

Plan Review Request Procedures

PROVIDE: Please submit the following via email to FPCG ADMIN@FIREPCG.COM

Email Subject: "**CITY OF CIBOLO PLAN REVIEW REQUEST**".

Email Body:

- Scope of Work Statement.
- Project and / or Building permit# if one has been assigned.
- Property Information: Building Name, Address, Owner/Developer Contact information.
- Contractor/Applicant Information: Primary/Secondary contact name, email and phone number.

Email Attachment(s):

- **PLEASE DO NOT SEND HARD COPIES.**
- Provide electronic copies of submittal in PDF format via email, FTP link or other cloud link.
 - Fire Prevention Plan Reviews shall include Site Map, Building Code Summary, Life Safety Plan, Architectural plans including door and lighting schedules and Mechanical plans. Fire Protection Site Plan and Building Fire Flow requirements per the IFC shall be provided for reference.
 - Fire Alarm, Sprinkler System or other submittals shall include all drawings, equipment submittals and calculations required by the City of Cibolo's currently adopted codes including amendments.

FEE: Upon receiving ALL required information, FPCG will assess the submittal and determine the applicable review fee which shall be paid directly to FPCG by the Customer. Fees shall be paid prior to the submittal being reviewed.

Applicant will submit payment to:

Fire Protection Consulting Group
Attn: City of Cibolo Review
339 Sandalwood Lane
San Antonio, Texas 78216

Payment can be made electronically. Please contact Molly at admin@firepcg.com for instructions.

REVIEW: FPCG will return review comments within **10 business days** of receipt of complete submittal documents AND assessed fee. Initial Fee includes verification of incorporated comments or revisions to the initial submittal.

- Re-Submittals NOT incorporating all comments will be assessed an additional fee equal to one-half the original fee.
- All additional re-reviews will be assessed a fee equal to the original fee.
- Re-Reviews will be processed by FPCG within **5 business days** of receipt of complete re-submittals.

Upon completion of the review the Applicant/Contractor shall print the full set of completed and stamped documents and deliver them to the City of Cibolo along with associated permit applications for processing. FPCG will send notification of the completed review to the City of Cibolo Building and Fire Department.

FIFTH: Inspections shall be requested by the applicant in writing to the FPCG team member who conducted the associated review(s) and cc: admin@firepcg.com.

- Applicant/Contractor shall provide 2-day written email notice prior to the requested inspection date. A minimum fee of \$550 will be assessed with all inspections including "Fire Final". *Minimum inspection fees shall be paid prior to the start of inspection unless otherwise assessed.*
- The e-mail subject shall state "**CITY OF CIBOLO INSPECTION REQUEST**" and shall include the project name and address, matching the completed plans, of the construction site or trailer where parking is available for the inspector.
 - Inspections and re-inspections shall be performed and completed between 8:00AM and 4:30PM Monday through Friday. Inspections performed before or after the specified times will be charged at double FPCG's hourly rate with a 2-hour minimum.
 - All testing equipment and labor shall be provided by the Customer/Contractor.
 - The Customer's failure to maintain approved drawings, documents, completion forms, NFPA Certifications, green tags, installation stickers, and licensed technicians on-site shall result in immediate failure of inspections with a minimum charge of 3-hours assessed and paid prior to a new Inspection Request.
 - Fire protection systems inspections require "AS-BUILT" plans noting all deviations from reviewed plans.