

	<b>FIRE MARSHAL'S OFFICE - MEMORANDUM</b>	
	<b>TOPIC:</b> Electric Door Locks (Access Control) Submittal Criteria	
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The purpose of this memorandum is to clarify the City of Austin (COA) requirements for electric door lock installation.

In accordance with Section 1010.1.9 of the 2015 IBC and our local amendment that deletes IBC Section 1010.1.9.8, all exit doors must permit egress without the use of a key or any special knowledge. Use of push buttons or sensors of any type to release electrically locked doors is prohibited.

All electric door lock installations require that a building permit be obtained from the Development Services Department (DSD) Commercial Building Plan Review. Electric strike locks, electric mortise locks and electrified cylindrical locksets that allow free egress at all times, are installed in compliance with the exiting provisions of Chapter 10 of the 2015 International Building Code (IBC) and are appropriate for the intended use can normally be approved during Austin Fire Department (AFD) review of the building construction permit plans where the electric door locks are part of the overall new or remodel construction. DSD Commercial Building Plan Review may be able to review simple electric door lock plans for installation on existing doors as a quick-turnaround building permit plan review process. To qualify for this review process, the work can only involve electric strike locks, electric mortise locks and electrified cylindrical locksets that allow free egress at all times. In addition, the electric lock installation must be in compliance with the exiting provisions of Chapter 10 of the 2015 IBC, and the locks cannot be located on fire-rated doors or stairwell doors.

Regardless of whether the work is part of new construction or is a simple addition to an existing door, the use of delayed egress door locks and electromagnetic door locks requires additional attention from AFD. In addition, complex system involving electric locks on many doors such as with high-rise buildings or mixed-use buildings are sometimes best reviewed separately from the building construction permit plans. For these instances, the building construction permit plans may be approved by AFD with an administrative hold that will prevent the issuance of a certificate of occupancy until the security system contractor submits electric door lock installation plans directly to AFD for review, the plans have been approved and the installation has passed a fire inspection.

Review turn-around time for electric door lock plans is generally 21 days from the date that plans are received. A minimum of two sets of plans and documents to meet the submittal requirements indicated below is required.

Submit the following to AFD for delayed egress door locks, electromagnetic door locks or complex electric locking systems:

1. A floor plan showing the location of the proposed locks.
2. The project name, address and associated building permit numbers, all posted on the floor plan.
3. The equipment installer name, business address and contact telephone number, all posted on the floor plan.
4. A printed copy of the completed Fire System Plan Review Form and payment for fees. The Form can be found at <http://www.austintexas.gov/department/afd-plans-review>.
5. A schedule that includes the door number and location of each door that is to have a card reader, the fire rating of each door and the type of electric door lock to be used on each door.
6. Manufacturer cut sheets for all components involved in locking the doors including UL listing numbers.
7. A written sequence of operation to explain how each different type of electric door lock is to be released during normal conditions, during activation of the fire alarm system, when the building has lost power and when the electric locks are manually released from the fire control room (if applicable).
8. For electromagnetic door locks, list how each of the six requirements of 2015 IBC Section 1010.1.9.9 are to be met. Include a wiring schematic to demonstrate how the power to the magnet is physically interrupted by activation of the panic bar independently from any Request-to-Exit security system (the Request-to-Exit system may be provided, however the primary means for lock release must be by activation of the panic bar).
9. For delayed egress door locks, list how each of the eight requirements of 2015 IBC Section 1010.1.9.7 are to be met.

Contact Austin Fire Department Engineering Services at 512-974-0160 Extension 2 with any questions.

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