



AUSTIN FIRE DEPARTMENT

Fire Marshal's Office – Plan Review Intake Section

Phone: (512)974-0160 Option 2 – E-mail: firepreventionadmin@austintexas.gov

AFD PLAN REVIEW INTAKE PROCESS GUIDE

The City of Austin Fire Department (AFD) utilizes electronic system plan review. Paper plans will no longer be accepted, and all new plans, re-submittals, and revisions are required to be electronic.

This plan review process guide will provide instructions for requesting a Box.com account folder along with procedures for how to create folders and our file naming requirements.

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REQUEST A BOX.COM FOLDER

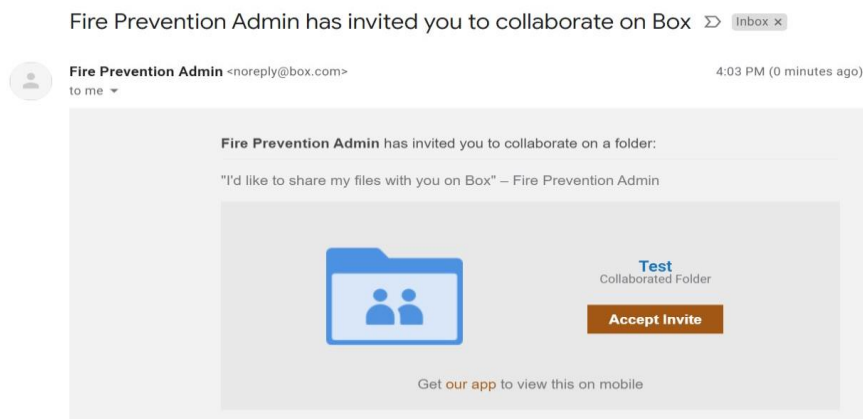
Please send an email request to firepreventionadmin@austintexas.gov and provide:

- Installing Company Name
- Company Administrative Email Address.
 - This email address will be used to set up your account and to reset passwords.

AFD will only create one account profile per company, and not multiple profiles for companies (i.e., companies with a fire alarm and automatic sprinkler division or multiple locations will share one company folder).

AFD recommends, if possible, to create an administrative email where multiple persons can access the account, rather than one person monitor the email traffic.

Notification via an email from Box.com with an invitation to collaborate on a folder will be received. The folder will be the same name as the requesting company. **NOTE:** This folder will only be visible and accessible by the designated party, AFD Prevention Intake, and AFD Prevention Reviewers.



Click on '**Accept Invite**' and it will direct to the Box.com website (<https://account.box.com/login>) to create an account.



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PLAN REVIEW INTAKE PROCESS

Step 1: Set Up Online Payments

- Login to the Austin Build + Connect (AB+C) portal (<https://abc.austintexas.gov>) to ensure your company's account is active OR create a new account
 - Only one account per company is needed for the primary accounts payable contact
 - The primary account contact will receive notice of invoices
 - Find your AB+C ID number by logging in and selecting "My Profile" in the left panel
 - You will need to provide your 7-digit AB+C ID number when completing the online Fire System Plan Review Submittal Form (Fee Form) on Step 3

Step 2: Review and Upload Files into Box Folder

- See checklist forms at (<https://austintexas.gov/department/afd-plans-review>)
- Review and complete applicable fire system type checklist
- Request a Box.com account if needed
- Review intake process guide for how to upload files correctly into Box.com
- Upload checklist form and all applicable files to Box.com

Step 3: Submit Fire System Plan Review Submittal Form/Fee Form:

- Submit Fee Form: (<https://fs25.formsite.com/AustinFire/form64/index.html>)
- All applicable files must be uploaded in Box.com folder BEFORE you complete this Fee Form
- Upload the confirmation Fee Form into your Box.com folder
- The Fee Form will notify our Intake Team that your files have been uploaded

Our Intake Team will send messages to the primary email address on the Fee Form if corrections are needed.

- Please REPLY & CONFIRM to the email once corrections or updates have been completed so that we may continue to process your submission request
- Submissions are tracked using the Fee Form reference number on the response email
- Once all files are in good order, our Intake Team will manually generate an invoice and send an email to notify that **"YOUR SUBMISSION HAS BEEN ACCEPTED"**



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CREATE PROJECT ADDRESS FOLDER

After your Box account is created, you will be redirected to the folder homepage with your company name.

Inside your company name folder, there will be 7 fire system type folders.

