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## ROUND ROCK FIRE DEPARTMENT

### FIRE MARSHAL'S OFFICE

#### FIRE SPRINKLER 20 HEADS OR LESS SUBMITTAL GUIDELINES

This document is designed to provide guidance for plan submittal and the installation of fire alarm systems where 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 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.

#### **SUBMITTAL ITEMS & DESIGN REQUIREMENTS:**

- Design Letter:** Upload electronic copy (PDF) of the submittal letter to your permit via the [City of Round Rock Permit Portal](#).
- License:** provide original or electronic RME-G signature conforming to the State Fire Marshal's Office/Texas Board of Insurance requirements and company contact information on the plans. If the installation company is not the same as the design 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 current the adopted NFPA 13 standard.

#### **ACCEPTANCE TEST:**

- Letter Paper Copy:** provide paper copy of RRFD stamped letter for on-site inspections to verify installation according to plan & to applicable the adopted NFPA 13 standard.
- Sprinkler Visual:** Log into the [City of Round Rock Permit Portal](#) to schedule an inspector to perform visual inspection verifying all systems components, pipes, hangers and other applicable adopted NFPA 13 standards are installed to plan design