



Electrical Locking Systems Frequently Asked Questions (FAQs)

Effective September 1, 2024, Austin Fire Department (AFD) will review electrical locking/access control submittals as part of the Building Plan Review (PR) set that is submitted to the Development Services Department (DSD). A separate submission to AFD for Fire System Plan Review will no longer be required.

How will electrical locking systems be reviewed after September 1st?

Electrical locking systems will need to be submitted to DSD for a Building Plan Review (PR). The AFD Fire reviewer will perform a review of the electrical locking system at the PR stage. There is no additional AFD fee associated with this review as it is covered by the PR fire review fee. If the scope is limited to electrical locking systems only, then the project will be processed as a 7-Business Day Review (see page 2 for link). Please refer to the [DSD fee schedule](#) for fee information.

What if the scope of work does not include a building permit component?

All electrical door lock installations require that a building permit be obtained from the Development Services Department (DSD) to ensure compliance with the exiting provisions of the International Building Code (IBC).

What if a building permit has been issued WITH electrical locks as part of the work?

If a Building Permit was issued prior to September 1st and electrical locking/access control is noted in the approved plan, then electrical locking documents will need to be submitted. Electrical locking systems can continue to be submitted to AFD directly or they can be submitted as a Plan Review (PR) revision to DSD.

What if a building permit has been issued and electrical locks are ADDED to the project at a later date?

Electrical locking systems can continue to be submitted to AFD directly until September 1st. Electrical locking systems added to a previously issued building permit will need to be submitted as a Plan Review (PR) revision to DSD after September 1st.



Can a 3rd Party Contractor submit electrical locking/access control plans through DSD or do the plans need to be submitted through the architect/engineer/design team?

The simplified submittal requirements for electrical locking systems can be provided in the architectural/life safety plans making it easier to submit as part of the larger plan set. However, anyone can submit for a building permit to DSD if the design team prefers to submit this information separately.

Will AFD continue to perform the inspections?

Yes, the Austin Fire Department will continue to inspect electrical locking systems. An AFD inspection fee will be assessed when the inspection is scheduled. The installing contractor or general contractor can schedule the inspection.

How does the submission process through DSD work?

- 1) Applicant **must** be registered on [Austin Build + Connect](#)
- 2) Complete the [Commercial Building Application](#).
 - a. For standalone electrical locking submittals, also complete the [7 Business Day Review Form](#).
 - b. For electrical locking submittals associated with previously approved building permits, please submit as a revision to the Plan Review (PR) by using the [Revision Form](#).
- 3) Submit required documents and a plan set through the [Commercial Building Permit Web Form](#).
- 4) Once all documents have been attached to the PR, an invoice will be generated for plan review in accordance with [Commercial Plan Review Fee](#) Schedule.
- 5) Submit payment by logging into [AB+C account](#). Track the review progress by public search on the [AB+C portal](#) using the PR number (case number) or address.



- 6) If the project has rejection comments, there will be additional cycles of review until each pending discipline is approved. You will go back to the webform under “Modify” > “Update” and follow the steps to submit updated documents for the next review cycle.
- 7) AFD Engineers will add a note to the comment section of the permit to document when an electrical locking system was approved as part of the PR set.
- 8) Once approved, permits need to be activated through [Building and Trade contractor Services](#).