

PROCEDURES

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

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

Email Body:

- Scope of Work Statement.
- Project name and / or Building permit# if one has been assigned.
- Property Information: Building Name, Building address and Suite #, Owner/Developer Contact information.
- Contractor/Applicant Information: Primary/Secondary contact name, email and phone number.
- **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 or other Systems submittals shall include all drawings, equipment submittals and calculations required by the City of Cibolo's currently adopted codes including amendments.

PLAN REVIEWS

FPCG will complete reviews 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 half the original fee.
- All additional re-reviews will be assessed a fee equal to the original fee.

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.

INSPECTIONS

Inspections shall be requested by the applicant in writing via email to original reviewer and/or to admin@firepcg.com.

- Applicant/Contractor shall provide 4- business days' notice prior to inspection date.
- A minimum fee of \$550 will be assessed payable prior to inspection or at the time of inspection.
- Written request shall be via e-mail subject shall state "**CITY OF CIBOLO INSPECTION REQUEST**" and shall include the **project name and physical building address including suite number**.
 - Inspections shall be performed between 8:00AM and 4:30PM Monday through Friday.
 - Afterhours inspections available only at inspector's discretion and 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.
 - Missing as-builts, checklists, certifications, system tags, and licensed on-site technicians shall result in immediate failure of inspection and included additional Fees.

FEEES

Upon receiving ALL required information, FPCG will determine the applicable review/inspection fee.

- All Fees shall be paid directly to FPCG prior to the submittal being reviewed and prior to inspections.
- Submit payment to:

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

Electronic payment options available.
Please contact us at admin@firepcg.com
210-858-2389 ext. #107 for instructions.