



**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 Instructions*

Turn in only the checklist portion with projects, it is not necessary to turn in this instruction sheet.

This checklist is not required for 20 or fewer sprinkler head submittals – see website guidelines for these types of submittals.

This checklist does not apply to City of Sunset Valley Projects.

**Purpose of Checklist:**

To better serve the business community by improving the efficiency of the review process by verifying submittals and drawings meet a set of minimum requirements before they are accepted for full review. The process is intended to prevent/reduce delays otherwise caused by finding basic deficiencies later on in the review process which can sometimes be as long as 2-3 weeks after submission of any given fire alarm project.

**Directions:**

This checklist must be completed, signed by the designer/contractor and turned in on top of all new, remodel or resubmitted system submittals or they will not be accepted at the intake window. If any of the checklist items are deficient the submittal shall be rejected without further review and returned. The submittal shall not be entered into the system for review until the checklist deficiencies are corrected and the corrected submittal is turned back in at the window with a new completed checklist.

**Note:**

Compliance with all the items below should increase the likelihood of approval the first time through the review process; however it does not in any way imply or otherwise guarantee that other deficiencies will not be found during the review process that may result in non-approval of the submittal. Therefore the designer/contractor should always exercise due diligence for all project submittals and drawings submitted to AFD.

**All systems shall comply with the following applicable codes adopted by the City of Austin:**

*Sprinkler Systems:*

The City of Austin Fire Codes and Amendments; International Fire Code, 2015 edition, NFPA 13, 13R & 13D, 2016 editions.

The City of Austin Building Code and Amendments; International Building Code, 2015 edition.

*Standpipe Systems:*

The City of Austin Fire Codes and Amendments; International Fire Code, 2015 edition, NFPA 14, 2016 editions.

The City of Austin Building Code and Amendments; International Building Code, 2015 edition.

*Fire Pumps:*

The City of Austin Fire Codes and Amendments; International Fire Code, 2015 edition, And NFPA 20, 2016 editions.

The City of Austin Building Code and Amendments; International Building Code, 2015 edition.