



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

One Texas Center 505 Barton Springs Road Suite 200
Austin, TX 78704
Phone (512) 9740160 / Fax (512) 9740162

**Automatic Sprinkler System
Submittal Completeness
Checklist**

Note: Starting June 1st 2013 a completed Checklist shall be required with all submittals or they will not be accepted at the intake window. 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 drawings 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 on top of all new, remodel or resubmitted system submittals or they will not be accepted at the intake window. If any of the checklist items are deficient the submittal shall be rejected without further review and returned. 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 the items below 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 drawings submitted to AFD.

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

Sprinkler Systems:

The City of Austin Fire Codes and Amendments; International Fire Code, 2009 edition, NFPA 13, 13R & 13D, 2010 editions.

The City of Austin Building Code and Amendments; International Building Code, 2009 edition.

Standpipe Systems:

The City of Austin Fire Codes and Amendments; International Fire Code, 2009 edition, NFPA 14, 2007 editions.

The City of Austin Building Code and Amendments; International Building Code, 2009 edition.

Fire Pumps:

The City of Austin Fire Codes and Amendments; International Fire Code, 2009 edition, And NFPA 20, 2007 editions.

The City of Austin Building Code and Amendments; International Building Code, 2009 edition.

Complete the following information below:

Project Name: _____
Project Street Address: _____
Sprinkler Company: _____
Completed by (printed name): _____
Signature: _____
Date: _____

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

ITEMS REQUIRED FOR NEW OR REMODEL SYSTEMS

- 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/department/afd-plans-review>
- Y N/A 2) 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 3) Project building permit number is shown in the lower right hand corner on all project drawings.
- Y N/A 4) Original RME signature, contractors SCR and contact info on plans
- Y N/A 5) Name and SCR of underground contractor if not submitting contractor (New Systems)
- Y N/A 6) Brief scope of work and limits of contract shown on plans
- Y N/A 7) Hydraulic calculations for new systems
- Y N/A 8) Hydraulic Reference Points and Remote Area clearly shown on plans
- Y N/A 9) Sprinkler coverage provided in all areas (w/ allowed exceptions)
- Y N/A 10) Non-Standard sprinkler head and BFP data sheets
- Y N/A 11) Sprinkler legend with all existing and new heads
- Y N/A 12) Outside system cutoff or riser room access (New Systems)
- Y N/A 13) Pipe hanger type and locations shown on plans
- Y N/A 14) FDC location, type shown on plans
- Y N/A 15) QR sprinklers on light hazard occupancies if required

DRY SYSTEMS

- 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/department/afd-plans-review>
- Y N/A 2) 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 3) Project building permit number is shown in the lower right hand corner on all project drawings.
- Y N/A 4) Total volume (gal) of system
- Y N/A 5) Dry system area increase in calculations
- Y N/A 6) Hazen-Williams factor of C= 100 for black Sch. 40, C= 120 for galvanized
- Y N/A 7) Inspectors test connection on remote point