



# City of Lancaster Development Handbook



February 2016

**TABLE OF CONTENTS**

**DEVELOPMENTAL PROCESS OVERVIEW.....2**  
 PRE-APPLICATION MEETING ..... 3  
 DEVELOPMENTAL APPLICATION SUBMITTAL ..... 3  
**PROCESSING TIMELINE/PUBLIC HEARING.....4**  
 DEVELOPMENT REVIEW COMMITTEE ..... 4  
 PUBLIC HEARINGS ..... 5  
**ZONING .....6**  
 CHANGE OF ZONING..... 6  
 OPPOSITION TO PROPOSED CHANGE OF ZONING..... 6  
 CITY COUNCIL ACTION ..... 6  
 SPECIFIC USE PERMIT (SUP)..... 6  
 SITE PLAN REVIEW ..... 6  
 VARIANCES ..... 7  
 EXCEPTIONS ..... 7  
**PLATTING.....8**  
 PLAT ..... 8  
 PLATTING PROCESS ..... 8  
**ENGINEERING DEPARTMENT REVIEW PROCESS..... 10**  
 STEPS TO FOLLOW PRIOR TO THE ENGINEERING PLAN SUBMITTAL ..... 10  
 PHASES OF ENGINEERING REVIEW PROCESS ..... 12  
**BUILDING INSPECTION ..... 13**  
 FORMS AND APPLICATIONS ..... 14  
 CERTIFICATE OF OCCUPANCY ..... 14  
**FIRE PROTECTION ..... 15**  
 FIRE MARSHAL OFFICE ..... 15  
 FIRE HYDRANTS ..... 16  
 FIRE LANES ..... 16  
 FIRE PROTECTIONS SYSTEMS ..... 17  
 FIRE SPRINKLER PLANS ..... 17  
 SPECIAL LOCKING SYSTEMS ..... 17  
 ACCEPTABLE LOCAL ALTERNATIVE ..... 18  
**FEE SCHEDULE..... 19**  
**CONTACTS ..... 20**

**Edited by:**

Assistant City Manager, Director of Development Services, Economic Development Director, Building Official, Fire Marshal and Public Works Director

**The Purpose of this Manual**

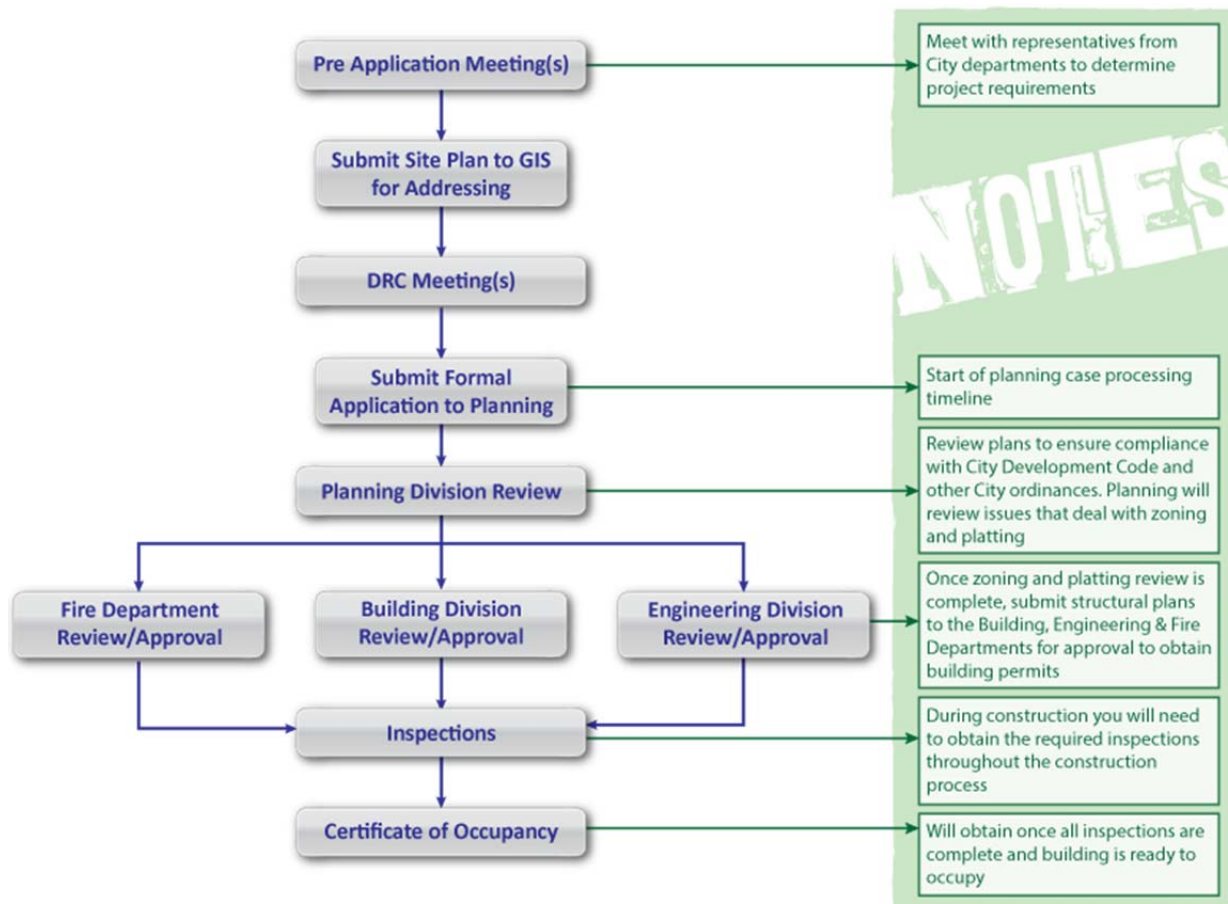
This manual has been created to be used as an easy to follow reference guide for anyone who is interested in the development process in the City of Lancaster, Texas. This manual should not be used as a supplement to any state laws or local ordinances. If there are any further questions about the City of Lancaster’s development process please feel free to contact the City’s Development Coordinator.