The screenshot shows the Box web interface. On the left is a blue sidebar with navigation options: All Files, Recents, Synced, Feed, Notes, Relay, Trash, My Collections, and Favorites. The main content area shows a search bar at the top, followed by the breadcrumb 'All Files > System Plans > Company Name'. Below this is a table listing folders:

Name	Updated	Size
MISC FIRE PLANS	Today by Fire Prevention ...	0 Files
DAS or FIRE RADIO PLANS	Today by Fire Prevention ...	0 Files
STANDPIPE(NO SPRINKLER) PLANS	Today by Fire Prevention ...	0 Files
FIRE ALARMS PLANS	Today by Fire Prevention ...	0 Files
SPRINKLER PLANS	Today by Fire Prevention ...	0 Files
ACCESS CONTROL PLANS	Today by Fire Prevention ...	0 Files
SPECIALITY SYSTEM PLANS	Today by Fire Prevention ...	0 Files

Project address folders and files must be uploaded inside the correct fire system type folder.

To create a project address folder:

- Select the appropriate **fire system type folder** and inside the folder
- Click **'New'** drop down box in the upper right-hand corner
- Select **'Folder'**



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All Files > Company Name > FIRE ALARMS PLANS

Name	Updated	Size
100 Any Place Ste 200	Today by Sady Bartlett	0 Files
124 Any St Ste 100		0 Files
123 Any St		11 Files

Create a New Folder ×

Folder Name

Cancel Create

- **In the pop up**, create a folder name that is the **project address** being submitted.
 - Please include the Suite or Floor number if applicable.
 - The naming convention is to be as follows: **'Street Number Street Name Ste or Floor'**

All Files > Company Name > FIRE ALARMS PLANS

Name
100 Any Place Ste 200
124 Any St Ste 100
123 Any St



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FIRE SYSTEM TYPE CHECKLISTS AND REQUIREMENTS

Once the project address folder is created, files (**plan set, system calculations, equipment data, etc.**) for the project can be uploaded into the folder.

All files required for the review must be uploaded **BEFORE** you submit a Fee Form.

For more information on what is required for your specific fire system type, click the link below.

<http://www.austintexas.gov/department/afd-plans-review>

City of Austin Codes

[Building Technical Codes currently with amendments](#)

Fee Schedule and Calculations

- [Fee schedule](#)
- [Fire System Plan Review Form](#)
- Sample Calculations
 - [Amplifier Loading Calculation](#)
 - [FACP Battery Calculation](#)
 - [NAC Power Supply or Amplifier Battery Calculation](#)
 - [Voltage Drop Calculation](#)

Important - Effective June 1, 2013, Fire Alarm and/or Automatic Sprinkler submittals will not be accepted without a completed Checklist.

- [Automatic Sprinkler Submittal Checklist | Instructions](#)
- [Fire Alarm Submittal Checklist | Instructions](#)
- [Guidelines for 5 Device or Less Fire Alarm Remodel submittals](#)
- [Guidelines for FACP and Device for Device Replacement Fire Alarm submittals](#)
- [Guidelines for FACP Only Replacement Fire Alarm submittals](#)
- [Twenty Head or Less Sprinkler Work Letters and Plans](#)
- [Electric Door Locks \(Access Control\) Submittal Criteria](#)



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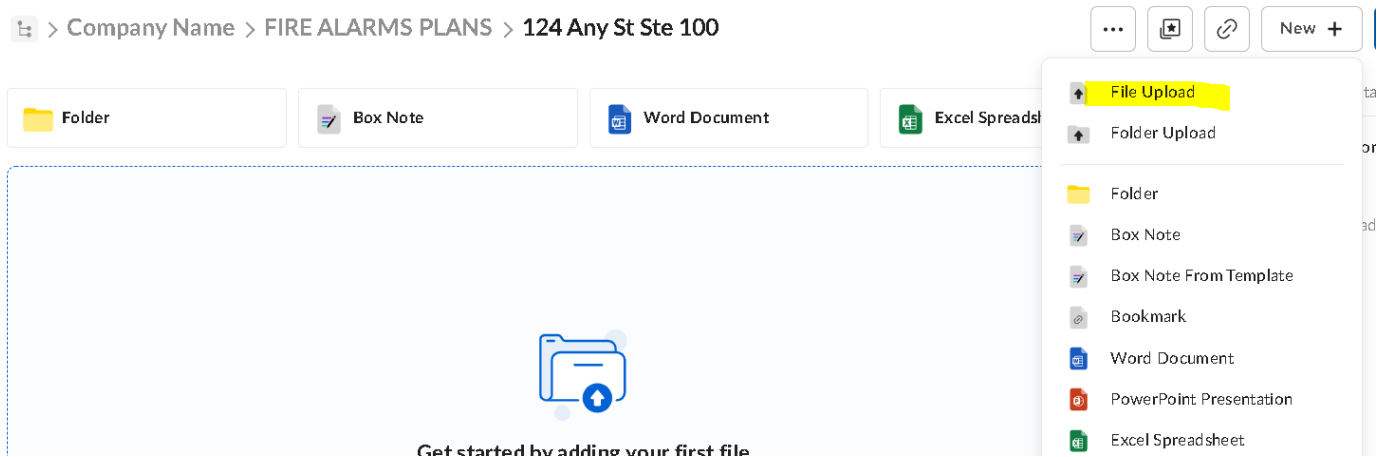
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UPLOAD PROJECT ADDRESS FILES

