



Fire Marshal's Office  
203 Commerce Blvd  
Round Rock, TX 78664  
Office (512) 218-6628  
[firemarshalsoffice@roundrocktexas.gov](mailto:firemarshalsoffice@roundrocktexas.gov)



## **Round Rock Fire Department Fire Marshal's Office Fire Alarm Devices for Device Submittal Checklist**

This submittal criteria applies if the FACP, and all or some initiating devices and/or some notification devices are being replaced. All new devices must be installed in the same location as the original devices, otherwise, if new locations are proposed, a normal plan submittal is required, and new device locations must comply with the current IFC and NFPA requirements. The Round Rock Fire Department accepts documentation in the form of a letter, simple plan, and calculations, for remodels involving device for device on an existing system. If any one item on this list is not included with submittal, the **design plan or letter may be rejected and require re-submittal.**

### **PLAN LETTER SUBMITTAL PROCESS REQUIREMENTS:**

- All letters are to be submitted in digital form via email to [firemarshalsoffice@roundrocktexas.gov](mailto: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 from the company's APS on company letterhead indicating/stating:
  - The scope of work
  - Outlining the procedures used to program the new panel
  - Method used to verify adequacy of signal circuits power
  - Stating that all the work will be done per IFC and NFPA 72 requirements
- Equipment Specs:** provide digital copy of data sheets for any new equipment
- System Calculations:** provide voltage drop and battery backup calculations

### **ACCEPTANCE TEST:**

- Plan Paper Copy:** provide minimum 8 1/2" 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
- As-Built:** as-built plans, submitted to RRFD and approved prior to testing signed by the APS
- FACP Coverage Lapse:** to limit the time unprotected, if a FACP is out of service, the replacement FACP may be installed and the system returned to service while the as-builts are completed, or while awaiting the acceptance test by the fire inspector