

THE TOWN OF
Highland Park
TEXAS

4700 Drexel Drive, Highland Park, TX 75205
214-521-4161 office 214-559-9335 fax

Department of Building Inspection

Dear Contractor,

Please review the following plan submittal requirements for permitting process. Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214) 521-4161 should you have any questions.

LIST OF REQUIREMENTS FOR ALARM INSTALLATION PERMIT

To obtain a free MyGov account to obtain Highland Park sprinkler or alarm permits, to submit plans, and schedule inspections:

1. Open the Town's website at www.hptx.org.
2. Click the "Online Services" red tab on the left side of the screen.
3. Click "Online Building Projects and Inspections".
4. Follow the instructions to obtain a MyGov account by clicking "Contractor Registration".
5. Log on to MyGov and use it to:
 - a. Apply for a permit for each job location.
 - b. Submit plans ELECTRONICALLY via PDF.
 - c. Pay any required fees.
 - d. Schedule Inspections

Sincerely,

Building Inspection Department

Kirk Smith
Development Services Manager
ksmith@hptx.org

Mary Kuebler
Permit Tech
mkuebler@hptx.org

cc: **Mike Miller, Fire Marshal**
(214-559-9497 office or mmiller@hpdps.org)

THE TOWN OF
Highland Park
TEXAS

4700 Drexel Drive, Highland Park, TX 75205
214-521-4161 office 214-559-9335 fax

Department of Building Inspection

Dear General Contractor,

Please review the following list of required inspections for remodel/new construction. Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214) 521-4161 and the inspection cut-off time for same day inspection is 9:00 A.M. Please call should you have any questions.

***INSPECTIONS REQUIREMENTS for NEW CONSTRUCTION (and REMODEL if applicable)
(Request inspection via MyGov login (Contractor Portal) - except for Erosion Control)***

- Erosion Control and Sedimentation devices installed per Town approved plan.
(To request inspection call Town Engineer at 214-521-4161 or schedule inspection request on www.hptx.org - HP4U Resident Connection link on homepage – select **Erosion Control** topic within **Public Works** title)
- Foundation/Setbacks (Pier inspection separate from Beam inspection)
- Floor Framing (prior to decking, and after sub-floor M.E.P. rough-ins)
- HVAC Rough
- Electrical Rough (with wire in conduit & airtight fixtures roughed-in)
- Plumbing Rough & Top-out
- Exterior sheathing / flashing / moisture control prior to installation of building veneer
- Fireplace: Firebox/Chimney
- Alarm Wire Rough (Alarm Installer requests via MyGov, leave date/time blank. Fire Marshal calls to schedule.)
- Fire Sprinkler Hydro (Sprinkler Installer requests via MyGov, leave date/time blank. Fire Marshal calls to schedule.)
- Framing & Bldg Envelope
- ICC-Certified 3rd Party Energy/Insulation Inspection letter (on NCTCOG Form)
- Alarm/Sprinkler Joint Final (Alarm/Sprinkler Co.'s requests via MyGov, leave date/time blank. Fire Marshal calls to schedule.)
- HVAC, Plumbing, Electrical, and Building Finals

HVAC, Plumbing, and Electrical contractors are responsible for requesting their own inspections via MyGov. Fence, flatwork, curb/gutter, irrigation systems, drainage systems, utility connections, and pools/spas are not included in the permit for the remodel/new construction of a building... separate permits and inspections are required for each. **Town approved plans and Energy Code Compliance Form must be on jobsite for inspections.**

Sincerely,

Building Inspection Department - (214) 559-9409



**Builder's Residential Alarm Worksheet:
New Construction and Addition/Remodel**

How to determine when a 2015 IFC and HP Fire Code-compliant
Smoke & Carbon Monoxide Alarm System

Property Address: _____

If New Construction: **Install 2015 IFC/HP Fire Code-compliant Fire Alarm System.**

Builder Signature: _____ Date: _____

If Addition and/or Remodel: **Complete Worksheet Below.**

Addition or Remodel Will Occur in the Following Rooms:
(Check All that Apply)

Non-Sleeping Rooms/Areas		Sleeping Rooms/Areas		
KITCHEN	<input type="checkbox"/>	BEDROOM		
DINING AREA	<input type="checkbox"/>	LIVING ROOM	<input type="checkbox"/>	FAMILY ROOM
OFFICE (with no closet)	<input type="checkbox"/>	PLAY ROOM	<input type="checkbox"/>	GAME ROOM
BATHROOM	<input type="checkbox"/>	MEDIA ROOM	<input type="checkbox"/>	KEEPING ROOM
UTILITY ROOM	<input type="checkbox"/>	GALLERY	<input type="checkbox"/>	DEN
STORAGE	<input type="checkbox"/>	Any other room that typically would contain a couch/chair where a person may fall asleep		

Contact the Highland Park Alarm Unit, Sgt. Byrd at 214 559-9480 to schedule inspection of existing alarm system.

If the alarm system meets all following conditions:

1. Is Present
2. Has replacement parts available if needed
3. Includes smoke detectors (at a minimum) in all bedrooms
4. Meets legacy code- produces 75 decibels in sleeping areas
5. Is monitored by an approved central station

-then the Alarm Unit may approve continued use of existing system and no alarm plans or inspections are required.

