



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



Round Rock Fire Department Fire Marshal's Office Fire Sprinkler 20 heads or less Submittal Guidelines Checklist

This submittal criteria applies if 20 fire sprinkler heads or less will be modified and/or added to a project, the installing contractor shall pay a permit fee and submit a letter that contains the following and a hydrostatic test will not be required: 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 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 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 SUBMITTAL ITEM & DESIGN REQUIREMENTS:

- Design Plan:** provide electronic copy (PDF) of the submittal letter (email or flash drive)
- Scale:** plan shall use a 1/8" scale and a **North Arrow** shown
- License:** provide original or electronic RME signature conforming to the State Fire Marshal's Office/Texas Board of Insurance requirements AND the contractor's SCR# and contact information on the plans. If the installing company is not the same as the designing company, both companies shall provide this information on the plans
- Project Information:** plan includes the project name and address
- Project Scope:** plan includes the number of sprinklers relocated, the number of sprinklers added, and the number of sprinklers plugged
- Standard Requirements:** plan includes a statement indicating or acknowledging that all work and materials shall comply with the requirements of NFPA 13

ACCEPTANCE TEST:

- Plan Paper Copy:** provide minimum 24" X 36" paper copy of RRFD stamped plan for on-site hydrostatic & visual inspections to verify installation according to plan & to applicable NFPA 13
- Sprinkler Visual:** call the Fire Marshal's Office at **512-218-6628** to schedule an inspector to perform visual inspection verifying all systems components, pipes, hangers and other applicable NFPA 13 codes are installed to plan design