## DEFINING THE DEVELOPMENT PROCESS

The development process can be defined as the process in which an applicant undertakes to obtain municipal permission to construct any structure which requires a building permit within the City of Lancaster. This process can be simple when obtaining a permit to construct a room addition, or it can become fairly complex when developing a large commercial center or industrial warehouse. The process is usually categorized into five (5) steps which are zoning, platting, site permit and/or building permit, inspection and certificate of occupancy. All

five (5) steps may not be required for each project; however, some combination of these steps will be required. The information provided within this manual will detail all of the steps involved within the development process.

**Development Process Flow Chart:**



Development in the City of Lancaster is regulated in order to protect the health, safety and welfare of current and future citizens of our great city.

**As part of the development process, every project must:**

1. Have the proper **ZONING** for the intended use;
2. Be on a properly **PLATTED** lot;
3. Have a valid **BUILDING PERMIT**;
4. Be **INSPECTED** during construction; and
5. Receive a **CERTIFICATE OF OCCUPANCY**.

Each one of these elements has a specific process to follow. The details of each one of these processes is included within this manual.

The path that your development will need to follow will depend on how many of these elements are in place when it comes to your specific project. In order to establish the path in which your project will take, the City of Lancaster has established a: **STRONGLY RECOMMENDED PRE-APPLICATION MEETING**.

***Pre-application Meeting***

Pre-application meetings, called Development Review Committee (DRC) meetings, are strongly recommended prior to submitting plans. The City of Lancaster is concerned about the time, expense and efforts that you, and municipal staff, will put into your project. The purpose of the pre-application meeting is to introduce the applicant to the appropriate municipal representatives. The City of Lancaster's goal is to advise each applicant of the procedures and regulations relevant to development within the City. These meetings are important because they allow for the applicant to ask all of their existing questions, and they also allow the City to communicate expectations which will in turn minimize any surprises that may arise during the review process.

Pre-application meetings are scheduled through the Planning Department on Wednesdays between the hours of 1:30pm-4pm. An hour or less is the typical allotted time for each applicant. Please be prepared with any questions and plans that you would like to discuss. Please contact the Planning Division at (972) 275-1721 to set up a pre-application meeting.

***Development Application Submittal***

The City of Lancaster's Development Application contains a checklist with all of the items necessary to determine if the application will be considered administratively complete. The application will be processed following the Planning Department's Case Processing Timelines.

The Development Application can be found at <http://www.lancaster-tx.com>.

## Processing Timeline Chart:



## CASE PROCESSING TIMELINES

Planning applications, checklists, fees and the submittal deadline schedule for the cases listed below can be found on the City of Lancaster website ([www.lancaster-tx.com](http://www.lancaster-tx.com)):

- Filing Deadline (12pm on date listed)
- DRC Review and Comments Sent
- Planning and Zoning Commission meeting Date (if applicable)
- City Council Meeting Date (if applicable)

### Internal Development Review

Upon submittal of a complete application package, the Development Review Committee (DRC) will schedule the application for review. City staff will evaluate the submitted application to ensure that it conforms to the City’s Comprehensive Plan, Zoning Ordinance (Lancaster Development Code), Design Guidelines and all other laws and regulations. The City will also assess the proposed project’s overall impact on the environment.

If revisions to the development plans are needed, staff comments will be sent to the applicant via written response as soon as all DRC members respond (the turnaround is usually 7-10 business days) and will indicate the date when corrections must be returned to staff. Everyone listed on the application will be provided with a copy of the City’s comments, which includes the property owner.

The applicant shall revise and re-submit the plans with all of the comments addressed. All DRC comments must be addressed via written response, referencing numbered staff comments and original mark-ups must accompany the plan resubmittal.

At this time, meetings related to the DRC review will be scheduled at the discretion of Lancaster staff or at the applicant’s request.

Submission of plans by a particular submittal date does not guarantee automatic scheduling for a specific Planning and Zoning Commission meeting date.

## **PUBLIC HEARING**

Public Hearings are required for the following Planning applications:

- Zoning Changes
- Specific Use Permit (SUP)
- Planned Developments (PD)
- Residential Replats
- Variances
- Exceptions

Public notice is also required for all cases that require a decision from the Planning and Zoning Commission, the City Council or the Zoning Board of Adjustments. All public hearings will be posted in accordance with Texas state law, which requires the posting of an agenda 72 hours prior to the meeting. It also requires a newspaper notification, and that notices be mailed to adjacent property owners.

City staff makes a recommendation on cases requiring a decision from the Planning and Zoning Commission. After each case is heard, the Commissioners vote and send a favorable or unfavorable recommendation to City Council. The Planning and Zoning Commission is the governing authority on all plats; however, denied plats can be appealed to the City Council. The City Council is the final approval authority on zoning requests, specific use permits, exceptions, planned developments, and other non-zoning related proposals and submittals.

