



TRAVIS COUNTY
EMERGENCY SERVICES DISTRICT 5
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NATHAN MENDENHALL
Fire Code Official / Risk Reduction Officer

TO: Travis County ESD 5 Customers

SUBJECT: **INFORMATION BULLETIN 002**
Fire Sprinkler Modifications Involving Twenty (20) Heads or Less

DATE: October 1, 2025

CREATED BY: Travis County ESD 5 Fire Code Official

Purpose:

The Fire Code Official for Travis County ESD 5 (TCESD5) has created this bulletin to assist applicants regarding modifications to **existing** fire sprinkler systems involving twenty (20) or fewer sprinkler heads. This Information Bulletin incorporates the department's process for submitting applications to the fire code official, electronically through www.tcesd5permits.com

Code References:

2021 Fire Code of Travis County Emergency Services District 5 / Manchaca Fire Rescue, published by the ICC (Section 104.1);
Travis County ESD 5 Ordinances 2025-08-14-01; 2025-08-14-02; 2025-09-11-01

Scope:

The following is a projected path that the Fire Sprinkler Contractor (FSC) and the staff of TCESD5 are to utilize when applying this policy:

The FSC shall *complete the Permit Process (instruction and tutorials in IB 001)* and a letter indicating the scope of work on letterhead, stamped and signed by the R.M.E. shall be electronically *uploaded with the submittal* prior to fabrication and modifications. The letter must include the type of sprinkler heads to be added or relocated and list the existing sprinkler head types. No work shall be performed until the permit is issued. See Exhibit A for a template of the expected letter.

1. After an administrative review, receipt of permit fee, and a determination that the application is compliant with the adopted fire code, a permit will be issued for the address and business as requested. The permit will be required to be on site at the time of inspections.
2. When ready, the FSC will submit an inspection request online at www.tcesd5permits.com for the required inspection for this permit.
3. A TCESD5 Fire Inspector will schedule the inspection and send a calendar invitation for the set date and time and then perform an inspection. The FSC is to be on site during the time of the inspection with the permit, a working plan and a ladder to see above the finished ceiling if the ceiling tiles are installed. The office of the TCESD5's fire code official will make one of three determinations upon inspecting the sprinkler system modification:
 - i. The inspection passes and the modification is approved;
 - ii. The inspection fails and the modification is disapproved as installed. If disapproved, the TCESD5 Fire Inspector will note all deficiencies that resulted in the disapproval. The FSC will make the corrections to the sprinkler system and, when completed, will schedule a re-inspection using the same process as the initial inspection request. A Fire Inspector will make an inspection of the correction and either approve or disapprove the modification and/or corrections. Additional fees may apply depending on the number of re-inspections needed/requested.
 - iii. If the Fire Inspector determines that the modification to the sprinkler system is a complex change, beyond what the scope of this policy intends, they will require that the FSC upload complete fire sprinkler modification plans to www.tcesd5permits.com. The TCESD5 fire code official or their designee will work with the FSC in a timely manner to review and approve their project. When the plan has been approved by the fire code official, the FSC will schedule a re-inspection when they are ready for an inspection. Additional fees will apply for the review and for additional re-inspections. The final determination as to whether a full plan review is needed is left to the TCESD5's fire code official or their designee conducting the inspection. Various field conditions, sprinkler system layout, etc. will dictate this determination.

If any of the following situations or scenarios are relevant to the project, the FSC is not eligible to use this policy, Third Party review is required, and fire sprinkler modification plans are required to be submitted to the TCESD5's fire code official at www.tcesd5permits.com as the standard permit and plan review submittal method (*review Third Party Plan Review Process and IB 001: Plan Submittal Requirements*):

1. Changing system types (e.g., wet to pre-action);
2. Adding a new system (e.g., pre-action, change of use/occupancy type: offices to a warehouse);
3. Increase in Occupancy Hazard Classification (e.g., light hazard to ordinary hazard, ordinary hazard 1 to ordinary hazard 2, etc.);
4. Any modifications to an ESFR sprinkler system;
5. Any modification(s) to extended coverage sprinkler systems and/or extended coverage spacing;
6. *Modifications to systems utilizing Special Application or Residential sprinklers.*
7. Entire tenant finish-out/lease space must be permitted at one time. Breaking a tenant finish-out/lease space into multiple areas each twenty (20) or less sprinkler heads, and permitted separately, is not allowed.

This policy is effective on the date of this bulletin and will remain in effect until further notice. Your cooperation in implementing this policy is greatly appreciated. Should you have any questions on this policy, please call the TCESD5 Fire Code Official's office at 512-640-8273.

Summary:

This Information Bulletin is for informational purposes only.

Prepared by: Nathan Mendenhall, Risk Reduction Officer/TCESD 5 Fire Code Official

(EXHIBIT A)

Date

Re: Project Name
 Project Address

To: Travis County ESD 5 / Office of the Fire Code Official

Scope of Work:

Is the space a remodel and/or new tenant/occupant: ☐ Yes ☐ No

If yes, provide TCESD5 building permit number:

Existing Sprinklers To Remain or Be Relocated:

<u>Manufacturer</u>	<u>Make</u>	<u>Model</u>	<u>SIN#</u>	<u>Orifice</u>	<u>K-factor</u>	<u>Temp</u>	<u>QRISR</u>	<u># of Sprinklers</u>

New Sprinklers To Be Added or Replaced:

<u>Manufacturer</u>	<u>Make</u>	<u>Model</u>	<u>SIN#</u>	<u>Orifice</u>	<u>K-factor</u>	<u>Temp</u>	<u>QRISR</u>	<u># of Sprinklers</u>

Total number of sprinklers relocated, added, or replaced:

If you have any questions or require any additional information, please call me at the number listed above.

Respectfully submitted,

RME Name
RME#