building in



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the absence of a sprinkler system to fight a fire. Standpipe systems are located in mid-rise buildings, high-rise buildings, and parking garages. The standpipe must be visually inspected annually, and requires a 5 year flow test.

A Standpipe flow test is completed every 5 years to test the pressure of the water through the pipes, and make sure the pipes are intact. An AFD Inspector and engine must participate in the flow test along with the inspection company.

To schedule a standpipe flow test, you will need to contact your inspection company and they will coordinate with the AFD inspectors.

26. What is Smoke Control?

- Smoke Control systems are designed to limit the movement of smoke during a fire and/or the system is designed to provide a tenable environment to exit the building. Smoke Control systems are located in high rise buildings or buildings with large open spaces such as a multistory atrium or shopping mall. The two most common smoke control systems are: stairwell pressurization and atrium. Both systems are required to be tested annually. The full inspection report of the test is submitted to one of our AFD engineers for review.

27. What is a Clean Agent?

- A Clean Agent is a waterless, gas based extinguishing system. Clean Agent extinguishing systems are used to suppress flames in IT and server rooms without damaging the equipment.

28. I have fire extinguishers and/or smoke detectors, are they covered under the FPS permit?

- No, fire extinguishers and smoke detectors are not fixed systems therefore they are not covered by the FPS permit.

29. I have multiple Kitchen Hoods in the restaurant, do I need multiple FPS permits?

- No, you only need one FPS permit for the restaurant, however the inspection letter for the restaurant should state how many Kitchen Hoods were inspected.



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30. I don't use the Kitchen Hood system, does it still need to be inspected?

- If you no longer use the Kitchen Hood system it must continue be inspected every 6 months as required or be removed from the building.

SYSTEM RESPONSIBILITY:

31. What if I'm a tenant with a Kitchen Hood/Clean Agent, and the building is responsible for the Fire Alarm/Sprinkler?

- Before we can issue the permit for the tenant with a Kitchen Hood or Clean Agent, the building FPS must be current. If you are a tenant with a Kitchen Hood or Clean Agent applying for the FPS, please contact the building owner/manager to make sure the building FPS is current. If the building FPS has expired or has not been issued, your application will be put on hold until the building receives their FPS permit.

32. My FPS permit has been issued, but we installed another system, now what?

- Please contact the FPS team by calling 512-974-0160 option 4 or emailing FSPpermits@austintexas.gov.

DAYCARES, APARTMENT COMPLEXES, AND MULTIPLE LOCATIONS:

33. I'm applying for a daycare, can my annual AFD inspection serve as proof of compliance?

- Your annual AFD inspection can serve as proof of compliance if the inspection took place within the last 8 months. If your annual AFD inspection is over 8 months old, you must submit a one page inspection letter with your application.

34. I'm applying for an apartment complex, do I need to apply for each building separately?

- For apartment complexes you do not need to apply for each building separately. HOWEVER, the inspection letter attached to the application needs to list all buildings that were inspected.

35. I'm applying for multiple locations (franchise) – is the process different?

- Please contact the FPS team if you are applying for 8 or more franchise locations. Phone 512-974-0160 option 4, email FSPpermits@austintexas.gov.



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OTHER QUESTIONS:

36. I would like to check the status of my application.

- Please email FSPpermits@austintexas.gov to check the status of your application.

37. I would like to request a copy of my FPS permit.

- Please email FSPpermits@austintexas.gov, include the business/building/complex name, street address, building and suite if applicable, and the permit number. FPS permits are emailed as a PDF.

38. I received my FPS permit, but not the receipt of payment.

- Please email FSPpermits@austintexas.gov, include the building name and address on the FPS permit. Receipts are emailed as a PDF.

39. My question isn't listed.

- If your question is not listed, please contact the FPS team by calling 512-974-0160 option 4 or emailing FSPpermits@austintexas.gov.