

**ACCESS CONTROL
PLAN SUBMITTAL**

PERMIT # _____

To request a final field inspection call 817-392-6844 and include the following information: Your company name, name and address of the project, permit number, call back number, contact person and requested date of inspection. The field inspection requested date is not valid until confirmed by a returned call from this department.



BUREAU OF FIRE PREVENTION
FORT WORTH CITY HALL – LOWER LEVEL
200 TEXAS STREET
FORT WORTH, TEXAS 76102

PHONE: (817) 392-6830 FAX (817) 392-6867

		DATE:	
CONTRACTOR INFORMATION		PROJECT INFORMATION	
COMPANY NAME:	NAME:		
APPLICANT NAME:	ADDRESS:		
ADDRESS:			
PHONE #			
EMAIL:			
FIRST SUBMITTAL (CHECK ONE) ☐	RESUBMITTAL (2) (PLANS REJECTED) ☐	ADDITIONAL SUBMITTAL (2) (DEVICES ADDED, REMOVED OR RELOCATED) ☐	
TOTAL NUMBER OF DEVICES INSTALLED INCLUDE POWER SUPPLIES:			

- **CODE AMENDMENTS ARE LOCATED AT WWW.FORTWORTHTEXAS.GOV/FIRE/BUREAU, CLICK ON "VIEW THE FIRE CODE".**
- **ALL PLANS SHALL BE SUBMITTED ELECTRONICALLY (NO EXCEPTIONS)**

PERMIT FEES

ONE TO FOUR DEVICES INSTALLED: \$165.00
FIVE TO TWENTY-FIVE DEVICES INSTALLED: \$220.00
OVER TWENTY-FIVE DEVICES INSTALLED: \$220.00 PLUS \$75.00 PER EACH 100 DEVICES OVER 25 OR FRACTION THEREOF.

- FEE INCLUDES ONE PERMIT, ONE INSPECTION, AND ONE SUBMITTAL REVIEW.
- RESUBMITTAL FEES ARE ONE-HALF OF THE FIRST SUBMITTAL FEE.
- ADDITIONAL SUBMITTAL FEE IS A FLAT \$165.00 FOR EACH ADDITIONAL REVIEW.
- ADDITIONAL FIELD INSPECTION FEE IS \$85.00 PER HOUR FOR EACH INSPECTOR.

"The Fort Worth Fire Department no longer accepts paper/hard copy submittals of construction permit applications or plans/drawings. To apply for a permit with the FWFD, go to: <https://accela.fortworthtexas.gov/citizenaccess> and either log in if you already have an account or register as a new user. Then, just click on Fire - Create Application and follow the steps. Upload this completed permit application with your plans/documents."

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REFERENCE NOTES:

- (1) INCLUDES ADDING NEW AND/OR RELOCATING EXISTING ELECTRONIC LOCKS, EGRESS, OR INGRESS SYSTEM DEVICES.
- (2) FULL SET OF PLANS AND EQUIPMENT SUBMITTAL REQUIRED. EXCLUDE EQUIPMENT LIST IF ONLY RELOCATING DEVICES.

INDICATE IN EACH BOX WHAT INFORMATION IS INCLUDED WITH THE SUBMITTAL.

PROVIDE THE FOLLOWING ON ALL PLAN SHEETS:

- _____ 1. YOUR COMPANY NAME, ADDRESS AND PHONE NUMBER.
- _____ 2. PLANNER'S NAME.
- _____ 3. PROJECT NAME AND ADDRESS.
- _____ 4. LOCATION OF EACH DEVICE (LOCK, EGRESS BUTTON, CARD READER, POWER SUPPLY ETC.)

PROVIDE THE FOLLOWING ON AT LEAST ONE PLAN SHEET:

- _____ 5. SYMBOL LEGEND INDICATING THE DEVICE SYMBOL AND DEVICE DESCRIPTION.
- _____ 6. WRITTEN NARRATIVE. (SEQUENCE OF OPERATION)
- _____ 7. LOCATION OF FIRE ALARM SYSTEM INTERFACE POINT (IF FIRE SYSTEM EXISTS).

PROVIDE THE FOLLOWING IN THE EQUIPMENT SUBMITTAL:

- _____ 8. MANUFACTURER CUT SHEET FOR EACH DEVICE, POWER SUPPLY AND CONTROL PANEL.

- ***I HEREBY CERTIFY THAT THIS SUBMITTAL CONTAINS THE ABOVE INFORMATION AS REQUIRED BY THE CITY OF FORT WORTH CODES AND STANDARDS.***

SIGNATURE:

(MUST BE SIGNED BY SAME PERSON THAT DESIGNED THE PLANS)

PRINT NAME:

TELEPHONE #:

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