



**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

**Fire Alarm System  
Submittal Completeness  
Checklist**

**This checklist is not required for 5 or fewer devices, panel replacements, 1 for 1 device replacements, panel and 1 for 1 device replacement, or sprinkler monitoring only submittals – see website for guidelines on these types of submittals.**

**Complete the following information below:**

Project Name: \_\_\_\_\_  
Project Street Address: \_\_\_\_\_  
Alarm Company: \_\_\_\_\_  
Contact Email & Phone Num: \_\_\_\_\_  
Completed by (printed name): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**ITEMS REQUIRED FOR ALL SYSTEMS NEW OR REMODEL**

(See checklist instructions on AFD website for detailed instructions)

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

- Y N/A 1) A completed and current Fee Calculation form (New or Remodel) included, these can be found at the following web address: <http://www.austintexas.gov/department/afd-plans-review>
- Y N/A 2) An electronic set of the following items, DATA SHEETS, PLANS in a **vector based PDF format that are unlocked and unrestricted** 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 N/A 3) Correct project address is shown on the following, this form, fee calculation form, submittal cover sheet and project Plans. Note: Incorrect project address shall result in non-approval.
- Y N/A 4) Project building permit number is shown in the lower right hand corner on all project Plans. \*\*\*If building permit number is not applicable provide a letter of explanation for why there is not one.
- Y N/A 5) **If project is phased** a copy of the COA Building Department Approved Phasing Plan is attached.
- Y N/A 6) Plans include a symbols legend with the following information for each symbol: part number, brief description of what it is, any item in the legend that is provided by other is noted as “provided by others”.
- Y N/A 7) Plans include a wire legend with the following information for each type of wire used in the project: Wire Gauge, Wire type – solid or stranded, wire rating FPLP, FPL, FPLR, CI etc... and a line type or letter designation (or both if necessary) that differentiates it from other wire/circuits shown on the plans.

- Y N/A 8) Plans clearly indicate on the cover sheet/first page the applicable code editions, NFPA 72, 2010, 2013 etc..., IFC 2009, 2012, etc...for the project and any applicable code required device mounting heights either in the device symbols legend, with distinct notes or device mounting height details.
- Y N/A 9) Plans shall have an original APS signature on them or electronic signature that conforms to the State Fire Marshalls Office/Texas Board of Insurance requirements. The company ACR # and contact information. 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 10) If Plans are signed and sealed by the engineer then the engineering firm's Texas Board of Professional Engineer's registration is shown under the firm's name on all Plans bearing the engineer's seal and signature.
- Y N/A 11) Plans clearly indicate the wiring route for all circuits that must be calculated for performance requirements such as voltage drop, db loss etc...
- Y N/A 12) Plans clearly show the following; room names of all rooms, locations of all equipment, all device addresses for intelligent systems, zones for conventional systems, NAC and speaker circuit numbers at each device on the circuit, candelas rating at each visual device and speaker wattage settings at each speaker or a note on each plan sheet stating "All speakers are tapped at XX watts unless otherwise noted."
- Y N/A 13) Plans clearly indicate the ceiling height in all areas where ceiling mounted equipment is used, a simple note stating "All ceiling heights are XX.XX ft unless otherwise noted is acceptable", individual ceiling height markers etc... as long as it's clear.
- Y N/A 14) Voltage drop calculations for each new or modified NAC circuit. These shall include at a minimum the information shown on the sample calculations on the AFD website. **Note:** supporting documentation is required for all values used in any calculation. NAC circuit numbers/identifiers on calculation sheets shall match the NAC circuit numbers/identifiers shown on plans for each circuit.
- Y N/A 15) Battery backup calculations for all new panels or any existing panel that has been altered, even if only by one device. These shall include at a minimum the information shown in the sample FACP and NAC Power Supply battery calculations on the AFD website. **Note:** supporting documentation is required for all values used in any calculation.
- Y N/A 16) Speaker circuit and amplifier loading calculations for all new amplifiers or existing amplifiers that speakers have been added to or removed from. These shall include at a minimum the information shown on the sample calculations on the AFD website. **Note:** supporting documentation is required for all values used in any calculation.
- Y N/A 17) Product data sheets or other manufacturers supporting documentation is provided for all system parts and components. MINIMUM REQUIRED information that documentation shall contain; part numbers, standby & alarm current draws, compatibility and the U.S. - UL Listing NUMBER that applies to the device, UL 864 (control units), UL 1971 & 464 (horn/strobes), UL S1115 or 268 (smoke detectors), etc... If necessary provide copies of the installation sheets that are included in the product packaging or copies of the appropriate pages out of panel manuals (please do not submit the entire panel manual).
- Y N/A 18) A brief scope of work specific to the project is on the drawing cover sheet or 1<sup>st</sup> plan. For example; "A new power supply and NAC circuit is being added for the new tenant finish." Note: generic/boiler plate scopes of work shall not be accepted, it must be specific to the project.
- Y N/A 19) All areas within the scope of work and not in the scope of work are clearly defined on the Plans with hatching, bold outlines, etc...

- Y N/A 20) A complete equipment list/bill of materials for all equipment associated with the project including quantities, manufacturer, part numbers and a brief description of the part included in the submittal. Example: “10 System Sensor XYZ-120 120VAC Smoke Detector.”
- Y N/A 21) System sequence of Operations is shown on the Plans in an Input/Output Matrix format as shown in NFPA 72. For remodel project if there is no change to the sequence than a note on the Plans stating “Existing Sequence to be Maintained” is acceptable in lieu of the existing matrix. **NOTE: Only functions specific to the project shall be in the matrix, do not submit boiler plate catch all function matrices or the plans shall be rejected.**
- Y N/A 22) If elevator are present are they hydraulic?

### RE-SUBMITTALS

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

**Note for re-submittals:**

**Do not turn in any materials that are already stamped “Not Approved” provide clean replacement pages and Plans – submittal package shall be rejected – purpose is to avoid confusion at time of test and inspection.**

**Do not turn in all the previously submitted materials/Plans if they are incorrect with the exception of the reviewed/markup submittal booklet and Plans – or submittal package shall be rejected.**

- 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 APS or Engineer, that signed the previously reviewed plans, 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.