### ***Speaking at Public Hearings***

The Planning and Zoning Commission does not require citizens who wish to speak to fill out a speaker card; however, there is a five-minute speaking limit. The City Council requires those who wish to speak to fill out a speaker card, and those who fill out a speaker card are given three minutes to address the Council.

### ***Public Notice Requirements:***

- Required for property owners within 200' of proposed change 10 days prior to Planning and Zoning Commission hearing
- Planning and Zoning Commission agenda must be posted 72 hours prior to meeting
- Planning and Zoning Commission Public Hearing
- Required for property owners within 200' of proposed change 15 days prior to City Council and/or ZBA hearing
- Newspaper and City website posting required 15 days prior to City Council and/or ZBA hearing
- City Council and/or ZBA agenda must be posted 72 hours prior to hearing
- City Council and/or ZBA Public Hearing

## ZONING

Zoning regulations can be found in the zoning ordinance referred to as the Lancaster Development Code (LDC). For more detailed information on Zoning, please see the LDC. Links to the LDC and the Zoning Map can be found on the City of Lancaster website ([www.lancaster-tx.com](http://www.lancaster-tx.com)).

Zoning establishes the types of land uses permitted on a specific tract of land. Zoning regulates the size, intensity and height of development, as well as screening, landscaping and parking. Chapter 211 of the Texas Local Government Code requires that municipalities zone in accordance with a Comprehensive Plan, which is designed to protect the health, safety and quality of life of residents.

### ***Change of Zoning***

Anyone may apply for a zoning change; however, permission from the property owner is required. Zoning change requests must be reviewed by the Planning and Zoning Commission and must receive approval by City Council.

### ***Opposition to a proposed Change of Zoning***

If the proposed zoning change is recommended for denial or protested by adjacent property owners, the zoning request shall not be approved except by the favorable vote of three-fourths of all the members of the City Council. The protest must be written and signed by the owners of at least 20% of the area of the land within 200 feet of the property under consideration.

### ***City Council Action***

City Council will take the following factors into consideration when reviewing approval of a zoning change request:

- Consistency with the Comprehensive Plan;
- Potential impact on adjacent development;
- Availability of utilities and access;
- Site conditions such as vegetation, topography, drainage and flood plain;
- Timing of development as it relates to the City's Capital Improvement Plan;
- Other issues as may be deemed important.
- For detailed information on Specific Use Permits and Site Plans, please see the LDC. Links to the LDC and the Specific Use Land Use Table can be found on the City of Lancaster website ([www.lancaster-tx.com](http://www.lancaster-tx.com)).

### ***Specific Use Permit (SUP)***

A Specific Use Permit (SUP) approval is required when the use has been determined to be more intensive or to have a potentially greater impact than a permitted use within the zoning district and is identified in the Land Use Table as requiring an SUP. The Land Use Table can be accessed on the City of Lancaster website ([www.lancaster-tx.com](http://www.lancaster-tx.com)).

The process for a Specific Use Permit is similar to a zoning change process; approval requires a recommendation by the Planning and Zoning Commission, and subsequent approval by the City Council. SUPs are used specifically for the approved use and are not tied to the land as a zoning district designation, however all approved Specific Use Permits shall be referenced on the zoning district map.

### ***Site Plan Review***

Site Plan approval is required for all new developments and for existing developments if the gross floor area is expanded by 50% or more. A Site Plan Review is not required for single family or duplex lots. Site

Plans ensure that all provisions of the Zoning Ordinance are adhered to while providing for design flexibility.

Site Plans shall be submitted prior to submittal of the Building Permit application, but no permit shall be issued for site grading or construction until a Site Plan has been approved. A non-Planned Development Site Plan application will be reviewed internally and does not require a public hearing.

For detailed information on Variances and Exceptions, please see the LDC. A link to the LDC can be found on the City of Lancaster website ([www.lancaster-tx.com](http://www.lancaster-tx.com)).

### ***Variances***

A Variance application allows for the relief or variation from the provisions of the LDC, other than Use Regulations, as it applies to a specific piece of property, as distinct from an exception or rezoning, as set out in the powers and duties of the Board of Adjustment. A hardship must be proven in order to have a variance granted and often times a true hardship does not exist. A true hardship means that it is unusually difficult for a landowner to comply with the regulations because of some unique or peculiar aspect of the property itself. Hardship does not relate to the personal needs or wishes of the landowner, but only to the quality of the property itself. A hardship also must not be self-created.

Staff strongly recommends meeting with the senior planning staff if an applicant is requesting a variance. Staff will evaluate the issue and instruct the applicant on what staff's recommendation will be to the Board of Adjustment. As always, the applicant has the legal right to pursue the relief sought through the variance process. If a variance is denied, the application fee is not refunded to the applicant.

### ***Exceptions***

An Exception application allows for relief or variation of the provisions of the LDC, other than Use Regulations, as applied to a specific use of property, as distinct from a Variance of rezoning, which may be granted by the Director, the Planning and Zoning Commission or the City Council. Exceptions are subject to appropriate conditions and safeguards to ensure that they are consistent with the general purpose and intent of this ordinance and the City's Comprehensive Plan.

The Planning and Zoning Commission may make a recommendation to approve Exceptions as provided in the LDC that are consistent with the general purpose and intent of the ordinance. The City Council may grant Exceptions based on the criteria for granting Exceptions as listed in the LDC.



