



HAYS COUNTY FIRE MARSHAL'S OFFICE

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Site Plan Submittal Requirements

Site Access and Fire Protection

Hays County has adopted the 2018 International Fire Code (IFC), including all appendices, referenced codes, and standards. Submittals must comply with the 2018 IFC, the most current editions of the NFPA standards cited in the IFC, and applicable Hays County Development Services requirements.

These requirements are not an exhaustive list. Applicants are responsible for providing all information relevant to their project, including applicable items not specifically listed here.

Review scope

Site plan approval covers the requirements in this document, items referenced in the site plan requirements, and other applicable, project-specific IFC requirements. Approval does not extend to other sheets included with the submittal, such as mechanical, structural, wastewater, electrical, plumbing, landscaping, or utility sheets.

Required permits

Provide the following approved permits from Development Services, Transportation, or the Texas Department of Transportation, as appropriate:

1. On-site sewage facility (OSSF) permit.
2. Floodplain area hazard permit.
3. 911 application permit.
4. Driveway permit.

Cover page requirements

Include the following on the cover page:

5. Project name and the address of the project or buildings.
6. Vicinity map with a north arrow.
7. Project description and scope of work.
8. Registered professional engineer name, professional seal, and license information.
9. Property owner contact information.
10. All applicable codes referenced and used for the project.
11. Sheet index identifying every page in the submittal and revision tables.

Where applicable, include a TNR and TDLR number with the permit application.

Information for each structure

12. Proposed use and number of stories.
13. Proposed height to the roof peak and to the top floor.
14. Finished floor elevations.
15. Building square footage, construction type, and total square footage of the structure.
16. Required fire flow information.

17. Final building address numbers visible from the addressed street, at least 6 inches high, and contrasting with their background. Consult the Hays County Fire Marshal's Office for address monument and other addressing requirements.

Fire apparatus access roads

Provide approved emergency vehicle access to all construction and demolition sites. Access must remain available during construction, when emergency incidents may occur more frequently. Temporary and permanent access roads must meet the adopted IFC requirements.

For roads without asphalt or concrete, place the road base over soil compacted to at least 90 percent. Mix or top the base with a suitable binding material to create an all-weather surface; road base alone is not acceptable. The final road section, without the final asphalt lift, may be accepted if certified by the engineer. Provide temporary address signs during construction.

Each structure exceeding 30 feet or three stories in height must have at least two means of fire apparatus access.

Dedicated fire protection sheet

Include a dedicated site plan fire protection sheet in the plan set. Show the entire plan on one sheet without match lines. Include the following:

18. All fire apparatus access roads and turnarounds that meet the adopted IFC.
19. Fire apparatus road design, including curbed, flat, and rolled configurations, load-bearing capacity, and verification of an all-weather surface.
20. Access road separation.
21. Proposed driveway traffic patterns, including one-way or two-way operation, and all physical barriers to vehicle or fire department access, such as gates and bollards.
22. Driveway dimensions, roadway grades, inside and outside turning radii, materials, and load-bearing capacities.
23. All roadways, driveways, overpasses, bridges, culverts, and decorative or pervious pavers.
24. Dimensions of all existing and proposed buildings, parking lots, vehicle use areas, landscape islands, peninsulas, medians, amenities, walls, fences, sidewalks, and other land improvements.
25. Vertical clearances beneath overhead obstructions, including tree limbs, power lines, and overhangs.
26. Locations of existing and proposed structures, landscaping, and public or private fire hydrants.
27. Locations of the fire pump house, sprinkler riser room if applicable, and fire department connections (FDCs) in relation to fire lanes and hydrants.
28. Line drawings showing hose pull measurements from emergency apparatus and hose lay measurements around the buildings.
29. Hydrant locations and required details for hydrants, fire lane markings, gates, barricades, and similar features.
30. Locations of gates, barricades, all fences, and pedestrian gates.
31. Emergency apparatus road markings reading FIRE LANE-TOW AWAY ZONE.

Access and water supply during construction

When fire apparatus access roads or a fire protection water supply are required, install, test, and obtain approval for them before construction proceeds beyond completion of any structure's foundation.

Provide vehicle access within 100 feet of temporary or permanent fire department connections and within 8 feet of water tank connections.

Required fire flow

Determine minimum fire flow and flow duration using the adopted IFC. The Hays County Fire Marshal's Office has amended the allowable fire flow reductions as shown below. Required building fire flow must not exceed the water delivery system's available flow at 20 psi. The minimum required flow for all buildings is 1,500 gallons per minute (GPM).

