Austin Fire Department
Emergency Prevention Division / Fire Marshall's Office
One Texas Center 505 Barton Springs Road Suite 200
Austin, TX 78704
Phone (512) 9740160 / Fax (512) 9740162

Automatic Sprinkler System Submittal Completeness Checklist

This checklist is <u>not required</u> for 20 or fewer sprinkler head submittals, that <u>do not</u> meet the following requirements of the Fire Protection Criteria Manual (FCM) Section 3.2.5 Item C below:
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 2015 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.

See website guidelines for 20 head or less sprinkler submittals that do no meet the above FCM requirements .

<u>Complete the following information below:</u>

Project Name: _____

Project Street Address: _____

Sprinkler Company: _____

Contact Email & Phone Num: _____

Signature: _____

Date: _____

ITEMS REQUIRED FOR NEW OR REMODEL SYSTEMS

(See checklist instructions on AFD website detailed instructions)
****For 13D systems see page 3 for plan requirements that are in addition to what is shown below**.

Check Y (yes) item is complete or N/A if the item does not apply to the project.

☐**Y** ☐**NO** **1)** An electronic set of the following items, HYDRAULIC CALCULATIONS FOR NEW SYSTEMS, DATA SHEETS when applicable see checklist item 15 for more info, PLANS **<u>in a vector based PDF format that are unlocked and unrestricted</u>** so they can be marked up by AFD reviewers and plans shall be at a standard scale. An electronic copy of the reviewed plans shall be returned to the customer when the review is completed.

☐**Y** ☐**NO** **2)** Are any NEW control valves or New Risers being added as part of the project? If the answer is yes then the project shall be treated as a NEW project and you must use the NEW system fee calculation form.

☐**Y** ☐**NO** **3)** If there is an existing riser, is it being replaced/modified, either down to the stub and completely rebuilt or size of riser is being changed (increased or decreased) or are valves being replaced on the riser? If the answer is yes then the project shall be treated as a NEW project and you must use a NEW system fee calculation form.

☐**Y** ☐**N/A** **4)** A completed and current Fee Calculation form (New or Remodel), these can be found at the following web address: http://www.austintexas.gov/department/afd-plans-review

☐**Y** ☐**N/A** **5)** **<u>If project is phased</u>** a copy of the COA Building Department Approved Phasing Plan is attached.

☐Y ☐N/A **6)** Correct project address is shown on the following, this form, fee calculation form, submittal cover sheet and project drawings. Note: Incorrect project address shall result in non-approval.

☐Y ☐N/A **7)** Project building permit number is shown in the lower right hand corner on all project drawings. ***If building permit number is not applicable provide a reason for not having one in the scope of work.

☐Y ☐N/A **8)** Plans shall have an original RME signature on them or electronic signature that conforms to the State Fire Marshalls Office/Texas Board of Insurance requirements. The contractors SCR # and contact information on the plans. If the installing company is not the same as the designing company then both companies shall provide this information on the plans.

☐Y ☐N/A **9)** Name and SCR of underground contractor if not submitting contractor (New Systems)

☐Y ☐N/A **10)** Plans shall have on them a brief scope of work **including the Hazard Classification(s) used for the project, clearly identify the hazard areas on the floor plans**, and the limits of the contract shall be clearly shown on plans

☐Y ☐N/A **11)** Electronic Copy of AFD Hydrant Flow Test that is less than 1yr old that supports the pressures used in the hydraulic calculations.

☐Y ☐N/A **12)** Hydraulic Reference Points and Remote Area clearly shown on plans.

☐Y ☐N/A **13)** Ceiling heights shall be clearly shown on all plans by either using notes or ceiling height identifiers or both.

☐Y ☐N/A **14)** Sprinkler coverage provided in all areas (w/ allowed exceptions)

☐Y ☐N/A **15)** Non-Standard sprinkler head and BFP data sheets

☐Y ☐N/A **16)** Sprinkler legend with all existing and new heads that includes the following information **for each sprinkler head**; a distinct symbol for the head, the SIN #, the manufacturer model number, Quantity used in the project for new heads or note it as existing, K-Factor, Type – pendent, upright, recessed pendant etc…, Response Type, Extended Coverage, Temperature, the coverage area used or maximum spacing used for the head in the project such as 15ftx15ft, 16ft max, 20ft x 20ft etc…

☐Y ☐N/A **17)** Outside system cutoff or riser room access (New Systems)

☐Y ☐N/A **18)** Pipe hanger type and locations shown on plans

☐Y ☐N/A **19)** FDC location, type shown on plans

☐Y ☐N/A **20)** QR sprinklers on light hazard occupancies if required.

DRY SYSTEMS

In addition to all the above items include the following additional items for dry systems:

☐Y ☐N/A **1)** Project building permit number is shown in the lower right hand corner on all project drawings.

☐Y ☐N/A **2)** Total volume (gal) of system

☐Y ☐N/A **3)** Dry system area increase in calculations

☐Y ☐N/A **4)** Hazen-Williams factor of C= 100 for black Sch. 40 and galvanized.

☐Y ☐N/A **5)** Inspectors test connection on remote point

NFPA 13D SYSTEMS

Place the following note on the plans that indicates the flow rate (gpm) & pressure (psi) at the riser system gauge at the top of the riser that is required for the NFPA 13D system to work properly as designed:

Required system flow rate at top of riser gauge is XX gpm at XXpsi

RE-SUBMITTALS

In addition to all the above items include the following additional items for resubmittals:

☐**Y** ☐**N/A** **1)** Completed fee calc form **including resubmittal fees** – see bottom of fee calc form regarding resubmittal fees and when they apply.

☐**Y** ☐**N/A** **2)** A copy of the original review comments.

☐**Y** ☐**N/A** **3)** A letter on the company letter head signed by the RME briefly explaining how each review comment was addressed.

☐**Y** ☐**N/A** **4)** A copy of the original reviewed and marked up plans."

☐**Y** ☐**N/A** **5)** On all re-submittal plans all revisions to Plans are clearly marked with a cloud and a triangular note corresponding to the revision number (revision 1, revision 2, etc… **NOT the comment number, the revision cycle**). This includes all changes included with the re-submittal due to; AFD reviewer comments, new changes per the contractor, architect, owner etc.