



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 Panel ONLY Replacement Submittal Checklist**

This submittal criteria applies if the FACP ONLY is being replaced. If new FACP location is proposed, then plans must show the new location and all home runs back to new location while providing calculations for affected circuits in new location. New location shall 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 panel ONLY 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

### **FACP REPLACEMENT 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
- 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, verify monitoring, and proper tag placement. We require at least 3 devices for each type of signal activation, (3 general alarm, 3 trouble, 3 supervisory signals) chosen at random to verify communication between new FACP to system devices