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ROUND ROCK FIRE DEPARTMENT

FIRE MARSHAL'S OFFICE

FIRE ALARM SUBMITTAL DEVICE FOR DEVICE GUIDELINES

This document is designed to provide guidance for plan submittal and 1 for 1 replacement of Fire Alarm associated devices. This submittal guide applies if the FACP, and all or some initiating devices and/or some notification devices are being replaced. All new devices must be installed in the same location as the original devices, otherwise, if new locations are proposed, a normal plan submittal is required, and new device locations must comply with the current adopted IFC and NFPA requirements. The Round Rock Fire Department accepts documentation in letter form or simple plan, and calculations, for remodels involving device for device on an existing system. If any applicable item on this list is not included with submittal, the **design plan may be rejected and require re-submittal.**

LETTER SUBMITTAL PROCESS REQUIREMENTS:

- All files are to be submitted in digital form via the [City of Round Rock Permit Portal](#).
- A minimum permit fee is required to be paid through the portal after your submittal is accepted.
- After review by a fire inspector, the design plan will be stamped, and a permit issued.

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.
 - Stating that all the work will be done per IFC and NFPA 72 requirements.
- 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 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:** Visit the [City of Round Rock Permit Portal](#) to schedule an inspector to witness and verify installation to plan design, function of all devices, and verify monitoring.
- As-Builts:** as-built plans, submitted to RRFD and approved prior to testing signed by the APS.
- FACP Coverage Lapse:** to limit the time unprotected, if a FACP is out of service, the replacement FACP may be installed and the system returned to service while the as-builts are completed, or while awaiting the acceptance test by the fire inspector.