



Fire Marshal's Office
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Round Rock Fire Department Fire Marshal's Office Building Plan ESD-9 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. Building Plans MUST be submitted separately from the Civil/Site Plans. Combined Civil/Building Plans **will be rejected**. The following must be submitted with all Building Plan permit applications for review:

PLAN SUBMITTAL METHOD

- Provide 1 hard copy of the submittal **AND**
- Provide 1 electronic copy (PDF) of the submittal

COVER PAGE: cover must have the following information:

- Project Name
- Address
- Building Square Footage
- Building Height
- Occupancy Type/Use
- Construction Type per IBC/IFC definitions

REQUIRED PLAN COMMENTS: The following comments MUST be noted on the Building Plan in the "General or Fire Plan Notes" section with this **exact verbiage** on plan:

- CONTACT THE FIRE DEPT:** for any submittals, scheduling of inspections or Fire Finals. **512-218-6628**
- COMMENTED/STAMPED SET OF PLANS:** Either paper hand-stamped plans or print full-sized approved digital copy of stamped plan must remain on site and be available for all fire inspections.
- FIRE FINAL CHECKLIST:** A Fire Final list of requirements has been provided with the plan review comments. [Fire Final Punch List](#)

GENERAL REQUIREMENT DETAILS ON PLAN: the following must be shown on plan:

- KNOX BOX:** Indicate location of Knox Box on plan. Usually at front entrance doors AND next to the Riser Room with a current set of keys. Install 6ft. in height from the ground. Contact Fire Dept. 512-218-6628. Choose Round Rock Fire Dept for approval when ordering at WWW.KNOXBOX.COM
- ADDRESS POSTING:** Building must have proper address marking on the building and be visible from the roadway, also proper suite numbers shall be posted on the exterior of all exit man doors leading from the suites before the Fire Final. Internal suites shall be identified by name, numbers, or letters.
- FIRE SPRINKLER & ALARM SYSTEMS:** For new systems or changes affecting the existing systems have licensed contractors submit plans to the Fire Marshal's Office for review.
- RISER ROOM/FDC SIGNAGE:** riser room and FDC shall be labeled minimum 6" letters in

contrasting color and alphabetical letters.

- **SUITE IDENTIFICATION:** must be current & posted on the exterior of all exit man doors for the Fire Final.
- **EMERGENCY RESPONDER RADIO COVERAGE:** Adequate emergency responder radio coverage shall be required in all new buildings. Will need a radio coverage survey at 80% construction completion with walls, doors, and windows in place. [Round Rock Code of Ordinances Chapter 16](#) Sec. 510.1
- **EMERGENCY & EXIT LIGHTS:** Fire Dept. will check visibility and function at Fire Final. Mark Emergency Light Circuits on the breaker panel for testing.
- **OCCUPANT LOAD SIGNS:** Shall be posted for the Fire Final. Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or authorized agent. The seating shall not exceed the commented plans requirements at the Fire Final.
- **TYPE 1 HOOD SYSTEMS:** For new and any changes to the hood systems, have a licensed hood contractor submit hood plans to the Fire Dept. for review. Hood System must be inspected and currently tagged.
- **SMOKE DUCT DETECTORS:** On all new systems, if the system is over 2000 cfm the fire inspector shall witness a test on the smoke duct detector functions before or at the Fire Final.
- **FIRE LANES:** Shall be striped as per code RR City Ordinance at Fire Final and match Civil/Site plan.
- **UNDERGROUND FLUSH TEST CERTIFICATE:** SF042 Form shall be provided to the Fire Marshal's Office prior to fire sprinkler system acceptance. [Underground SF042 TDI Form](#)
- **GATES for FIRE APPARATUS ACCESS ROADS:** Shall not be less than 20' feet in width and provide fire access as outline in following codes: [2015 IFC International Fire Code](#) Appendix Section D103.5 [Round Rock Code of Ordinances Chapter 16 Section 16-55 Emergency Access Systems](#)