## PLAT

A plat is a drawing that geographically represents property. A plat describes metes and bounds based upon a land survey prepared by a licensed registered surveyor, and describes the dimensions and location of lot lines, streets, and easements and establishes the lot, block and subdivision name.

### **Platting Process**

Section 212.004 of the Texas Local Government Code states that the owner of a tract of land located within the limits of a municipality, who divides the tract into two or more parts, must have a plat of the subdivision prepared.

The guidelines within this section of the handbook are to inform the development community of the appropriate administrative procedure to be followed in the preparation and submission of plats to conform to the Subdivision regulation portion of the LDC (available on-line at [www.lancaster-tx.com](http://www.lancaster-tx.com)).

**Preliminary Plat**—all plats which are not amending plats or minor plats. Typically they have more than four lots or dedicate right-of-way for new streets. Approval is required from the Planning and Zoning Commission. A subsequent final plat shall be submitted which conforms to the preliminary plat. Planning and Zoning is the final approval authority. The preliminary plat is not filed with Dallas County, the final plat is.

**Final Plat**—the final plat must generally conform to the approved preliminary plat and must be approved by the Planning and Zoning Commission. Final plats are filed with Dallas County.

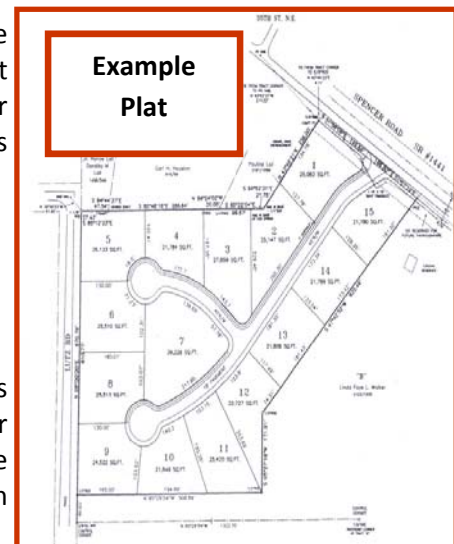
**Amending Plat**—an amending plat can be approved by staff but cannot be denied by staff. If the plat cannot meet the requirements of the code, it shall be forwarded to the Planning and Zoning Commission for final action. Amending plats are filed with Dallas County. Amending plats include:

- Adding easements to an existing lot;
- Correct a clerical or survey error;
- Relocate an existing lot line;
- Combine existing lots;
- Cannot create new lots or dedicate right-of-way for streets.

**Minor Plat**—a minor plat can be approved by staff but cannot be denied. If the plat cannot meet the requirements of the code, it shall be forwarded to the Planning and Zoning Commission for final action. Minor plats are filed with Dallas County. Minor plats include:

- Have no more than four lots;
- Front onto an existing street;
- Cannot dedicate right-of-way for a new street.

**Minor Replat**—the property has been previously platted. Requires a public hearing at the Planning and Zoning Commission for approval of residential replats. A 15-day property owners notice and legal notice are also required. Minor replats are filed with Dallas County. Minor replats include:



- Have no more than four lots;
- Front onto an existing street;
- Cannot dedicate right-of-way for a new street.

All *Plats* must be filed and have Engineering release before applying to Building Inspections.

**Platting Review Process:**



The Engineering Division's prime responsibility is the review, permitting and inspection of all private development projects (non-city initiated) to insure compliance with all city standards, specifications and requirements.

## ***Steps to Follow Prior to the Engineering Plan Submittal***

**Development Review Committee (DRC)** meetings give the opportunity to the Engineering Department to comment on existing infrastructure, project requirements and the engineering design guidelines, and to the applicant's project engineer to ask preliminary questions about the development site.

**Pre-Engineering** refers to the research that is ideally done by the applicant's project engineer prior to the submission of a project to the Planning Department. This preliminary research entails the locating of existing water, waste-water and sewer lines by acquiring copies of as-built plans from the City Engineer. The project applicant will also need to review the City's various infrastructure Master Plans and the Engineering Department's Design Standards.

**What is Included in the Engineering Submittal?** The preliminary plat, the grading, utility, paving, drainage, water, storm water, sewer and street plans. This is not an exhaustive list; for a detailed list, refer to the General Construction Design manual on the City of Lancaster website.

## **THE ENGINEERING DEPARTMENT REVIEW PROCESS**

### **Phase 1: Internal Plan Review**

#### ***Plans Reviewed***

- All plans must be drawn by a Registered Professional Engineer and the design must be in accordance with the City of Lancaster General Construction Design manual, the Standard Construction details and the Storm Water Design Manual that can be found on the city website ([www.lancaster-tx.com](http://www.lancaster-tx.com)).
- Two (2) sets of full size plans are required for each plan submittal to the Engineering Division.
- The review process will take from 5 to 10 business days starting from the first full day after receipt.



**Comments Sent to Applicant:** After the plans have been reviewed and are ready to be sent back, an email will be sent notifying the applicant to pick up the plans. The comments will be in the form of mark-ups on the plans received and some written comments.

#### ***Revised Plans Received***

- After the revisions have been made to the plans, the applicant will need to return two (2) sets of revised plans along with the marked up sets sent from the previous review.
- The review of the revised plans will take 5 to 10 business days for the review.

**Comments Addressed:** When all comments of the review(s) have been addressed and the plans are in conformance with the city design requirements, the civil construction plans will be ready for approval.

**Plans Approved:** The Director of Public Works and Development Services will sign the plans after conferring with the City Engineer.

