



# AUSTIN FIRE DEPARTMENT

6310 WILHELMINA DELCO DR. AUSTIN, TX 78752  
P: 512.974.0160 E: FirePrevention@austintexas.gov

## Fire Alarm System

### System Submittal Completeness Checklist Items

**NOTE:** 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. This checklist also does not apply to City of Sunset Valley submittals. Submittal shall be rejected if any required/applicable checklist items are not provided. Please email [fireprevention@austintexas.gov](mailto:fireprevention@austintexas.gov) if assistance is needed.

Project Name	
Project Street Address	
Installation Contractor	
Primary Contact Person	
Email Address	
Phone Number	
Date	

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

[\(See checklist instructions on AFD website for detailed instructions\)](#)

Check **Y** (Yes) item is complete, or **N/A** if the item does Not Apply to the project.

Y

**1) COMPLETED PLAN REVIEW SUBMITTAL FEE FORM**  
[\(<https://fs25.formsite.com/AustinFire/form64/index.html>\)](https://fs25.formsite.com/AustinFire/form64/index.html)

#### **DATA SHEETS**

Y

**2) Product data sheets or other manufacturers' supporting documentation are provided for all system parts and components in a single PDF file.** The minimum information that documentation shall contain is part numbers, standby and alarm current draws, and device compatibility. This includes the [UL Listing](#) number that applies to the device, i.e., UL 864 (control units), UL 1971 & 464 (horn/strobes), UL S1115 or 268 (smoke detectors), etc.  
**Note:** *Highlight the part/model number used on the data sheet, along with device current draws used in battery and voltage drop calculations.*

## EQUIPMENT LIST/BILL OF MATERIALS

- Y 3) 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. For example: “10 System Sensor, XYZ-120, 120VAC Smoke Detector.” The equipment list can be included with the data sheets set.

## PLANS

**Note:** Depending on the project requirements, plans may typically include: a cover sheet, table of contents, floor plans, calculations, device wiring details, device mounting details, riser diagram, and other useful information to help the reviewer understand the scope of work.

- Y 4) An electronic set of plans in a vector-based (direct plot from CAD) PDF format that is **unlocked and has unrestricted security permissions** so they can be marked-up by AFD reviewers. The floor plan shall also be at a standard measurement scale and size, so that when printed to paper, is large enough for the AFD Inspector to read. An electronic copy (PDF) of the reviewed plans shall be returned to the customer when the review is completed.
- Y 5) Correct project address is shown on the following: this form, Fire System Plan Review Submittal Form, submittal cover sheet and project drawings. **Note:** *Incorrect project address shall result in non-approval.*
- Y N/A 6) Project building permit number(s) must be shown in the lower right-hand corner on all project drawings. **Note:** *If checked as N/A, then a building permit number is not applicable, and a cover letter of explanation (“No BP”), signed by the APS, is included with this submittal.*
- Y 7) A brief scope of work specific to the project must be on the plan cover sheet or 1st plan sheet. 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 8) All areas within and outside the scope of work shall be clearly defined on the plans with hatching, bold outlines, etc. Match-lines and site key map must be used for all large or complex buildings to help reviewer understand how the building areas are divided up on each sheet.
- Y N/A 9) If this project has phased construction, a copy of the COA Building Department stamped approved phasing plan must be provided. The plan can be typically acquired from the General Contractor of the project.
- Y 10) Plans shall include a symbols legend with the following information for each symbol: part number, brief description of what it is, and any item in the legend that is provided by others shall be noted as “Provided by Others”. Also, include device mounting heights with notes or separate device mounting height details. **Note:** *All symbols shown on the plans shall be defined by the legend, including any existing equipment affected in this scope of work.*

- Y  N/A      **11)** Plans must 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”, and a line type or letter designation (or both) that differentiates it from other wire/circuits shown on the plans.
- Y  N/A      **12)** Plans shall clearly indicate on the cover sheet/first page the building occupancy and construction type, the applicable fire code and NFPA standard editions. For example, 2019 NFPA 72, 2021 International Fire Code (IFC). **Note:** *A list of current codes that are adopted by City of Austin is found here: <https://www.austintexas.gov/page/building-technical-codes>*
- Y  N/A      **13)** Plans shall have an original APS signature that conforms to the [State Fire Marshals Office/Texas Board of Insurance](#) requirements, which includes the company ACR # and contact information. If using an Adobe Acrobat e-signature, please make sure to unlock the plans. **Note:** *If the installing company is not the same as the designing company, then both companies shall provide this information on Cover Sheet or the first sheet in the plan set.*
- Y  N/A      **14)** Plans must be signed and sealed by the professional engineer and TBPELS engineering firm registration number is shown under the firm’s name on all Plans bearing the engineer’s seal and signature.
- Y  N/A      **15)** Plans shall clearly indicate the wiring (cable) routes for all circuits that must be calculated for performance requirements such as voltage drop, decibel (dB) loss, etc. **Note:** *For high-rise systems, plans must indicate where all 2 hour protected pathways/cablings are located.*
- Y      **16)** Floor plans must clearly show the following on them:
- Room names (or function) of each room or area.
  - Unique and sequential SLC device addresses for addressable fire alarm systems.
  - Zone circuit numbers for conventional fire alarm systems.
  - Unique and sequential NAC visual and speaker device labels located at each device.
  - Strobe candela rating shown next to each visual notification device.
  - Speaker wattage tap setting shown next to each speaker (or speaker-strobe) device, or a sheet note stating, “All speakers are tapped at XX watts unless otherwise noted.”
  - All Class B circuits shown on the floor plans shall indicate where the End-of-Line (EOL) is located on the last device.
- Y  N/A      **17)** Plans must clearly indicate the ceiling height in all areas where notification coverage is required. Or a simple note stating, “*All ceiling heights are XX.XX ft. unless otherwise noted.*”, is acceptable, if accurate. Otherwise, include individual ceiling height floorplan markers if ceiling heights vary from area to area.
- Y  N/A      **18)** System Sequence of Operations must be shown on the plans in an “Input/Output Matrix” format as shown in NFPA 72. For remodel projects, if there is no change to the sequence, then 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 boilerplate, catch-all function matrices with functions that are not applicable to the project.

