Round Rock Fire Department
Fire Marshal's Office
Fire Alarm 5 Devices or Less Submittal
Guidelines Checklist

THE PROJECT MUST BE A REMODEL AND NOT A NEW FA SYSTEM

The Round Rock Fire Department accepts documentation in the form of a letter, simple plan, and calculations, for remodels involving 5 or fewer fire alarm devices on an existing system. The plan must show the limits of work, and be drawn to scale or dimensioned, and indicate the candela rating of any strobes to allow device spacing to be checked. If any one item on this list is not included with submittal, the **design plan may be rejected and require re-submittal**.

PLAN LETTER SUBMITTAL PROCESS REQUIMENTS:

☐ All letters are to be submitted in digital form via email to firemarshalsoffice@roundrocktexas.gov Multiple emails are acceptable or in person with a flash drive to the front desk 203 Commerce Blvd.

☐ A minimum permit fee is required of $60.00 to be paid over the phone or in person at the front desk

☐ After review by a fire inspector, the design plan will be stamped, and a permit issued

SUBMITTAL ITEM REQUIREMENTS:

☐ **Design Letter:** letter shall be written and signed by the firm's APS, on the installing contractor's letterhead, with State License number shown, and the following information:
- o Project name and address, including suite number if applicable
- o Project's building permit number
- o Number and type of devices added, moved, or deleted
- o Indicate that the installation and materials shall be in accordance with NFPA 72
- o Submit backup battery calculations
- o For notification circuit remodels, submit voltage drop and current calculations

ACCEPTANCE TEST:

☐ **Plan Paper Copy:** provide 8 ½ " x 11" paper copy of RRFD stamped letter plan for on-site inspection to verify installation to plan & place in FACP doc box at completion of inspection

☐ **Devices Test:** call the Fire Marshal's Office at **512-218-6628** to schedule an inspector to witness and verify installation to plan design, function of all devices, and verify monitoring

☐ **Addressable Panels**: Intelligent addressable devices added on software controlled systems, a test of 100% of the new devices and an additional 10% or a minimum of 50 devices on the existing circuits including a variety of initiating devices and notification devices will be required per 2013 ed. NFPA 72, Sec. 14.4.2.4.