Builder: _____ Date: _____

**If existing system does not comply,
Install 2015 IFC/HP-compliant fire alarm system.**

If any box is checked:

REQUIRED: *Install 2015 IFC/HP-compliant fire alarm system.*

I understand that I must include entire fire alarm system replacement within the scope of the remodel at the listed

Address: _____

**Alarm Plans from a state licensed, HP registered Alarm Installer,
Wire Rough & Final inspections are required**

Builder: _____ Date: _____

SEE ALARM REQUIREMENTS & RESTRICTIONS ON BACK

Town of Highland Park
Fire Alarm Requirements for Residential Construction: New Construction & Addition/Remodel Projects
For Owners, Builders, and Alarm Companies

State Grants Local Authority

1. Texas Health/Safety Code 2015: Any home improvement to dwelling requires upgrade to local code
2. Texas Insurance Code 2016: Local codes may require a better type of alarm/detection than the minimum required by state law.

Town Alarm Ordinance Requires Monitored Residential Fire Alarm Systems

All fire alarm initiating devices shall be connected to a UL listed control panel to communicate alarm signals to either the Town's monitoring center or other monitoring station as specified in section 4.02.001, alarm monitoring center.(Ord.1684, sec.4.02.002, adopted 2/26/07)

2015 International Fire Code & H.P. Fire Code:

Residential Alarm requirements for smoke & carbon monoxide detection include: **Builder Signature:** _____ **Date:** _____

Smoke Detection:

1. **Monitored smoke detection, with 85 db in each protected room.** Can be achieved with horn bases, piezos, etc. *2015 IFC 907.2.11.2 HP #3*
2. **Activation of one smoke detector must sound ALL ALARMS.** (If wireless detectors used that sound only the triggered device, one siren installed per floor adequate to achieve 85 decibels through closed sleeping room doors. *2015 IFC 907.2.11.2 HP #3*
3. Detector just outside and **inside each bedroom**, and **inside each bonus room that qualifies as a sleeping room** (includes living room, den, family room, media room, any room that typically will have a couch and/or recliner), excludes dining room and office. *2015 IFC 907.2.11.2 HP #1, #2*
4. **At least one smoke detector per floor** in hallway if no rooms requiring detection on that floor. *2015 IFC 907.2.11.2 HP #3*
5. **Within 15 Feet of top and bottom of any staircase** (One detector can meet more than one requirement- for example, one detector can be 15 feet from top of staircase and outside a bedroom) *2015 IFC 907.2.11.2 HP #4*
6. **POINT IDENTIFICATION of detection devices required-** not just a single fire loop. Doesn't have to be a commercial fire panel- can achieve with 4-wire system and homeruns to panel, the use of zone expanders, wireless detectors, etc. *2015 IFC 907.2.11.2 HP #5*
7. **White strobe on front exterior**, visible from the street (not covered by bushes- on front eave desirable). *2015 IFC 907.2.11.2 HP #7*

Carbon Monoxide Detection:

Carbon monoxide alarm requirements listed below should be combined to meet the required protection based on the HVAC, fireplace, and garage features of the affected residence. U.L.-compliant combination smoke and carbon monoxide detectors are allowable.

1. **Residence with gas fired appliances:** Monitored carbon monoxide detection required for each bedroom and a minimum of one detector per floor in a common area. *2015 IFC 915.1.3, 915.1.4*
2. **Residence with attached garage:** Monitored carbon monoxide detection required for: detection in room nearest to connecting door to garage and a minimum of one detector per floor in a common area. *2015 IFC 915.1.5*
3. **Residence with fireplace(s):** Monitored carbon monoxide detection required for detection in each room with a fireplace and a minimum of one detector per floor in a common area. *2015 IFC 915.1.2*
4. **Residence with no fireplaces, no gas heat, & no attached garage:** 1 Monitored carbon monoxide detector required per floor in a common area. *2015 IFC 907.2.11.2 HP #6*

Are You Required to Run New Wires Behind Existing Sheetrock? NO

Wireless systems are common, meet code requirements including identifying the room in which they are located, and can provide the required 85 decibel siren notification. Many now have up to a three-year battery life

Who May Install?

A Texas licensed alarm company/installer registered with the Town via the MyGov system must produce plans, install the system, and conduct final testing. Owner or electrician-wired systems, including 110-volt AC detectors, **do not comply** with Town Alarm Ordinances. **Builder:** _____ **Date:** _____

Builder & Alarm Company Steps in the Process

Plans
 Builder provides Alarm Co with a clean set of 8.5 x 11 plans with room names clearly labelled. Alarm Co adds required devices & submits plans to HP via MyGov.us/login. H.P. Fire Marshal approves plans via MyGov within 10 business days.

Wire Rough Inspection: Alarm Co. requests inspection via MyGov. H.P. Fire Marshal inspects wiring (if a wired system) and terminal boxes in place prior to framing inspection- (builder/alarm co. presence not required).
Final Alarm Inspection: (Owner must have HP alarm permit.) Conducted jointly with sprinkler final, if any. Licensed alarm installer present for final.

Builder Signature: _____

Date: _____

Alarm Requirements for an Addition/Remodel Project are Based On:

1. Evaluation of Proposed Project

- a. Builder Submits Check Sheet with Packet
- b. If Sleeping Room involved- 2015 IFC/HP-compliant fire alarm system
- c. If No Sleeping Room that requires new detection is involved- Step 2

2. Evaluation of Existing Alarm System by Highland Park Alarm Unit

- a. If current alarm system is:
 - i. Present
 - ii. All devices function, or have parts and/or programming available for repair
 - iii. Protects all bedrooms
 - iv. Meets legacy code requirement of producing a 75-decibel warning in sleeping areas
 - v. Is monitored
 - vi. Provides or can provide a minimum of 1 carbon monoxide detector per floor
- b. Maintain/repair/monitor current system
- c. If current alarm system does not meet all conditions, replace with 2015 IFC/HP-compliant fire alarm system