



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

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**Fire Alarm System  
Submittal Completeness  
Checklist**

**Complete the following information below:**

Project Name: \_\_\_\_\_

Project Street Address: \_\_\_\_\_

Alarm Company & Email Contact: \_\_\_\_\_

Completed by (printed name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ITEMS REQUIRED FOR ALL SYSTEMS NEW OR REMODEL**

(See checklist instructions on AFD website for detailed instructions)

Check Y (yes) item is complete or N/A if the item does not apply to the project.

- Y N/A 1) A completed and current Fee Calculation form (New or Remodel) included, these can be found at the following web address: <http://www.austintexas.gov/departments/afd-plans-review>
- Y N/A 2) A minimum of (2) sets of all materials are included, (1) for AFD records and (1) for owners records to be kept onsite, all sets should match.
- Y N/A 3) Correct project address is shown on the following, this form, fee calculation form, submittal cover sheet and project drawings. Note: Incorrect project address shall result in non-approval.
- Y N/A 4) Project building permit number is shown in the lower right hand corner on all project drawings.
- Y N/A 5) Drawings are 1/8th scale, note additional fees apply for drawings smaller than 1/8th scale, see fee calculation form.
- Y N/A 6) Drawings include a symbols legend with the following information for each symbol: part number, brief description of what it is, any item in the legend that is provided by other is noted as "provided by others".
- Y N/A 7) Drawings clearly indicate on the cover sheet/first page the applicable edition of NFPA 72 (2009, 2013 etc...) for the project and any applicable code required device mounting heights either in the device symbols legend, with distinct notes or device mounting height details.
- Y N/A 8) At least one set of drawings has original APS signature on them.
- Y N/A 9) If drawings are signed and sealed by the engineer then the engineering firm's Texas Board of Professional Engineer's registration is shown under the firm's name on all drawings bearing the engineer's seal and signature.
- Y N/A 10) Drawings clearly indicate the wiring route for all circuits that must be calculated for performance requirements such as voltage drop, db loss etc...

- Y N/A 11) Drawings clearly show the following; room names of all rooms, locations of all equipment, all device addresses for intelligent systems, zones for conventional systems, NAC and speaker circuit numbers at each device on the circuit and candelas rating at each visual device.
- Y N/A 12) Drawings clearly indicate the ceiling height in all areas where ceiling mounted equipment is used, a simple note stating “All ceiling heights are XX.XX ft unless otherwise noted is acceptable”, individual ceiling height markers etc... as long as it’s clear.
- Y N/A 13) Voltage drop calculations for each new or modified NAC circuit include at a minimum the information on the sample calculations found at the following web address:  
[http://www.austintexas.gov/sites/default/files/files/Fire/Prevention/Plans\\_Review/SAMPLE%20VOLTAGE%20DROP%20CALCULATION.pdf](http://www.austintexas.gov/sites/default/files/files/Fire/Prevention/Plans_Review/SAMPLE%20VOLTAGE%20DROP%20CALCULATION.pdf)
- Y N/A 14) Battery backup calculations for all new panels or any existing panel that has been altered, even if only by one device. Supporting documentation is required for all values used in any calculation. See the sample battery calculations found at the following web addresses:  
 FACP Sample Battery Calc:  
[http://www.austintexas.gov/sites/default/files/files/Fire/Prevention/Plans\\_Review/SAMPLE%20FACP%20BATTERY%20CALCULATION.pdf](http://www.austintexas.gov/sites/default/files/files/Fire/Prevention/Plans_Review/SAMPLE%20FACP%20BATTERY%20CALCULATION.pdf)  
 Power Supply or Amplifier Sample Battery Calc:  
[http://www.austintexas.gov/sites/default/files/files/Fire/Prevention/Plans\\_Review/SAMPLE%20NAC%20PWR%20SUP%20OR%20AMPLIFIER%20BATTERY%20CALCULATION.pdf](http://www.austintexas.gov/sites/default/files/files/Fire/Prevention/Plans_Review/SAMPLE%20NAC%20PWR%20SUP%20OR%20AMPLIFIER%20BATTERY%20CALCULATION.pdf)
- Y N/A 15) Speaker circuit and amplifier loading calculations for all new amplifiers or existing amplifiers that speakers have been added to or removed from. Supporting documentation is required for all values used in any calculation. See the sample calculation found at the following web address:  
[http://www.austintexas.gov/sites/default/files/files/Fire/Prevention/Plans\\_Review/SAMPLE%20AMPLIFIER%20LOADING%20CALCULATION.pdf](http://www.austintexas.gov/sites/default/files/files/Fire/Prevention/Plans_Review/SAMPLE%20AMPLIFIER%20LOADING%20CALCULATION.pdf)
- Y N/A 16) Product data sheets or other manufacturers supporting documentation is provided for all system parts and components. The part numbers and current draws shall match part numbers in the symbols legend and current draws used in calculations.
- Y N/A 17) Brief description of the scope of work specific to the project in the submittal or on the drawings. For example; “A new power supply and NAC circuit is being added for the new tenant finish.”  
 Note: generic/boiler plate scopes of work shall not be accepted, it must be specific to the project.
- Y N/A 18) All areas within the scope of work and not in the scope of work are clearly defined on the drawings with hatching, bold outlines, etc...
- Y N/A 19) A complete equipment list/bill of materials for all equipment associated with the project including quantities, manufacturer, part numbers and a brief description of the part in included in the submittal. Example: “10 System Sensor XYZ-120 120VAC Smoke Detector.”
- Y N/A 20) System sequence of Operations is shown on the drawings in an Input/Output Matrix format as shown in NFPA 72. For remodel project if there is no change to the sequence than a note on the drawings stating “Existing Sequence to be Maintained” is acceptable in lieu of the existing matrix.

### **RE-SUBMITTALS**

**In addition to all the above items include the following additional items for resubmittals:**

- Y N/A 1) On top of the re-submittal package – completed fee calc form **including resubmittal fees** – see bottom of fee calc form regarding resubmittal fees and when they apply.
- Y N/A 2) On top of the re-submittal package – a copy of the original review comments.
- Y N/A 3) On top of the re-submittal package – a letter on the company letter head signed by the APS briefly explaining how each review comment was addressed.
- Y N/A 4) On top of the re-submittal package – a copy of the original reviewed submittal and marked up drawings.”
- Y N/A 5) On all re-submittal packages – all revisions to drawings are clearly marked with a cloud and a triangular note corresponding to the revision number (revision 1, revision 2, etc...). This includes all changes included with the re-submittal; AFD reviewer comments, new changes per the contractor, architect, owner etc.