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## ROUND ROCK FIRE DEPARTMENT

### FIRE MARSHAL'S OFFICE

#### FIRE ALARM SYSTEM WITH 5 DEVICES OR LESS GUIDELINES

**\*\*\*THE PROJECT MUST BE A REMODEL AND NOT A NEW FA SYSTEM\*\*\***

This document is designed to provide guidance for plan submittal and the installation of fire alarm systems with 5 devices or less. The Round Rock Fire Department accepts documentation in the form of a letter, simple plan, and calculations, for remodels involving 5 or fewer fire alarm devices on an existing system. The plan must show the limits of work, and be drawn to scale or dimensioned, and indicate the candela rating of any strobes to allow device spacing to be checked. 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 permit fee is required to be paid after your submitted plans are accepted by the Fire Marshal's Office.
- After review by a fire inspector, the design letter will be stamped, and a permit issued.

#### **SUBMITTAL ITEM REQUIREMENTS:**

- Design Letter:** letter shall be written and signed by the firm's APS, on the installing contractor's letterhead, with State License number shown, and the following information:
  - Project name and address, including suite number if applicable.
  - Number and type of devices added, moved, or deleted.
  - Indicate installation and materials are in accordance with the adopted NFPA 72 standard.
  - Submit backup battery calculations.
  - For notification circuit remodels, submit voltage drop and current 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 (install if not present) 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
- Addressable Panels:** All new signaling devices will be tested to ensure programming is correct. At least 1 device for each type of signal activation, 1 general alarm, 1 trouble, 1 supervisory signals, shall be chosen at random to verify communication between new FACP to system devices