#### ***Fees Invoicing Process***

- The Engineering Division will generate an invoice that would be sent to the applicant in an email and an official letter that would include all applicable impact and service fees.

For information concerning impact fees and service fees, please contact the Engineering Division at 972-218-1200

- When payment has been received for the invoice, the plans will be released for reproduction. The city requires the original approved and stamped plans to be returned along with one (1) full sized set and three (3) half sized sets copies of the approved plans.

### **Phase 2: Construction Phase**

***Preconstruction Meeting:*** A preconstruction meeting with City Engineering staff, Franchise Utilities' and Developer's representatives will be held prior to the beginning of construction to discuss procedures and requirements specific to the construction of the project. At this time the applicant should also submit required performance bonds for public improvements (if required).

***Contractor(s) Registration & Permit(s) Acquired:*** The contractor, and any sub-contractors, that will perform construction on the project will all need to register their company and acquire a right-of-way construction permit(s) at the City's Development Services Building located at 700 E. Main Street.

***Construction Begins:*** After the Right of Way permit has been issued, the contractor may begin work. The contractor must call and notify the City's Construction Inspector 48 hours prior to the beginning of construction.

### **Phase 3: Acceptance**

#### ***Preliminary Walk Thru and Final Walk Thru***

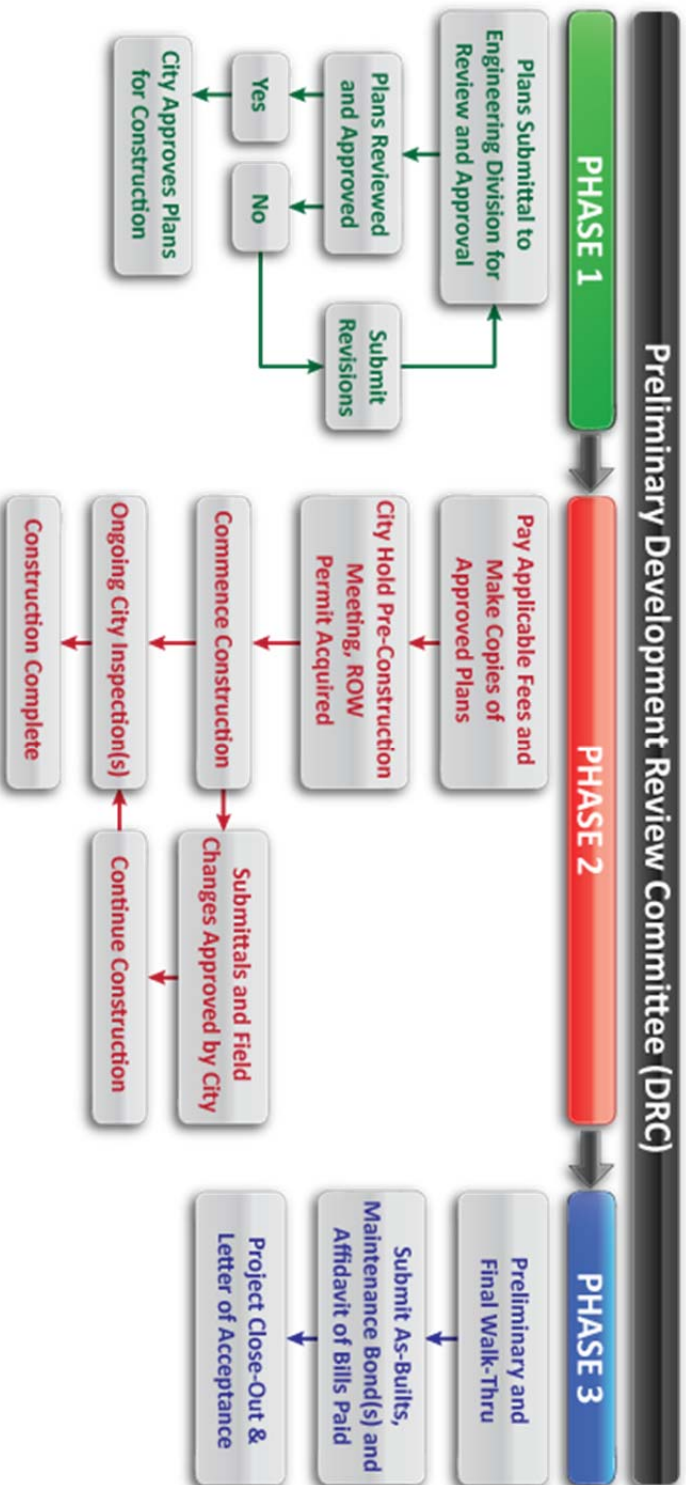
- When the construction of the project is completed, a preliminary walk thru with the city's Construction Inspector and the project's contractors will be performed to determine any item to be completed to finish the project. From this walk thru a list of all remaining items to be completed will be provided.
- After all the items on the preliminary walk thru list is completed, a final walk thru will be performed with the City Inspector, City staff, Developer's, contractors' and Franchise Utilities' representatives. Any item found that need additional work will be noted, and a list will be provided to the Developer for completion.



