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ROUND ROCK FIRE DEPARTMENT FIRE MARSHAL'S OFFICE

FIRE ALARM SYSTEM (PANEL ONLY) SUBMITTAL GUIDELINES

This document is designed to provide guidance for plan submittal and the installation when only the Fire Alarm System Panel is being replaced. If a new FACP location is proposed, then plans must show the new location and all home runs back to the new location while providing calculations for affected circuits in the new location. The new location shall comply with the current adopted IFC and NFPA requirements. The Round Rock Fire Department accepts documentation in letter form or simple plan for remodels involving panel ONLY 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**.

PLAN 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.

FACP REPLACEMENT SUBMITTAL ITEM REQUIREMENTS:

- Design Letter:** letter from the company's APS on company letterhead indicating/stating:
 - o The scope of work
 - o Outlining the procedures used to program the new panel.
 - o Method used to verify adequacy of signal circuits power.
- 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 a paper copy of RRFD stamped letter plan for on-site inspection to verify installation to plan & place in FACP document box (must provide document box 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, verify monitoring, and proper tag placement. We require at least 1 device for each type of signal activation, (1 general alarm, 1 trouble, 1 supervisory signal) chosen at random to verify communication between new FACP to system devices.