

FIRE PROTECTION APPLICATION PROCESS

FIRE PROTECTION PERMIT SUBMITTAL REQUIREMENTS

Electronic File 1 Named: NEW FIRE APP ADDRESS OF PERMIT REQUEST

Merge/combine together facing the correct way in a pdf format the following files:

- Completed Fire Protection Permit Application
- Manufacturer Specifications

Electronic File 2 Named: PLAN REVIEW ADDRESS OF PERMIT REQUEST

Merge/combine together facing the correct way in a pdf format the following files:

- Drawings (1/4" or 1/8" scale)
- Calculations

FIRE PROTECTION PERMIT APPLICATION PROCESS

- Submit Application as listed above at www.mygovernmentonline.org or on CD or thumb drive M-F 8:00-3:00pm
- Pay Permit Fee at www.mygovernmentonline.org (account must be created and activated)
- Allow up to thirty (30) business days for review
- Notification for additional info or permit approved will be sent via email from No-Reply@scpdc.org
- Upload additional info , pay or print permit from your account at www.mygovernmentonline.org

REQUIRED INSPECTIONS

- Depends on type of permit –all inspections must be requested via www.mygovernmentonline.org

GENERAL INFORMATION:

- The City of Georgetown currently has the 2012 International Building, Fire, Plumbing, Fuel Gas, Mechanical, Existing Building and Property Maintenance Codes with amendments, the 2003 IECC for Commercial projects, and the 2014 National Electrical Code with amendments.
- All plan submittals must be signed, dated, and stamped by the responsible licensed professional.
- Fire Suppression and/or Fire Alarm Systems shall be submitted under a separate permit application.
- **The City of Georgetown uses <http://www.mygovernmentonline.org> for all communication regarding the plan review. Except for the initial submittal, you will use this website to receive any comments issued, to resubmit plans, to view approved plans, and request inspections. *An account is required to be set up***
- All Submittals must be in a PDF Format merged together, facing the correct direction, and bookmarked as stated on the on Fire Permit Application.
- Applicants may submit plans online at www.governmentonline.org.
- The fire plan reviewed may take up to thirty (30) business days for initial comments to be issued. Once comments are issued, you can download them at www.mygovernmentonline.org
- Questions, please contact fire at 512-930-3473

FIRE PROTECTION PERMIT APPLICATION

Project Address:		Zip Code:	<input type="checkbox"/> Inside City Limits <input type="checkbox"/> Outside City Limits (ETJ)	
Subdivision:	Section:	Block:	Lot:	
Contact Info				
Owner of Property:	Office Phone:	Cell Phone:	Email:	
Mailing Address:	City:		State:	Zip:
Applicant Name:	Office Phone:	Cell Phone:	Email:	
Mailing Address:	City:		State:	Zip:
Contractor:	Office Phone:	Cell Phone:	Email:	
Mailing Address:	City:		State:	Zip:
Project Information				
Project/Business Name:		Type of Business:		
Details of Project				
<input type="checkbox"/> Above Ground Fuel System <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Fire Sprinkler System <input type="checkbox"/> Kitchen Hood System <input type="checkbox"/> Liquefied Petroleum Gas System (LPG) <input type="checkbox"/> Underground Fuel System <input type="checkbox"/> Other:				
<p>By my signature below I certify that I am the owner or legally authorized agent of the owner for purposes of obtaining the permit requested and all subsequent communications and business related thereto. I further certify that all of the information included above and in accompanying documents is true and complete. I understand that application for a permit and payment of fees does not guarantee approval of a permit, and that if said permit is issued it does not constitute permission to violate any provision of the technical codes governing the work, whether identified pursuant to plan review or not. Any false statement related to this application can render the permit void.</p>				
Signature of Contractor or Authorized Agent		Printed Name	Date	
Signature of Property Owner		Printed Name	Date	

Required Documents for submittal

Manufacturer Specifications

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Drawings (1/4" or 1/8" scale)

Calculations