#### ***Project Close-out & Letter of Acceptance***

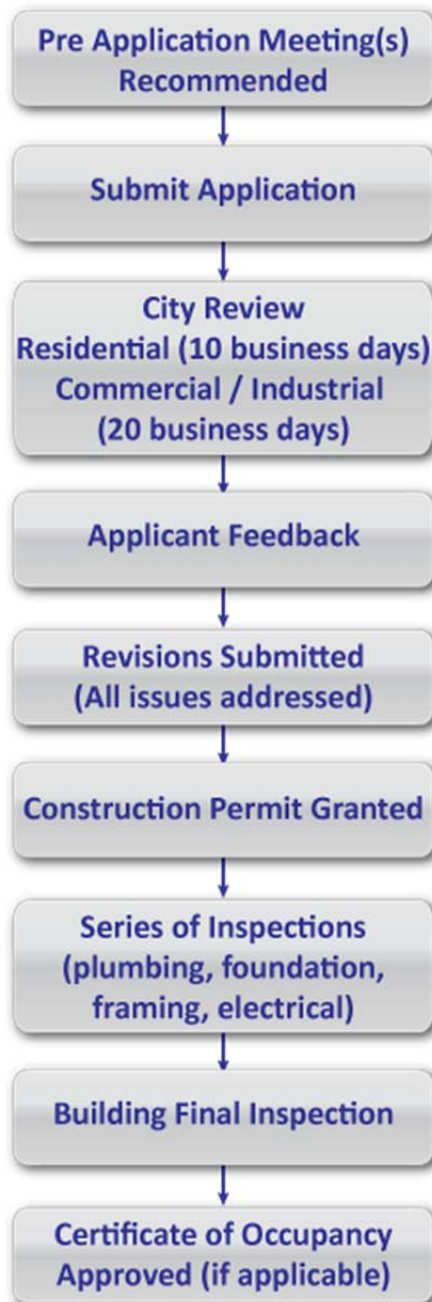
After all maintenance bonds, as-built plans, electronic documents, affidavits of bills paid and other associated documentation have been received and approved by the City Engineer, a letter of acceptance will be issued.

# Phases of Engineering Review Process



The Building Inspections Division is established for the purpose of providing minimum standards to safeguard life, health, safety, property and the public welfare by regulating and controlling the design, construction, quality of materials, occupancy, use, location and maintenance of all buildings and structures constructed within the City of Lancaster.

**Building Inspections Flow Chart:**



The Building Inspections Division is responsible for permit issuance, inspections, plan review, public consultation and the Certificate of Occupancy process. Planning, Public Works, and the Fire Marshal's office are also involved for better compliance and service provided to the citizens of Lancaster.

The City of Lancaster abides by the latest 2015 Building Codes of: IBC, IPC, IRC, IMC, IFC, and 2017 NEC. The city has not adopted any local amendments to the listed codes.

**NOTE:** Construction can begin AFTER site plans have been approved and permits have been issued. Construction work will be inspected throughout the course of the project.

**All builders and sub-contractors** must be licensed and registered with the City of Lancaster. For a list of registered contractors go on-line to [www.mygov.us](http://www.mygov.us) or contact the Building Division at (972) 218-1200.

**Forms and Applications:**

**CO, Building, Trade, and other Permits** found on the City of Lancaster website ([www.lancaster-tx.com](http://www.lancaster-tx.com)). **Permit Costs** are calculated according to Table 1-A under the City Secretary's Master Fee Schedule, which can also be found on the City of Lancaster website ([www.lancaster-tx.com](http://www.lancaster-tx.com)).

**A Certificate of Occupancy (CO) is required for:**

1. Occupancy and use of a building hereafter constructed or structurally altered.
2. Change in zoning classification, building use, or occupancy classification of an existing building or space used for commercial purposes for a different classification.
3. Any change in tenancy of a structure or space used for commercial purposes.
4. Any change in ownership of any commercial building or structure.
5. Any change in the use of a nonconforming use.

**NOTE:** For newly built or remodeled structures, a CO is generated upon completion of the final building inspection. For existing buildings, the owner/tenant must complete an application requesting a CO. There is an application fee that MUST accompany the completed application along with a detailed floor plan. All CO applications require approved inspections BEFORE the CO will be released.

A **Homeowner Affidavit** application can be attained and it allows for the owner of a single-family residence to perform work on their property without being required to use or hire a tradesman.

A **Fence Permit** application can be obtained online. Regulations – Sec 14.501(h) Land Development Code.

A **Sign Permit and Banner Sign Permit** application can be obtained online with further information and regulations.

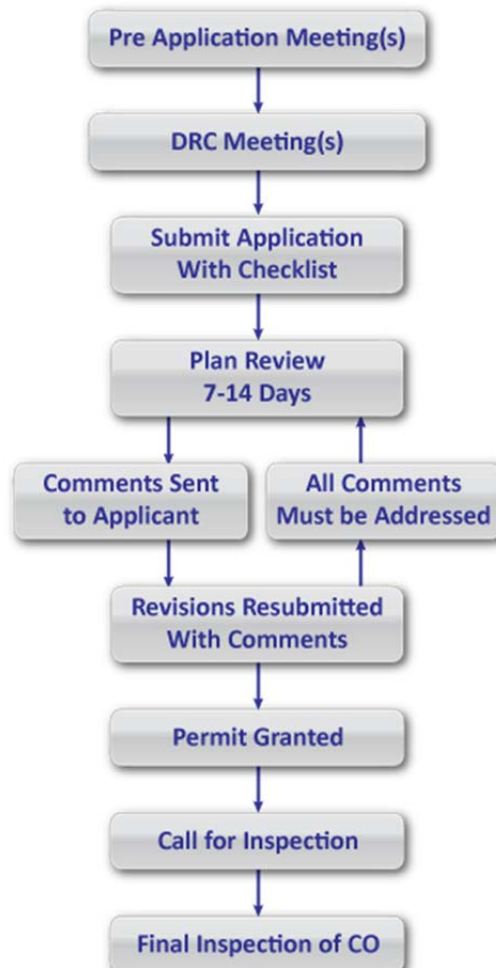
A **Storage Building Permit** application can be obtained online with further information and regulations.



