



BEXAR COUNTY FIRE MARSHAL'S OFFICE

9810 SOUTHTON ROAD
SAN ANTONIO, TEXAS 78223
TEL: 210.335.0300 FAX: 210.335.0330



CHRIS LOPEZ
FIRE MARSHAL

The following procedures are to be followed to help expedite the review of your CMVR.

1. All CMVRs are to be submitted prior to the formal plan submittal. This will ensure that a modification/variance review does not hinder or restrict the timeline for the review and approval of plans. All CMVRs are to be submitted no later than noon on the 1st and 3rd Monday of the month.
2. The CMVR is to be submitted to Bexar County Fire Marshal's Office using the attached application, request letter (sample attached) and supporting documentation provided in the recommended format. The CMVR will be logged-in and routed to the appropriate staff for review/recommendations.
3. One CMVR is required for each item/code issue under consideration.
4. The supporting CMVR support letter is to be prepared on company letterhead, signed by the owner or owners' agent, and dated. The CMVR must be signed by the Owner if administrative controls are included in the CMVR. Examples include limitations on use of the building, space or material proposed; security measures; operational procedures; etc.
5. The CMVR must be signed and sealed by the Texas registered architect or licensed professional engineer of record when the modification request applies to a building or system that is required to be designed and sealed by the Texas Architectural Board Statute or Texas Engineering Practice Act.
6. Applicant is required to provide two (2) hard copies of each CMVR (the application, the request letter itself, and all supporting documents). At least one (1) hard copy of any supporting documentation (specifications, binders with product literature, full size plans, sample products, etc.) must be submitted. Additional copies of supporting documentation may be submitted but not required.
7. There is a \$350.00 fee for each CMVR submitted for review and consideration. Applicant is to pay fee at the time of submission.
8. The applicant can deliver the completed CMVR application packet to:



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Bexar County Fire Marshal's Office
ATTN: Chief Inspector – CMVR Application
9810 Southton Rd.
San Antonio, TX 78223

9. After staff reviews the application packet be forwarded to the Fire Marshal for final review and action. The staff will respond to your CMVR by approving your request, approving your request with additional requirements, denying your request, or allowing time compliance modifications for current requirements. In all cases, the ruling will be made in written form and the applicant will receive a copy of the ruling. If the CMVR is approved, the applicant will be advised whether to submit revised building plans for approval and/or to attach a copy of the CMVR form to the approved plans on the job site.
10. The estimated turnaround time for CMVR review and action is ten (10) business days.

SUBMITTAL DOCUMENTS:

At a minimum, the following documents must be included in each CMVR packet.

1. CMVR Application
2. CMVR letter prepared on Company Letterhead
3. Architects/Engineers letter prepared on company Letterhead
4. One (1) USB Drive with, with plans meeting Bexar County plan submittal requirements:
 - a. One sheet showing current design, with affected area bubbled.
 - b. One sheet showing the proposed design.
 - c. If the CMVR only affects materials, methods, or supplies, documentation should be submitted for the original items as well as documentation for the proposed items, including any approved testing lab fire rating documentation.

RECORDS:



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Your CMVR application and the final decision of the Fire Marshal shall be officially recorded in the permanent records of the project file. The CMVR number will be associated to the Plan review number for future reference.

We hope that this customer service process will help you complete your project or address your special situation. Should you have any questions regarding the Code Modification/Variance Request process, please contact the Bexar County Fire Marshal's Office at (210) 335-0300.

Should you be dissatisfied with the action/ruling taken on your CMVR, you have the right to appeal the ruling to the appropriate Board of Appeals in accordance with the applicable codes.

ATTACHMENTS:

1. CMVR Application Form
2. Example format for CMVR Letter to be submitted with CMVR application



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CODE MODIFICATION/VARIANCE REQUEST APPLICATION

SECTION A: PROJECT RELATED INFORMATION

Name of Project:
Project Address:
Owner's Name:
Issue:
Applicable Code:
Code Section:

SECTION B: SUBMITTAL INFORMATION

Submitted By – Name:		Representation:	
		<input type="checkbox"/> Owner <input type="checkbox"/> Owners Agent	
Company Name:			
Company Address:			
City:		State:	Zip Code
Tel. #:	Fax:	E-Mail:	
Signature:			

SECTION C: OFFICIAL ACTION *(for official use only)*

CMVR #:	Date Received:	Receipt #:
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Comments	<input type="checkbox"/> Denied
		<input type="checkbox"/> Compliance Time Extension
Signature:	Title	Date:



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SAMPLE OF CMVR LETTER

CUSTOMER COMPANY LETTERHEAD

Date

Code Modification/Variance Request
Bexar County Fire Marshal's Office
Attn: Chief Fire Inspector
9810 Southton Rd.
San Antonio, TX 78223

RE: Project Name
Code Issue

At a minimum, provide the following information in your code modification request letter:

Introduction: *Identify the project and state that you are requesting consideration of a modification or an alternate method of construction or materials.*

Code Issue: *Identify the specific code section for which the Code Modification Request / Alternative Methods & Materials is proposed.*

Discussion/Justification: *Provide rationale and supporting information, such as technical data, engineering calculations, results of actual field tests, requirements or allowances in other model codes, etc. that provide the basis for the County to accept the request. Proposed design documents (i.e., architectural or engineering plans) and supporting information listed above should be attached to the request as needed to clarify proposed request.*

Financial Considerations: *Provide information on the financial (estimated) impact of compliance with the code as written and the financial (estimated) impact (expense/savings) of the proposed changes.*

Conclusion: *Provide a summary statement such as "In my/our professional opinion, the proposed code modification / alternate method of construction / materials meets the intent of the Code and provides a level of safety equivalent to, or better than, that required by the Code".*

Signature and Title Block of Applicant

Signature of Owner/Owners Agent

Attachment(s)