

## Frequently Asked Questions – Sugar Land Fire Marshal

- Q1 What are the procedures for pre-payment fee required inspection?  
A1 Fire Marshal fees for tent permits, re-inspections, after hour inspections (2 hour block), and state licensed facilities, i.e., foster homes, day cares, assisted living/nursing homes, medical facilities, etc. must be paid prior to requesting an inspection online via the Revenue Department at Sugar Land City Hall, 2700 Town Center Blvd., Sugar Land, Texas 77479. (All applications and forms may be found at city website at [www.sugarlandtx.gov](http://www.sugarlandtx.gov) – see #2 below).
- Q2 Where can I find the various Fire System applications and what are the costs of each permit?  
A2 Online at [www.sugarlandtx.gov](http://www.sugarlandtx.gov)
1. Click on Government (found in the blue ribbon area just below the clock towards the top of the page).
  2. Click on Departments & Offices
  3. Click on Fire
  4. Click on Fire Marshal Information (All forms & procedural information for the Fire Marshal’s Office are located here.)
- Q3 What is required when submitting fire system plans?  
A3 Applicable application (may be found at city website at [www.sugarlandtx.gov](http://www.sugarlandtx.gov) – see #2 above).
1. (3) sets of signed, archive CD, and stamped plans. (1) set of plans is for Fire Department, (1) set for job site, and (1) set back to you.
    - A. Materials data sheets (cut sheets) for alarm devices or sprinklers, valves, and other listed equipment
    - B. Battery calculations
    - C. Hydraulic calculations
- Q4 Where do I submit my plans and how long does it generally take for them to be processed?  
A4 They are processed as follows:
1. Plans, archive CD and documents are submitted to the Permit Office, City of Sugar Land City Hall, 2700 Town Center Blvd. North.
  2. Documents are then processed and routed to the Fire Marshal’s Office located 10405 Corporate Drive.
  3. Processing and routing time is generally two working days.
  4. Plans are reviewed in the order in which they are received (no exceptions).
  5. The review process is generally completed within ten business days from the time you drop them off at the Permits Department.
  6. Approval or rejection comments are prepared in letter format.
  7. Required inspections are listed in the letter along with any general comments.
  8. Approval letters are transmitted to the Permit Office for processing and permit issuance.
  9. Rejected plans are destroyed.
- Q5 How is my permit issued?  
A5 The process is as follows:
1. Approval letter is sent to the Permits Department and attached to plans.
  2. Permits are processed and the applicant is contacted by the permit office.
  3. Contractor pays applicable fees and receives permit.
  4. A copy of the issued permit (IFC2015 105.3.5 Posting the Permit), stamped plan review approval letter and stamped approved plans, **shall be at all times located on the job site** (IFC2015 105.4.6 Retention of Construction Documents).

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Q6 Can the General Contractor (GC) for the job call in inspections for his fire system subcontractors?

A6 No, because of licensing requirements for fire system contractors it is our policy that only the fire system contractors call in their own inspections as they are required to be there.

Q7 How do I request an inspection from the Fire Marshal's Office?

A7 Schedule your inspection as follows:

1. Go to [www.sugarlandtx.gov](http://www.sugarlandtx.gov)
2. Click on Government
3. Departments & Offices
4. Click on Fire
5. Look for "Schedule and Inspection: icon and click
6. Fill out form completely and accurately. Hit submit.
7. You will receive an email confirmation and then an  
your day and timeframe.
8. Online inspection requests received before 3:00 PM Monday – Friday (excluding holidays) will normally be within (2) business days.
9. If you need to cancel your inspection, please call our main line at 281-275-2873. To reschedule please utilize our online inspection scheduling system.



email appointment with

Q8 May I schedule my inspection directly with the inspector?

A8 No. Inspections are only scheduled via the on-line inspection system.

Q9 Are you going towards a full digital move for Fire System Plans?

A9 Not at this time, but it will happen in the future as other departments proceed and budget allows.

Q10 Are the plans stamped as approved?

A10 Yes. When the approval letter is stapled to the approved plans it is stamped so the stamp hits half of the plan review approval letter and half of the approved plans, thus the letter may not be removed or the approval is null and void.

Q11 Is there electronic transmission of the approval letter?

A11 Not at this time. It is possible, at some point, in the future.

Q12 If a tenant moves into the lease space before the Certificate of Occupancy is issued who is responsible for the ticket?

A12 The superintendent is responsible for the job site.

Q13 What code does the Fire Marshal use?

A13 International Fire Code 2015 (IFC2015), as well as, local amendments.