The Fire Marshal's Office is involved at various stages of remodeling or new construction project. The Fire Marshal utilizes the 2015 International Fire Code, the Lancaster Engineering Design Manual, the Lancaster Development Code, City Ordinances (where applicable), the Land Development Code book and the most current edition of the National Fire Protection Association (NFPA) to ensure that each building meets all fire and safety standards.

You will need to contact the Fire Marshal's Office to:

- Perform a plan review on remodeling and new construction projects. Three sets of plans and a PDF copy must be submitted. Travel distances/Path of Egress to be included in plan submittals.
- Review concept plans, infrastructure plans, site plans, building permit plans, acceptance testing
- Review permit applications for fire suppression and extinguishing systems, fire alarms, hazardous materials and special locking systems
- Perform final or Certificate of Occupancy inspections and all other fire related inspections
- No Certificate of Occupancy will be issued until approved by Fire Marshal and Building Official





## **FIRE HYDRANTS**

These policies apply to all fire hydrants existing or hereafter constructed in the City of Lancaster. Information needed at time of site plan review:

1. A flow test will be required on two separate hydrants and the test will be provided by the Fire Department.
2. Private Fire Hydrants are required and will be protected by a double check (DC) vault that is further than 100-feet from the tap. Spacing of Fire Hydrants will be determined by the Fire Marshal. Refer to the International Fire Code 2015, Appendices B and C.
3. The City Engineer and General Design Manual will determine if the Fire Hydrant will be public or private.
4. Minimum size of a Fire Line will be determined by the General Design Manual.
5. Embedment will be Type H.
6. Type of pipe will be C-900; any other type of pipe will be determined by the General Design Manual.
7. Large commercial projects require a "True Looped" fire line.
8. CD Vault will meet the Lancaster Engineering Design Manual.
9. Inspection of all fire hydrants and underground fire lines must be inspected by the Fire Inspector.

## **FIRE LANES**

The following policies apply to all fire lanes existing or hereafter constructed in the City of Lancaster. Fire Lane layouts can only be approved by the Fire Marshal. Information needed at time of site plan review:

1. Site plan shall include the location of all proposed buildings and fire lanes.
2. Fire lane will be constructed of concrete having the capability to support a 60,000 pound vehicle.
3. New fire lanes will be a minimum of 24 feet in width, and shall have 30 foot turning radius. (Please see diagram below)
4. A minimum of 14'-6" of clear height should be available above all fire lanes.
5. The Fire Lane shall be located outside the collapse zone; calculated as 1.5 times the height of the building.
6. Each site shall have at least two (2) means of ingress and egress for fire accessibility.
7. The water line that leads to the project site shall have a true fire loop.
8. The water pressure at the project site shall be adequate to meet the fire hydrant and sprinkler system requirements on fire pumps. Storage tanks may also be required. Early during the review process a fire flow test will be required to ensure that this requirement can be met. The Fire Department requires a 20% safety factor.
9. "FIRE LANE NO PARKING" to be painted the entire length of the fire lane within the 6 inch red stripe with 4 inch lettering. (Please see Figure 1: Fire Lane Diagram and Measurement below)
10. Where practical, all fire lane markings are required to be placed on the curb.
11. When re-striping, additions to or reconfigurations of fire lanes is not permissible unless previously approved by the Fire Marshal.
12. Traffic paint shall be used when painting the Fire Lanes.
13. All gates crossing fire lane to install opticom system for LFD access.

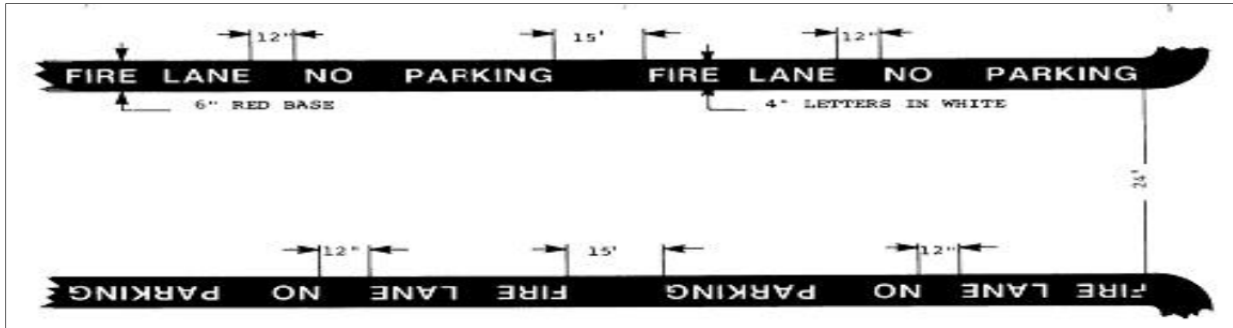


Figure 1: Fire Lane Diagram and Measurements

## **FIRE PROTECTION SYSTEMS**

1. All new installations, renovation or additions to a fire protection system require a permit.
2. A permit can be issued only to a Fire Protection System Contractor that is registered with the city and licensed by the State of Texas.
3. An application may be obtained from the Fire Marshal.  
Inspections for fire protection systems will be performed following approval of the fire protection system plans.