Available fire flow reductions

System type	Occupancy	Construction type	Maximum reduction
Full NFPA 13	Any except H-2 through H-5	Any	75%
Full NFPA 13	H-2 through H-5	Any	50%
NFPA 13R	R occupancies	Type I or II	75%
NFPA 13R	R occupancies	Other than Type I or II	50%
NFPA 13D	Townhouses/homes as defined in the IFC	Any	Amounts listed in the table

Water supply documentation

Provide hydrant flow test documentation, static water tank calculations, or a letter from the local water purveyor confirming that the required water supply will be available. Flow tests must use a hydrant within 400 feet for commercial projects or 600 feet for residential development, and must be dated within six months.

Include the following flow test information:

32. A map showing the hydrants used for the test.
33. Water purveyor or water company name.
34. Approximate location, type, and size of the water lines used for the test.
35. Static pressure before flow and residual pressure from the first hydrant during full flow.
36. Pitot pressure from the fully opened second hydrant.
37. Observed flow in GPM from both hydrants during the test.

Underground fire lines

38. Site plan approval does not approve an underground fire line. Including an underground water line or utility sheet with the site plan does not replace the requirement for a separate underground fire line plan submitted to and approved by the Hays County Fire Marshal's Office.
39. Piping from the municipal water supply connection to private hydrants and the base of any sprinkler riser is part of a fire protection system. The licensed underground fire line designer must refer to the Underground Fire Line Requirements document and consult the Hays County Fire Marshal's Office about utility contractor requirements when needed.
40. If the licensed designer is not affiliated with the underground installation company, include the installation company license with the underground fire line submittal.
41. A contractor licensed for the work must install and test underground mains serving private hydrants in accordance with NFPA 24, the fire code, and the Hays County Fire Marshal's Office adopted amendments. Hydrostatically test the entire main at one time unless isolation valves separate the tested sections.
42. Domestic water taps or supply lines shared with a sprinkler riser do not override NFPA 24 or Hays County Fire Marshal's Office requirements. NFPA 24 applies to all underground installations, which must be permitted and inspected by the office.

Fire hydrant installation and access

43. Every hydrant approved and installed as part of the project is part of a fire protection system and must meet Hays County Fire Marshal's Office minimum standards.
44. Face the 4.5-inch hydrant outlet toward the fire lane. Space hydrants no more than 500 feet apart unless the Hays County Fire Marshal's Office approves otherwise.
45. Install each hydrant so the center of the 4.5-inch outlet is at least 18 inches above finished grade.
46. Place hydrants within 100 feet of an FDC and 3 to 6 feet from the edge of a fire apparatus access roadway.
47. Locate hydrants so a hose line to an FDC will not cross driveways, obstruct roads or fire lanes, or interfere with emergency vehicle response or site evacuation.
48. Do not locate hydrants or FDCs behind parking stalls or where vehicles or objects are likely to block them. Whenever possible, place hydrants in landscape islands or peninsulas and at street or drive aisle intersections rather than mid-block.
49. Keep hydrants visible and accessible. Do not place them behind fences or walls, in bushes, behind parking spaces, or in other visually or operationally obstructed locations.
50. Maintain at least 3 feet of clearance around the full circumference of each hydrant.
51. Hydrants that have not passed an acceptance test witnessed by a Hays County Fire Marshal's Office inspector, or that are temporarily inoperative, should be wrapped in a black bag.

Multifamily and subdivision access

Multifamily residential projects

Projects with more than 100 dwelling units must have two separate, approved fire apparatus access roads. Projects with up to 200 units may have one approved access road if all buildings, including nonresidential occupancies, are fully protected by an approved automatic sprinkler system under IFC Section 903.3.1.1 or 903.3.1.2. (IFC D106.1)

Projects with more than 200 dwelling units must have two separate, approved fire apparatus access roads, regardless of sprinkler protection. (IFC D106.2)

One or two family residential developments

Developments with more than 30 one- or two-family dwelling units must have two separate, approved fire apparatus access roads, subject to the following exceptions:

52. Access from two directions is not required where more than 30 dwelling units are served by a single public or private fire apparatus access road and every dwelling is fully protected by an approved automatic sprinkler system under IFC Section 903.3.1.1, 903.3.1.2, or 903.3.1.3.
53. The number of dwelling units served by one fire apparatus access road must not increase unless the roads will connect to future development, as determined by the fire code official.

Additional information

The Hays County Fire Marshal's Office must inspect temporary fuel tanks with a capacity of 60 gallons or more to verify applicable requirements are met.

Detail sheets for signage and other requirements are available on the Hays County Fire Marshal's Office website.

Responsibility for the submittal

Approval does not verify all data, codes, information, or calculations submitted by the applicant. The licensed designer and/or professional engineer of record remains solely responsible for the completeness, accuracy, and adequacy of the submittal, whether or not the Hays County Fire Marshal's Office reviews and approves it for code compliance.