



Twenty Head or Less Sprinkler Work Letters and Plans

April 12, 2018

Effective immediately, the Fire Marshal's Office will no longer require **prior** submittal of the "Twenty Head or Less Work Letter and Plan" for sprinkler system modifications meeting the prescribed criteria. However, both the required letter and drawing **must** be present on site at the time of inspection. Failure to have the letter and drawing on-site will result in cancellation of the inspection, \$150.00 cancellation fee being assessed, and the inspection being rescheduled. Elimination of the prior submittal requirement is the result of changes in inspection scheduling processes within the Fire Marshal's Office. The \$37.00 fee associated with these inspections will continue to be assessed at the time the inspection is scheduled.

Please review the information below related to the criteria for these projects and be sure to contact our office with questions. Thank you in advance for your cooperation.

City of Austin Fire Protection Criteria Manual

3.2.5 Automatic Sprinkler Systems

- A. Inspections are required for all construction projects involving the installation or modification of fire sprinkler systems regardless of the number of sprinklers or devices involved. The Austin Fire Department, Emergency Prevention Division, shall use the following criteria for the submittal of automatic sprinkler shop drawings for tenant finish-out projects.
 - 1. Light or ordinary hazard sprinkler systems: Shop drawings shall be submitted as required in paragraph C below, for all new systems, and when more than twenty (20) sprinklers total are added, relocated and/or deleted.
 - 2. Extra hazard sprinkler systems: Shop drawings shall be submitted as required in paragraph C below, for all new systems, and when more than ten (10) sprinklers total are added, relocated and/or deleted.

- B. For projects that do not require shop drawings, a letter from the installing contractor shall be submitted to the Austin Fire Department with the following information:
 - 1. The current date.
 - 2. The installing contractor's name, address, telephone number, and State of Texas license number.
 - 3. The project name and address.
 - 4. The number of sprinklers relocated, the number of sprinklers added, and the number of sprinklers plugged.

5. A statement indicating or acknowledging that all work and materials shall comply with the requirements of NFPA 13.
 6. The letter must be signed by the R.M.E. for acceptance by the Austin Fire Department. The Austin Fire Department retains the right to request, review, and comment upon plans if deemed necessary.
- C. Plans shall continue to be submitted for all new projects and for all projects involving any automatic sprinkler system alterations in occupancies defined as Assembly, Educational, or Institutional by the 2009 International Fire Code. Plans shall also be submitted for changes in the occupancy's use which require the redefinition of automatic sprinkler design/hazard classifications, application area, or design density. Any sprinkler system alteration which includes a change of occupancy shall also require plans submittal.
- D. Submittal of appropriate documentation for either new or remodeled systems and the Austin Fire Department's approval of applicable drawings/calculations shall be required prior to installation of fire detection, alarm, or suppression systems. Waiver of prior approval shall be at the discretion of the Austin Fire Department and must be documented by written correspondence from the Austin Fire Department.

Note: In addition to the letter described in Items 1 through 6, a simple drawing showing the floor plan of the area in which the work is being conducted and the sprinkler heads affected is also required.

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