



**Round Rock Fire Department
Fire Marshal's Office
Sprinkler Guidelines Submittal Checklist**

Fire Marshal's Office
203 Commerce Blvd
Round Rock, TX 78664
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This document is designed to provide guidance for plan submittal and the installation of a fire sprinkler 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. 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 (email or flash drive)
- Scale:** plan shall use a 1/8" scale and a **North Arrow** shown
- Construction Type:** List the construction type of the building
- 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
- Underground:** name & SCR of underground contractor if not submitting contractor (New Systems)
- Hydrant Flow Test:** provide signed copy of the water supply flow test report, including, but not limited to, flow location, static and residual pressures in PSI, flow in GPM, date of the test, name of the party who conducted the test or supplied information
- Equipment Specs:** provide cut sheets for non-standard sprinkler heads and backflow preventers
- FDC Location:** show FDC location on the plans and ensure it matches the civil site plan set
- Hazard Classification:** plan shows occupancy/hazard classification and design density information
- Description Use:** plan shows description of use for all portions of the building
- Storage & Warehouse:** for storage and/or warehouse occupancies, provide information regarding commodity, commodity classification, encapsulated (method of packaging), height of storage, storage arrangement (i.e., aisles, piles, on pallets, racks, arrays, etc.) or in-rack sprinklers, as applicable.
- Owner's Certificate:** signed Owner's Information Certificate shall be submitted for any occupancy storing commodities above 12 feet
- Hydraulic Calculations:** provide hydraulic design calculations for new systems or for modifications to an existing system which affects the hydraulically most remote area of the system
- Remote Area:** hydraulic reference points and remote area should be clearly shown on plans
- Ceiling Height:** ceiling heights shall be clearly noted on plan by either notes or ceiling height identifiers or both
- Dry Sprinkler:** dry sprinkler systems shall include total volume (gal) of system, area increase for remote area calculations, and an inspector's test identified on the remote point of the system
- Fire Pumps:** fire pump submittals require manufacturer data sheets for all associated equipment, fire pump capacity, and fire pump piping layout detail shall be included with plan design
- 13D Systems:** provide GPM required when flowing both remote sprinkler heads on plan

- **Standpipes**: all standpipes must meet NFPA 14 standards and Knox Caps ordered

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 and to standard
- **Hydrostatic Test**: call the Fire Marshal's Office at **512-218-6628** to schedule an inspector to witness a hydrostatic test on all new systems or remodels greater than 20 heads
- **Standpipe Flow Test**: call the Fire Marshal's Office at **512-218-6628** to schedule an inspector and request a fire engine to perform a standpipe flow test on all new standpipes. All standpipe flow tests must be scheduled at least 7 days in advance to ensure fire engine availability. The fire lane access to the FDC and building must be clear in order to perform the test