



Fire Marshal's Office  
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## **Round Rock Fire Department Fire Marshal's Office Kitchen Hood/Fixed Suppression System Submittal Guidelines Checklist**

This document is designed to provide guidance for plan submittal and the installation of a kitchen hood or fixed suppression system within the 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](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

### **PLAN SUBMITTAL ITEM & DESIGN REQUIREMENTS:**

- License:** provide installer's license number conforming to the State Fire Marshal/Texas Board of Insurance requirements AND the company ACR # and contact information. If the installing company is different from designing company, both companies shall provide this information on the plans
- Location:** plan shall indicate the name and address of business system installation or remodel
- Equipment Specs:** electronic copy of manufacturer's manual with specifications for all system parts
- Hood Verification:** Before system install, verify Type 1 hood is listed & meets International Mechanical Code requirements and smoke leak test performed for all duct work
- Design Plan:** indicate location & dimensions (height, depth, & width in inches) of the following:
  - Hood/ducts
  - All cooking appliances (names, orientations, and dimensions)
  - Method to ensure appliance is returned to designed location (chains/wheel chocks)
  - Nozzle distances and nozzle type
  - Gas shut-off valve size & location
  - Any applicable electric outlets
  - Cylinder sizes and location
  - Pull station height and location
  - Audio AND visual device (if not tied to alarm panel)
  - Indicate maximum flow points and how many are used
  - Class K extinguisher with NFPA bilingual placard

### **HOOD ACCEPTANCE TEST:** the Fire Inspector shall witness & verify the following:

- Correct measurements & type of all nozzles according to manufacturer's manual
- Correct appliance location and securing method
- Fusible link & pull station activation to include audio AND visual device (horn/strobe) or full alarm activation if tied to main panel
- Make up air turns OFF after hood activation.
- Exhaust fans remain ON after hood activation. If exhaust is OFF when hood activates, it turns ON
- Gas and Electric Shut-off upon system activation