



**CAPITAL IMPROVEMENT PROGRAM**

<http://www.cityofirving.org/131/Capital-Improvement-Program>

825 W IRVING BLVD, IRVING, TEXAS 75060

TEL: 972-721-2611 FAX: 972-721-2592

TO: Contractors/Developers  
 RE: FIRE LINE INSTALLATION

One of the items that seems to delay projects is the installation & acceptance of fire hydrants and/or building sprinklers. Several components must be separately permitted, inspected and accepted by different Departments. Following this checklist/acceptance procedure will help avoid delays and speed your project. Engineering is a part of the Capital Improvement Program. The following phone extensions given should be preceded with 972-721.

Part I. PERMITS and APPROVALS	
<b>A. For Private Fire Line (Fire hydrant and/or fire sprinkler system)</b>	<b>Contact</b>
1. <u>Plan approval</u> Plans should have been previously submitted to Engineering and Fire Marshal's office <u>for approval</u> . Submit three sets to the Fire Marshal and five (5) sets to Engineering. Fire Marshall will stamp plans for pickup.	Fire Dept./4818 or 2514 (Derek Austin) Engineering 2611 or 4670 (Robert Mardis)
2. <u>Underground Utility Permit</u> Submit one set of stamped plans to Inspections with a completed Building Permit application for the underground fire line permit.**	Inspections/2371 and Fire Dept./4818 or 2514 (Derek Austin)
3. <u>Water/Sewer Connection Permit Application</u> Submit a completed application form* in one original to Public Works/Engr with bond & insurance certificate. (Stamped plans will be delivered to the site by the assigned Engineering Inspector.)	Engineering 2611 or 4670 (Robert Mardis)
4. <u>Private Fire Line Service Agreement (PFLSA)</u> Owner must sign this document* and attach the appropriate notarization.	Engineering 2611 or 4670 (Robert Mardis)
5. <u>Water Tap/Meter Request</u> Pay for a Detector Meter (3/4") for the (DCDA) – the "meter set application" form should be signed off by Engineering	Customer Service/2411 (Lisa Alford)
<b>B. For a Public Fire Hydrant and/or Extension of the Public Water Main</b>	<b>Contact</b>
<u>Three Way Contracts &amp; Bonds</u> : The Owner & Contractor must sign the 'three-way contract' forms in four originals; and provide bonds & insurance certificates.	Engineering 2611 or 4670 (Robert Mardis)



Part II. INSPECTIONS	Contact:
1. <u>Connection/valve at main, pipe to vault and detector meter box &amp; loop.</u> After inspection and approval, a Letter of Acceptance will be issued by Engineering, releasing (a) Water Utilities to install the detector meter and (b) Fire Dept to test the fire line.	Steve Haulk Engineering Inspections/2219
2. <u>Public</u> water line (with or without FH) Public Works will inspect the work & and issue a Letter of Acceptance	Steve Haulk Engineering Inspections/2219
3. Detector vault – backflow prevention on ¾" detector line This is a separate inspection to be called in to Inspections Dept.	Plumbing Inspector/4893
4. Private fire line & hydrants <u>on site</u> (beyond DCDA)	Fire Department/2514
5. "Detector meter" installed at vault	Tonie Hudson, Cust Service Water Utilities/2278
6. Hydrostatic test and acceptance (TO BE DONE LAST)	Fire Department/2514

\*Most of the above forms are available **on-line** at: <http://www.cityofirving.org/138/CIP-Engineering-Downloads>

\*\* The Inspections Department web page is: <http://cityofirving.org/281/Inspections>

The Fire Department Inspections web page is: <http://cityofirving.org/412/Inspections>

If you need additional assistance please call (972) 721-4670 or email to [rmardis@cityofirving.org](mailto:rmardis@cityofirving.org).