



**Wylie Prevention/Community Risk  
Reduction Division**

Mailing Address: 300 Country Club  
Physical Address: 2000 N. Hwy 78,  
Suite 203  
Wylie, TX 75098  
(972) 442-8110

## FIRE SPRINKLER INSTALLATION

### Document Submittals

- The Wylie Fire Department requires three copies of system drawings and should include seal, signature and date of license
- Copy of RME license
- Notarized letter certifying plans meet the International Fire Code 2006 and current NFPA 13 standards
- A copy of licensed certificate
- A copy of the responsible party's driver license is required for all Contractor Registrations
- Contractor Registration (annually)
- Plans must be reviewed and stamped by Reed Fire Protection Engineering, 4144 N. Central Expressway, Suite 510, Dallas, Texas 75204; 214-638-7599. Fees associated with the third party plan review are the responsibility of the company submitting the plans. Contact Reed Fire Protection for submittal requirements. (Plans with less than 24 heads do not require Reed review.)

Renovations that include 0-19 heads being added or relocated require only Fire Prevention review only; however, systems should be installed according to NFPA & IFC 2006. All renovations are subject to standard testing.

Renovations that include 20-99 heads being added or relocated, must submit plans to Wylie Fire Prevention for review and do not require any hydraulic calculations. Renovations are subject to standard testing.

One hundred heads and above require full submittals.

### Plan Approval

- A representative of the Wylie Prevention/Community Risk Reduction Division must inspect and implement a plan review. If the plan review is completed successfully, applicant will receive a set of signed plans and letter stating the Wylie Fire Department has approved and verified components in the plans to the best of their knowledge. Please allow a **ten-day turnaround** for this process. A permit will be issued after plans have been reviewed and approved.

### Final Acceptance Test

- A representative of the Wylie Fire Department Prevention/Community Risk Reduction Division must perform visual inspection and witness hydrostatic testing performed by the installer. **Please call (972) 442-7970 24-hours in advance to schedule an appointment for visual and hydrostatic testing.**

### Fee: Calculated per square foot of building area

- 0-100,000 sq. ft. 0.015 per sq. ft.
- 100,001- 300,000 sq ft .014 per sq ft (\$1,500 for the first 100,000 sq. ft. plus \$0.014 for each additional sq. ft. of area or fraction thereof.)
- 300,001 + sq. ft. \$0.009 per sq. ft. (\$4,200 for the first 300,000 sq. ft. plus \$0.009 for each additional sq. ft. of area or fraction thereof.)

**\$100.00 Contractor Fee (annual) Checks or Exact Change Required**

**PERMIT HOLDER IS RESPONSIBLE FOR REQUESTING AND COMPLETING ALL REQUIRED INSPECTIONS; FEES INCLUDE FIVE (2) INSPECTIONS AND ONE (1) REINSPECTION. PERMIT HOLDERS WILL BE CHARGED \$75 FOR EACH ADDITIONAL INSPECTION REQUIRED.**



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**PERMIT APPLICATION  
FIRE SPRINKLER INSTALLATION**

- Reed Review**
- Three copies of system drawings with appropriate seals, signatures and license information.**
- Copy of RME license**
- Notarized letter**
- Copy of responsible party's driver license**

**Installer/Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Representative's Name:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Job Name and Address:** \_\_\_\_\_

**Contractor Name (if different than above):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Representative's Name:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Date of Contractor Registration:** \_\_\_\_\_

**Contractor Renewal Date:** \_\_\_\_\_

**Receipt No:** \_\_\_\_\_

**Permit Fee: Calculated per square foot of building area**

- 0 -100,000 sq. ft. 0.015 per sq. ft.
- 100,001 - 300,000 sq ft .014 per sq ft (\$1,500 for the first 100,000 sq. ft. plus \$0.014 for each additional sq. ft. of area or fraction thereof.)
- 300,001 + sq. ft. \$0.009 per sq. ft. (\$4,200 for the first 300,000 sq. ft. plus \$0.009 for each additional sq. ft. of area or fraction thereof.)

**Date:** \_\_\_\_\_

**Check #:** \_\_\_\_\_ **Cash:** \_\_\_\_\_ **Receipt No.:** \_\_\_\_\_

**Reinspection Fee: \$75.00** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Receipt No:** \_\_\_\_\_