

	City of Cedar Park Fire Prevention Document		
	<b>Fire Permit Application and Plan Submittal Process</b>		
	Number: FP-1	Revision: 1	Effective Date: June 28th, 2022

**1. Purpose**

A. This document is intended to assist permit applicants in navigating through the permit application process, including application and document review, as well as provide guidance where additional submittals may be required.

**2. My Government Online**

- A. All applications and plan reviews for Fire Prevention will utilize the MyGovernmentOnline (MGO) system. You may access the customer portal at <https://www.mygovernmentonline.org/>.
- B. Please create a customer portal account and then complete the appropriate application.
- C. Help for MyGovernmentOnline may be found by clicking on the HELP tab at the top right of the main page.

**3. Applicable Codes**

- A. Cedar Park Fire Prevention enforces the 2021 International Fire Code (IFC) from the International Code Council. That code is available for [free viewing online](#). Upgrade options for viewing and usability are available for a fee from the International Code Council directly on their website.
- B. Local amendments to the 2021 International Fire Code may be found in the [City of Cedar Park Code of Ordinances, Section 5.01](#).
- C. Other applicable codes are listed in Chapter 80 of the 2021 International Fire Code.

**4. Site Plans**

- A. Plans submitted as part of a site development permit are reviewed by Fire Prevention for fire code related items, including fire apparatus access, addressing, and water flow requirements, among other things.
- B. For a more thorough list of items required on a site plan or Fire Prevention, please see the Cedar Park Fire Department’s [Standard Notes - Site Development](#).
- C. Site plans must contain two specific sheets for Fire Prevention review: a fire protection sheet which shows fire lanes, fire lines, hydrants turning radii, etc. and a fire lane profile sheet that shows the profile (in percent grade) of the entire fire lane, including all connections to other fire lanes and drives.
- D. Site plans shall be on a 22x34 sheet-size
- E. Please follow the [online submittal process](#) as described by Cedar Park Development Services.
- F. You will be notified of approval, or the need for revisions, by the Planning Department.
- G. Once approved, a stamped-approved set of drawings will be uploaded into the MGO project. This approved plan must be printed in full on 22x34 sheets and kept on the job site at all times for construction and inspection purposes.

## **5. Building Plan (demolition, construction, remodel)**

- A. Plans submitted as part of a building construction, demolition, or remodel permit are reviewed by Fire Prevention for fire code related items such as egress, fire safety, and fire protection systems, among other things.
- B. Plan submittal should follow the development guide by Development Services.
- C. Plan drawings must be submitted as a book-marked .pdf document drawn to a scale of ¼” or 1/8”.
- D. Fire Prevention may require a full hard copy set of drawings for larger or more complex projects (multi-story or buildings larger than 10,000 square feet; exception for shell-only drawings).
- E. The .pdf document must be properly-oriented in landscape or portrait view without the need to rotate the view between sheets.
- F. The bookmark must list the sheet number and the title of the sheet (e.g., A2.1, 2nd Floor Reflected Ceiling Plan), and the bookmark must link to the appropriate sheet – DO NOT BOOKMARK EACH LAYER ON EACH SHEET.
- G. The electronic drawing set must be submitted with a resolution sufficient to provide legibility when opened in full-page view; this typically requires a conversion from CAD to PDF directly utilizing an electronic seal and signature rather than wet-signing and re-scanning.
- H. State law requires a minimum of 300 dots per inch (TLGC Chapter 205), however a greater resolution may be required based on the detail and font selected. Plans not submitted to this standard may be rejected for review at the discretion of each reviewing department.
- I. You will be notified of approval, or the need for revisions, by the Building Plan Reviewer.
- J. Once approved, a stamped-approved set of drawings will be uploaded into the MGO project. This approved plan must be printed in full on 22x34 sheets and kept on the job site at all times for construction and inspection purposes.

## **6. Fire Protection Plans and Fire Code-related Permits:**

- A. Please access the customer portal of MyGovernmentOnline and click on Create Account if you do not already have one.
- B. Once you have an account, log in and then click on Permits and Licensing to open a drop-down menu, and in that menu, select Apply Online.
- C. From the four drop-down menus on the Apply Online screen, select Country: United States; State: Texas; Jurisdiction: Cedar Park; Project Type: Fire Permit. Then, select Next.
- D. On the next screen, select Get Started on a New Application.
- E. In the Select an Application Type drop-down menu, either select the appropriate type of fire protection system, or select Operational Permit.
- F. Once you are within the application for each different permit type, follow the guided application to complete the necessary information. Please fill out all fields.
- G. Submit a PDF of each required document type in properly-oriented landscape or portrait view without the need to rotate the view.
- H. The electronic drawing set must be submitted with a resolution sufficient to provide legibility when opened in full-page view; this typically requires a conversion from CAD to PDF directly utilizing an electronic seal and signature rather than wet-signing and re-scanning.
- I. State law requires a minimum of 300 dots per inch (13 TAC §7.76), however a greater resolution may be required based on the detail and font selected. Plans not submitted to this standard may be rejected for review at the discretion of each reviewing department.

- J. Once approved, a stamped-approved set of drawings will be uploaded into the MGO project. This approved plan must be printed in full on 22x34 sheets and kept on the job site at all times for construction and inspection purposes (exception: operational projects and kitchen suppression systems may be printed on 8.5"x11" sheets).