



LANCASTER FIRE DEPARTMENT FIRE ALARM, SPRINKLER AND STANDPIPE PLAN SUBMITTAL AND REVIEW PROCESS



The Lancaster Fire Department has adopted and is enforcing the 2012 International Fire Code (IFC) including the recommended amendments from the North Central Texas Council of Governments.

Below is a list of required documents to be included when submitting plans for review:

- 3 complete sets of plans
- PDF copy
- Copies of all licenses held by the firm and installers
- Copy of insurance certificate
- Scope of work
- Cut sheets on materials

The Lancaster Fire Department will only accept plans reviewed by the company listed below:

Reed Fire Protection
14135 Midway Road
Suite G260, Garden Building
Addison, TX 75001
214-638-7599 or 1-800-381-5504
www.reedfire.com

Underground/Plan Review – will be done by the Lancaster Fire Marshal's Office. No work may begin on any installation or removal prior to plan review or scope of work review. After plans are reviewed, the Lancaster Fire Marshal will receive the findings and recommend changes or stamp the plans approved for installation. Work may only begin after approval. When successful pre-testing is completed, the installation company shall notify the Lancaster Fire Marshal at least 48 hours in advance to schedule hydrostatic testing and a final acceptance test.

When conducting acceptance testing or service work within the City of Lancaster, all technicians shall have on their person a current copy of all licenses, stamped/dated plans, and permits held within the State of Texas. Technicians not holding a valid license will be instructed to leave the job site and may be issued a warning or citation. This information will be passed on to the State Fire Marshal Licensing Division.

If a sprinkler or standpipe system is found to be out of compliance (yellow tagged), or out of service (red tagged), it shall be the responsibility of the technician on the job site to notify the Lancaster Fire Marshal immediately. The Fire Marshal will visit the business as soon as possible to determine a course of action. At no time shall a fire sprinkler or standpipe system be left red or yellow tagged without informing the owner or manager on duty in writing that the system is out of compliance or out of service and the Fire Marshal is also being notified. Every attempt shall be made by the technician to repair system failures when conditions allow.

Any plans over 100,000 sq. ft. must be approved by Reed Fire Protection.