



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

Turn in at a minimum (2) Sets of all materials, (1) set for AFD Records and at least (1) set to be kept onsite for the owners records, they should always match.

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:

Fire Alarm Systems:

The City of Austin Fire Codes and Amendments; International Fire Code, 2009 edition, NFPA 72, 2010 edition
The City of Austin Building Code and Amendments; International Building Code, 2009 edition.

Complete the following information below:

Project Name: _____

Project Street Address: _____

Alarm Company & Email Contact: _____

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 ALL SYSTEMS NEW OR REMODEL

- 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) Drawings are 1/8th scale, note additional fees apply for drawings smaller than 1/8th scale, see fee calculation form.
- Y N/A 5) 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 6) Drawings clearly indicate on them any applicable code required mounting heights either in the symbols legend, distinct notes or mounting height details.
- Y N/A 7) At least one set of drawings has original APS signature on them.
- Y N/A 8) If drawings are signed and sealed by the engineer 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 9) 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 10) 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 11) 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 12) 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/DROP_CALC.pdf

- Y N/A 13) 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/FACP_CALC.pdf
Power Supply or Amplifier Sample Battery Calc:
http://www.austintexas.gov/sites/default/files/files/Fire/Prevention/Plans_Review/NAC_BATT_CALC.pdf
- Y N/A 14) 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/AMP_CALC.pdf
- Y N/A 15) 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 16) 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 17) 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 18) 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 included in the submittal. Example: “10 System Sensor XYZ-120 120VAC Smoke Detector.”
- Y N/A 19) 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.

ADDITIONAL ITEMS REQUIRED FOR RE-SUBMITTALS

- Y N/A 1) On top of the re-submittal package – a copy of the original review comments.
- Y N/A 2) 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 3) On top of the re-submittal package – a copy of the original reviewed submittal and marked up drawings.”
- Y N/A 4) 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... See attached example.