



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*

This checklist is not required for 20 or fewer sprinkler head submittals – see website guidelines for these types of submittals.

Complete the following information below:

Project Name: _____
Project Street Address: _____
Sprinkler Co. & Email Contact: _____
Completed by (printed name): _____
Signature: _____
Date: _____

ITEMS REQUIRED FOR NEW OR REMODEL SYSTEMS

(See checklist instructions on AFD website 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 plans and data sheets (1) for AFD records, (1) for owners records to be kept onsite and (1) set of all hydraulic calculations for AFD records are included. If contractor wishes to have a set of hydraulic calcs returned with reviewed submittal then submit a minimum of (2) sets of the calcs.
- 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) Original RME signature, contractors SCR and contact info on plans
- Y N/A 6) Name and SCR of underground contractor if not submitting contractor (New Systems)
- Y N/A 7) Brief scope of work and limits of contract shown on plans
- Y N/A 8) Copy of AFD Hydrant Flow Test that is less than 3yrs old that supports the pressures used in the hydraulic calculations.
- Y N/A 9) Hydraulic calculations for new systems
- Y N/A 10) Hydraulic Reference Points and Remote Area clearly shown on plans
- Y N/A 11) Sprinkler coverage provided in all areas (w/ allowed exceptions)
- Y N/A 12) Non-Standard sprinkler head and BFP data sheets
- Y N/A 13) Sprinkler legend with all existing and new heads
- Y N/A 14) Outside system cutoff or riser room access (New Systems)
- Y N/A 15) Pipe hanger type and locations shown on plans
- Y N/A 16) FDC location, type shown on plans
- Y N/A 17) QR sprinklers on light hazard occupancies if required

DRY SYSTEMS

In addition to all the above items include the following additional items for dry systems:

- Y N/A 1) Project building permit number is shown in the lower right hand corner on all project drawings.
- Y N/A 2) Total volume (gal) of system
- Y N/A 3) Dry system area increase in calculations
- Y N/A 4) Hazen-Williams factor of C= 100 for black Sch. 40 and galvanized.
- Y N/A 5) Inspectors test connection on remote point

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 RME 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 on new 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.