To upload files, simply **drag and drop** or click the “**File Upload**” button to search for files on your computer into the project address folder.



The following are the requirements for the files, as well as the **required naming conventions** (see next page). If these are not followed, Intake will reject the plans and follow-up with corrections that must be made.

Electronic plans can be any recognized, scalable size (i.e., they are no longer required to be only 24x36) and must be vector based. However, we still require the drawing scale to be 1/8" = 1'- 0".

The drawings must have all sheets combined IN ORDER into 1 PDF and plotted in **landscape orientation** (we should not have to rotate your files to read them).



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For electronic plans, digital signatures are acceptable in lieu of RME, APS, or Professional Engineers seal and signature. **Contractors are responsible for having a hard copy of the stamped approved drawings onsite with a wet signature.**

- **System calculations** must be a separate, singular PDF (all system calculation pages combined into 1 PDF).
- **Equipment cut sheets or data sheets** shall be a separate, singular PDF (all sheets combined into 1 PDF).
- **The completed check list form** can be combined into a separate, singular PDF to include any other miscellaneous information pertinent to the review (AFD hydrant flow test, Response Comments, Scope of Work Letter, etc.).



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FILE NAMING CONVENTIONS

The file naming convention will include the project address and be the same format as the project folder name. The format for our naming conventions is as follows:

* _ Underscores are required *

Plans –

'123 Any St_Plans'

Calculations – '123 Any St_Calculations'






Cut/Data Sheets –

'123 Any St_Equipment Data'

Miscellaneous –

'123 Any St_ Checklist'

🏠 > Company Name > FIRE ALARMS PLANS > 123 Any St

Name	Updated ▾	Size
 123 Any St_Fee Form.pdf	Today by Fire Prevention ...	226.7 KB
 123 Any St_Equipment Data.pdf	Today by Fire Prevention ...	13.4 MB
 123 Any St_Plans.pdf	Today by Fire Prevention ...	5.9 MB
 123 Any St_ Checklist.pdf	Today by Fire Prevention ...	462.9 KB
 123 Any St_ Calculations.pdf	Today by Fire Prevention ...	462.9 KB



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REVIEW COMPLETION

Reviews do not begin until payment is received, affecting review turnaround time. The payment date is the start date for your scheduled review time.

We add the applicable review days to the start date to calculate the review period. (Ex. Payment Date + 5 or 15 business days = review end date)

- 5 Business Days for Fire System Remodels
- 15 Business Days for New Fire System Installations
- 15 Business Days for New Installation or Remodel of Misc. Fire Systems (Access Control, ERCES, Standpipe, Clean Agent)

The same timelines apply for re-submittals of rejected plans and revisions of approved plans.

Once reviews are completed, the reviewer will email a link of the approved or rejected plans to the primary contact person listed on the fee form. Plans must be downloaded and saved.

If the plans are '**Approved**', it is the responsibility of the contractor to ensure a printed set of plans are onsite for the Fire Inspections team.

If plans are '**Rejected**' corrections will need to be made and re-submitted through the plan intake process.

Revisions to '**Approved**' plans will also need to be re-submitted through the plan review intake process.

For system plan status follow the steps below:

- [Visit Austin Build + Connect website](#)
- Enter associated BP in "**Search by Permit Number**" field
- Select "**Yes**" in "**Related Folder**" field
- View details in "**Status**" field under FIRR case



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RE-SUBMITTALS/REVISIONS

Rejected and Revised plans require a formal re-submittal with the following:

- Completed checklist items (if applicable) in addition to the re-submittal checklist items
- Uploaded Stamped rejected or approved plans with comments if applicable
- Uploaded Revised plans
- Uploaded letter summarizing changes to approved plans or corrections made to rejected plans
- Completion of fee form for re-submittal
(<https://fs25.formsite.com/AustinFire/form64/index.html>)

Create a new folder within the original project address folder for your re-submitted files. The folder should be named: '123 Any St_R1'

Re-submittal folders and files shall maintain the same naming convention but will need the suffix '_R#' where the # is the number of times your plans have been previously reviewed.