## **FIRE SPRINKLER PLANS**

A Permit will be required upon any new installation, remodel or demolition of a building containing a fire sprinkler system. Separate permits are required for underground and aboveground work.

Submittal Requirements: Must provide three (3) complete sets of Fire Construction Plans for new construction, additions, and remodels. Tenant finish outs require two (2) sets of plans.

Information needed at time of construction drawings:

1. A Double Check (DC) Vault will be required and location of Vault will be approved through the Fire Marshal's Office.
2. If the Riser is located greater than 100 feet from the tap, a Double Check (DC) Vault will be required.
3. If the Riser is located less than 100 feet, the DC Vault can be at the Riser.
4. An outside door to the Riser room will be required.
5. A 5" Storz Connector with a Knox Lock Cap on FDC which will be located outside the Collapse Zone.
6. A Fire Hydrant will be within 50 feet of the FDC.
7. A 20% safety factor is required for Fire Sprinkler Systems.
8. At least 5-feet will be required for the Riser Room door.
9. All FDC will be protected from impact with bollards, and have an approved FDC sign.

## **SPECIAL LOCKING SYSTEMS**

The City of Lancaster requires permits for all special locking devices such as electric or electromagnetic locks.

1. Locks which allow the doors to be opened from the inside without the use of a key, (access cards are considered to be keys) require special knowledge or effort and may be installed with restrictions or associated requirements.

2. Doors may not be "locked" to restrict egress during normal business hours.  
NFPA 72 requires automatic locks to be tied into fire alarm system and smoke detectors on each side of the doors.

***Acceptable Local Alternative***

Alternate access-controlled egress devices- the entrance doors in a means of egress in buildings with an occupancy in Group A, B, E, M, R-1 or R-2 and entrance doors to tenant spaces in occupancies in Group A, B, E, M, R-1 and R-2 are permitted to be equipped with an approved entrance and egress access control system provided the building is protected throughout by an automatic sprinkler system with smoke detectors on each side of the controlled doors and/or an approved automatic smoke detection system.

Card readers, code keypads or similar devices may not be used to unlock a door in the direction of egress. Unlocking of a special egress device must be by panic or latching hardware, which meet the requirements below. If photoelectric or motion detectors are used, they may be used in conjunction with but not in lieu of the panic hardware.

The alternate access-controlled egress device should meet the following criteria:

1. Automatically deactivate the egress control device upon activation of the sprinkler system or fire alarm system. The doors should remain unlocked until the fire alarm system has been reset.
2. Upon loss of electrical power from the primary electrical service, all doors shall unlock.
3. Be capable of being deactivated by an override signal in an approved location such as a fire control room.
4. Doors may not impede or obstruct required exits, exit passageways or corridors.
5. Entrance doors in buildings with occupancy in Group A, B, E or M should not be secured from the egress side during periods that the building is open to the general public.
6. Delayed egress locks must meet IFC 1008.1.9.7 and IBC 1008.1.8.6 guidelines.

All charges or fees can be found on the City of Lancaster website at [www.lancaster-tx.com](http://www.lancaster-tx.com).

### ***Planning Department Fees***

All Planning related fees can be found in Article 11.000 of the City of Lancaster's Master Fee Schedule which is located on the City of Lancaster's website under the City Secretary's section of the website.

### ***Engineering Division Fees***

All fees assessed by the Engineering Division such as street, sewer and water impact fees, are calculated based upon the assessed value of the proposed construction. Please contact the Engineering Department to get an accurate assessment of the fees. There are separate plan-check and inspection fees that will be assessed based upon the time it takes to approve a project. Prior to building permit issuance, an invoice will be generated and all fees shall be paid. Please check the website below for fee charges.

### ***Building Division Fees***

All building fees are calculated based upon the assessed valuation of the proposed construction. A plan review fee must be paid when submitting an application for a new single family home. Also, when submitting commercial plans, a plan review fee of 65% of the permit cost must be paid. Please call the Building Division at (972) 218-1200 to obtain an accurate fee for the proposed construction. Please check the website below for fee charges.

### ***Fire Department Fees***

All fees that are assessed by the Fire Marshal's Office can be found on the City of Lancaster page under Fire Department and select the Fire Marshal tab and in the City Master Fee Schedule. Please contact the Fire Marshal's Administrative Assistant at 972-218-2600 for any assistance.

### **Development Services Department**

*Director/Planner*

700 E. Main Street  
Lancaster, Texas 75146

Phone: 972-218-1209

Fax: 972-227-7220

### **Public Works Department**

*Director of Public Works*

1999 N. Jefferson  
Lancaster, Texas 75134

Phone: 972-218-1208

Fax: 972-218-1388

### **Building Inspections Division**

*Building Official*

700 E. Main Street  
Lancaster, Texas 75146

Phone: 972-218-1200

Fax: 972-227-7220

### **Engineering Division**

*Project Manager*

700 E. Main Street  
Lancaster, Texas 75146

Phone: 972-218-1243

Fax: 972-227-7220

### **Water/Wastewater Division**

*Water/Wastewater Superintendent*

1999 N. Jefferson  
Lancaster, Texas 75134

Phone: 972-218-2326

Fax: 972-218-1388

### **Fire Department**

*Fire Chief, Fire Marshal*

1650 N. Dallas Avenue  
Lancaster, Texas 75134

Phone: 972-218-2600

Fax: 972-218-2699