## CALCULATIONS

**Note:** Calculations can be submitted as a separate document or included as part of the plan sheet set.

Y N/A      **19)** Voltage drop calculations for each new or modified NAC circuit. These shall include the basic information shown on the [sample calculations on the AFD website](#), and account for the quantity & type of all devices circuited. **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      **20)** Battery backup calculations for all new panels or any existing panel that has been altered, even if only by one device shall be provided and use the accurate code required alarm time (i.e., 5 minutes or 15 minutes stand-by). These shall include the basic information shown on 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. Show battery Ah to be installed for new panels, or existing battery Ah that was installed for existing panels.

Y N/A      **21)** 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 the basic information shown on the [sample calculations on the AFD website](#). **Note:** supporting documentation is required for all values used in any calculation, including existing NAC circuits and power supplies. Include remaining wattage (reserve) power of amplifier in calculation.

## Miscellaneous

Y N/A      **22)** If elevators are present, are they hydraulic?

## **RE-SUBMITTALS FOR REJECTED PLANS**

In addition to all the above items, include the following additional items for Re-submittals:

### *Note for re-submittals:*

*Provide a new set of plans that show any required revisions that were required to address the rejection comments and include the other information indicated below. DO NOT revise the previously stamped plans that have been stamped “Rejected” and turn those back in as the “new” plans, the submittal package shall be rejected – the purpose of this is to avoid confusion at time of test and inspection.*

- Y 1)** Completed Fire System Plan Review Form (Fee Form) – this can be found at the “AFD Plans Review” Web Page below, once on the page scroll down and click on “Fire System Plan Review Form (Fee Form)”: <https://www.austintexas.gov/department/afd-plans-review>
- Y 2)** A copy of the AFD “Rejected” stamped PDF plans and review comments that was previously sent to contractor.
- Y 3)** A comment response letter on the company letter head signed by the APS/RME/Engineer, briefly explaining how each review comment was addressed. When addressing comments, use the same comment number as what is shown on the rejection comments, for example, when responding to comment F1, the response should start with F1, the response to comment F2, should start with F2, etc... so the responses can be correlated to the rejection comments.
- Y 4)** For 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.)

**NOTE:** Revision numbers are NOT the comment number, they represent the revision cycle, i.e., revision 1 would be the 1<sup>st</sup> re-submittal, revision 2 would be the 2<sup>nd</sup> re-submittal, the number of time that plans had to be revised. This includes all changes included with the re-submittal in response to AFD reviewer comments, new changes per the contractor, architect/owner, etc. Please make sure the APS stamp is freshly signed.

## **SUBMITTALS FOR PLAN REVISIONS AFTER PLANS HAVE ALREADY BEEN APPROVED**

In addition to all the above items, include the following additional items for plan revision submittals:

- Y 1)** Completed Fire System Plan Review Form (Fee Form) – this can be found at the “AFD Plans Review” Web Page below, once on the page scroll down and click on “Fire System Plan Review Form (Fee Form)”: <https://www.austintexas.gov/department/afd-plans-review>
- Y 2)** A copy of the previously AFD stamped approved plans.
- Y 3)** A letter on company letter head signed by the APS/RME/Engineer, briefly explaining what changed on the project that has caused the need to submit a revision to the previously approved plans, new changes per the owner, architectural changes, etc.
- Y 4)** For all revision 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.)

**NOTE:** Revision numbers are NOT the comment number, they represent the revision cycle, i.e., revision 1 would be the 1<sup>st</sup> re-submittal, revision 2 would be the 2<sup>nd</sup> re-submittal, the number of time that plans had to be revised. This includes all changes included with the re-submittal in response to AFD reviewer comments, new changes per the contractor, architect/owner, etc. Please make sure the APS stamp is freshly signed.