See examples of Box images on next page:



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Re-submittal Folder (R#):

🏠 > Company Name > FIRE ALARMS PLANS > 123 Any St

Name	Updated ▾	Size
 123 Any St_R1	Today by Fire Prevention ...	6 Files
 123 Any St_Fee Form.pdf	Today by Fire Prevention ...	226.7 KB
 123 Any St_Equipment Data.pdf	Today by Fire Prevention ...	13.4 MB
 123 Any St_Plans.pdf	Today by Fire Prevention ...	5.9 MB
 123 Any St_Checklist.pdf	Today by Fire Prevention ...	462.9 KB
 123 Any St_Calculations.pdf	Today by Fire Prevention ...	462.  

Files inside Re-submittal(R#) Folder:

🏠 > FIRE ALARMS PLANS > 123 Any St > 123 Any St_R1

Name	Updated ▾	Size
 123 Any St_Letter_R1.pdf	Today by Fire Prevention ...	5.9 MB
 123 Any St_Rejected_Approved Plans_R1.pdf	Today by Fire Prevention ...	462.9 KB
 123 Any St_Checklist_R1.pdf	Today by Fire Prevention ...	462.9 KB
 123 Any St_Revised Plans_R1.pdf	Today by Fire Prevention ...	5.9 MB
 123 Any St_Fee Form_R1.pdf	Today by Fire Prevention ...	226.7 KB
 123 Any St_Calculations_R1.pdf	Today by Fire Prevention ...	462.9 KB



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HOW TO FOLLOW UP ON SUBMISSIONS

Plan review submissions are tracked using the plan review submittal (fee form) reference number.

If your submission was not accepted and it requires corrections, our Intake team will send the primary and alternate contact person listed on the fee form the following response:

We cannot accept your submission at this time due to the following reason(s):

- 1.
- 2.
- 3.

****SUBMISSIONS ARE TRACKED**.** Please **REPLY & CONFIRM** to this email once corrections or updates have been completed so that we may continue to process your submission request.

To check system plan status, follow the steps below:

- [Visit Austin Build + Connect website](#)
- Enter associated BP in “**Search by Permit Number**” field
- Select “**Yes**” in “**Related Folder**” field
- View details in “**Status**” field under FIRR case

All plan review submission questions should be sent to firepreventionadmin@austintexas.gov



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INSPECTION REQUESTS

Once plans have been approved, you can request your inspection.

Fire Inspections cannot be scheduled via email or online.

To schedule inspections:

Please call 512-974-0153 opt 3 from 8-1pm Monday –Friday.

This phone line will only accept messages during the hours of 8-1pm.

You will leave a voice message with your contact number and the permit number.

Phone calls will be returned within one business day.

Contractors are responsible for having a hard copy of the stamped approved drawings onsite with a wet signature.



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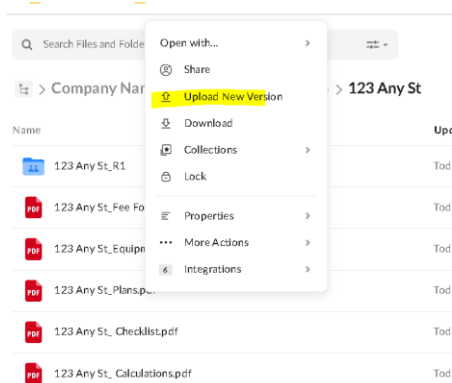
COMMON ISSUES

Can I delete a file or folder?

No. To limit confusion, only AFD can delete files and folders within our box folder.

How do I upload a new file version or correct a file name?

Right click on file name and select 'Upload New version'



If this does not work, edit the file name on your computer to add “**_Correct File**” so Intake knows which file to keep and which to remove.

There is an issue with logging into box.com.

For any issues directly related to box.com, please go to the link below.

[Box Support Link \(https://support.box.com/hc/en-us\)](https://support.box.com/hc/en-us)

I do not have access to the email my company uses for box.com. The person who managed the account left and did not leave the login information.

If you are able, we recommend reaching out to your IT team/email manager for your company to retrieve access to the email under your domain first. If you are not able to gain access, please reach out to us by emailing firepreventionadmin@austintexas.gov.