



Fire Marshal's Office
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Round Rock Fire Department Fire Marshal's Office Sprinkler Submittal Checklist

This list is provided only to assist in preparation for a submittal and should not be interpreted as the submittal containing all appropriate and needed information. All plans will be reviewed in accordance with the ordinances adopted by the City of Round Rock. The following must be submitted with all Fire Sprinkler Permit applications for review:

- Provide 1 hard copy of the submittal
- Provide 1 electronic copy (PDF) of the submittal
- Plans shall use a 1/8" scale and have a north arrow shown
- Plans shall have an original RME signature on them or electronic signature that conforms to the State Fire Marshal's Office/Texas Board of Insurance requirements. The contractors SCR# and contact information on the plans. If the installing company is not the same as the designing company, both companies shall provide this information on the plans.
- Name and SCR of the underground contractor if not submitting contractor (New Systems)
- Provide a signed copy of the water supply flow test report, including, but not limited to, flow location, static and residual pressures in PSI, flow in GPM, date of the test, name of the party who conducted the test or supplied information.
- Provide product data sheets for non-standard sprinkler heads and backflow preventers.
- Show FDC location on the plans.
- Show occupancy/hazard classification and design density information.
- Show description of use for all portions of the building.
- List the construction type of the building.
- For storage and/or warehouse occupancies, provide information regarding commodity, commodity classification, encapsulated (method of packaging), height of storage, storage arrangement (i.e., aisles, piles, on pallets, racks, arrays, etc.), in-rack sprinklers, as applicable.
- A signed Owner's Information Certificate is required for any occupancy that will store commodities above 12 feet.
- Provide hydraulic design calculations for new systems or for modifications to an existing system which affects the hydraulically most remote area of the system.
- Hydraulic reference points and remote area should be clearly shown on plans.
- Ceiling heights shall be clearly shown on all plans by either using notes or ceiling height identifiers or both.
- Dry Sprinkler systems shall include total volume (gal) of system, Area increase for remote area calculations, and an inspectors test identified on the remote point of the system.
- Fire Pump submittals require manufacturer data sheets for all associated equipment. The capacity of the fire pump should be included on the plans. Fire pump piping layout should be detailed on the plans.
- 13D system plans should include the GPM required when flowing both remote sprinkler heads.