

# Corpus Christi Fire Department Plan Review Submittal Instructions

*All forms and Plan review documents listed below should be submitted electronically in PDF format to our SharePoint site. If you have not been issued an SharePoint link, please email Chief Paige at [Randyp@cctexas.com](mailto:Randyp@cctexas.com) with your name, company name and your email address. We will create a SharePoint folder and send an upload link to you once you are entered into the SharePoint site. This is required for initial setup only. After you receive your link you will be able to upload all document for future submittals. **Note: You must have a Microsoft account to access the folder, if you do not already have one, you can create a free account at <https://account.microsoft.com>***

*Once you have access to SharePoint, please upload your documents in pdf format to the folder corresponding with the type of plan submittal (Fire Alarm, Sprinkler, etc.)*

**Initial submittal and re-submittals will require the following forms to be uploaded. All forms can be found on the Fire Department website in the Resources section at <https://www.cctexas.com/detail/fire-code-inspections-permits>**

## **Fire Alarm Systems:**

1. Complete and submit the following forms:
  - A. Fire Protection Plan Review Application
  - B. Fire Alarm Plan Submittal Requirements
2. All plan review documents

## **Fire Sprinkler Systems:**

1. Complete and submit the following forms:
  - A. Fire Protection Plan Review Application
  - B. Fire Sprinkler Plan Submittal Requirements
2. All plan review documents

**Fire Underground Systems:**

1. Complete and submit the following forms:
  - A. Fire Protection Plan Review Application
  - B. Underground Fire Plan Submittal Requirements
2. All plan review documents

**Fire Pump:**

1. Complete and submit the following forms:
  - A. Fire Protection Plan Review Application
  - B. Fire Pump Plan Submittal Requirements
2. All plan review documents

**Standpipe systems:**

1. Complete and submit the following forms:
  - A. Fire Protection Plan Review Application
  - B. Standpipe Plan Submittal Requirements
2. All plan review documents

***Once all required documents are uploaded for review, an invoice will be generated for review fees and emailed to the submitter. All review fees must be paid before approved plans are stamped and released. Re-review submittals if required, will not be reviewed until all fees for the initial plan review and re-review are paid.***

Payments are accepted as follows:

1. Check or money order payable to "City of Corpus Christi" and mailed or delivered to:  
Corpus Christi Fire Department  
2406 Leopard St., Suite 300  
Corpus Christi, TX. 78408

**Note: Credit Card payments are only accepted in person, we are unable to process credit card payments over the phone.**