



**Austin Fire Department**  
Emergency Prevention Division / Fire Marshall's Office

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***Automatic Fire Alarm System  
Submittal Completeness  
Checklist Instructions***

**Turn in only the checklist portion with projects, it is not necessary to turn in this instruction sheet.**

**This checklist is not required for 5 or fewer devices, panel replacements, 1 for 1 device replacements, panel and 1 for 1 device replacement, or sprinkler monitoring only submittals – see website for guidelines on these types of submittals.**

**This checklist does not apply to City of Sunset Valley Projects.**

**Purpose of Checklist:**

To better serve the business community by improving the efficiency of the review process by verifying submittals and plans meet a set of minimum requirements before they are accepted for full review. The process is intended to prevent/reduce delays otherwise caused by finding basic deficiencies later on in the review process which can sometimes be as long as 2-3 weeks after submission of any given fire alarm project.

**Directions:**

This checklist must be completed, signed by the designer/contractor and turned in with all new, remodel or re-submitted system submittals or they will not be accepted at the intake window. If any of the checklists items are deficient the submittal shall be rejected without further review and returned to the contractor. The submittal shall not be entered into the system for review until the checklist deficiencies are corrected and the corrected submittal is turned back in at the window with a new completed checklist.

**Note:**

Compliance with all checklist items should increase the likelihood of approval the first time through the review process; however it does not in any way imply or otherwise guarantee that other deficiencies will not be found during the review process that may result in non-approval of the submittal. Therefore the designer/contractor should always exercise due diligence for all project submittals and plans submitted to AFD.

All systems shall comply with the following applicable codes adopted by the City of Austin:

*Fire Alarm Systems:*

The City of Austin Fire Codes and Amendments; International Fire Code, 2015 edition, NFPA 72, 2016 edition  
The City of Austin Building Code and Amendments; International Building Code, 2015 edition.