



Round Rock Fire Department Fire Marshal's Office Fire Alarm System Submittal Guidelines Checklist

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



This checklist is NOT required for 5 or fewer devices, panel replacements, 1 for 1 device replacements, or sprinkler monitoring only submittals – see website for guidelines on these types of submittals. This document is designed to provide guidance for plan submittal and the installation of a fire alarm system within Round Rock Fire Dept.'s jurisdiction. This information is not all-inclusive but is intended to inform contractors of local requirements and assist in developing a successful plan submittal. If any one item on this list is not included with submittal, the **design plan may be rejected and require re-submittal.**

PLAN SUBMITTAL PROCESS REQUIREMENTS:

- All files 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 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

PLAN DESIGN REQUIREMENTS:

- Design Plan:** electronic copy (PDF) of plan (email or flash drive)
- Scope:** brief scope of work and correct address of the project is on the plan cover sheet
- Scale:** plan shall use a 1/8" scale and a **North Arrow** shown
- License:** provide APS signature or electronic signature on plan that conforms to the State Fire Marshal's Office/Texas Board of Insurance requirement AND the company ACR # and contact information. If the installing company is not the same as the designing company, both companies shall provide this information on the plan. If signed by engineer, include engineer seal and signature
- Wiring:** plan clearly indicates the wiring route and calculations for all circuits for performance requirements such as voltage drop, decibel loss etc.
- Labeling:** plan clearly shows: all room names, locations of all equipment, all device addresses for intelligent systems, zones for conventional systems, NAC and speaker circuit numbers at each device on the circuit, candelas rating at each visual device and speaker wattage settings at each speaker or, a note on each plan sheet stating "All speakers are tapped at XX watts unless otherwise noted"
- Ceiling Height:** plan clearly indicates ceiling height
- Voltage Calculations:** voltage drop calculations for each new or modified NAC circuit
- Battery Calculations:** provide battery backup calculations for all new panels and altered existing panels even if only altered by one device
- Amplifier Calculations:** provide speaker circuit & amplifier loading calculations for new amplifiers
- Equipment Specs:** provide separate electronic cut sheets for all system parts and components
- Primary Power Source:** a 120VAC 15/20A lockable dedicated power circuit shall be provided

ACCEPTANCE TEST:

- Plan Paper Copy:** provide minimum 24" X 36" paper copy of RRFD stamped 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