



City of Athens Fire Department

Fire Marshal's Office

FIRE SPRINKLER SYSTEM – SUBMITTAL CHECKLIST AND APPLICATION

Building permit # _____ ☐ N/A

Date:	
Address of Business/Building:	Name of Business/Building:
Name of person making application:	Phone:
	E-Mail:

The following checklist is intended to assist the installing contractor in designing, and submitting for review, a code compliant **Fire Sprinkler system**. This document in no way details all of the requirements that may be necessary for a complete code compliant system. **The checklist must be completed, in its entirety, prior to plans being accepted for review.**

Each question should be marked "Yes" or "N/A". If a question is marked "NO," a written explanation, with code references, must be included in the "COMMENTS" section of the particular checklist item. Failure to provide a written explanation for each "NO" answer will result in automatic rejection of plans.

Section 1: Basic Information

☐ Yes	☐ No	Has the project name and address been included on the plans? COMMENTS:
☐ Yes	☐ No	Does each sheet have a page number? COMMENTS:
☐ Yes	☐ No	Do plans include a location map with one cross street minimum? COMMENTS:
☐ Yes	☐ No	Does plans have a point of compass, and symbol legend? COMMENTS:
☐ Yes	☐ No	Do plans indicate the NFPA standard (including edition) that the installation will comply ? ☐ 13 ☐ 13R ☐ Other _____

Continue to page 2, section 1: Basic Information (Continue)

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Section 1: Basic Information (Continued)

☐ Yes	☐ No	Do plans indicate system type? ☐ Wet ☐ Dry ☐ Deluge ☐ Foam ☐ Standpipe	
☐ Yes	☐ No	Do plans include system work description? ☐ Overhead only ☐ overhead and stub-out (5'-0" outside to 1'-0" AFF) ☐ Stub-out and underground/Main	
☐ Yes	☐ No	Do plans describe scope of project? ☐ New sprinkler system ☐ Sprinkler system modification or remodel ☐ Dedicated Underground Fire Line ☐ Standpipe(s) ☐ Class I ☐ Class II ☐ Class III	
☐ Yes	☐ No	☐ N/A	Do plans show reference information of "work by others" including but not limited to, fire service line?
		Indicate number of risers being added to building here:	
☐ Yes	☐ No	Does each sheet in the plans contain design professional signature, licensing information, and company name?	

Continue to Section 2: Building Information

Section 2: Building Information☐ **Section not Applicable**

☐ Yes	☐ No	Has the following been provided? ☐ Occupancy Type ☐ Occupancy Load ☐ Number of stories ☐ Square Footage of Area Scope or Building
☐ Yes	☐ No	Are floor plans drawn to scale or labeled with dimensions?

Continue to Page 3, Section 2: Building Information (Continued)

Section 2: Building Information (Continued)

☐ Yes	☐ No	Are ALL rooms & spaces labeled clearly on the floor plans according to use?
☐ Yes	☐ No	If for an assisted living facility, do plans indicate type of State of Texas DADS license being sought? ☐ Type A: Will be classified as Residential. NFPA 13R system required. ☐ Type B: Will be classified as Institutional. NFPA 13 system required. NOTE: If Type A, submittal must include a letter from the owner of the facility stating the number of patients and that they are all capable of self-preservation.
☐ Yes	☐ No	Do plans show all roll back doors and overhead doors?
☐ Yes	☐ No	Do plans show all skylights, domes, and unusual ceilings?
☐ Yes	☐ No	Do plans indicate all HVAC ducts and obstructions over 4 feet?
☐ Yes	☐ No	Do plans include a building cross-section?
☐ Yes	☐ No	Does submittal include a completed OWNER'S INFORMATION CERTIFICATION , as found in NFPA 13 Annex A?

Section 3: Dedicated Underground Fire Piping

☐ Yes	☐ No	Do plans indicate the type, lengths, and minimum bury depth for dedicated underground fire piping?
☐ Yes	☐ No	Do plans indicate thrust block locations and details for dedicated underground fire piping?
☐ Yes	☐ No	Do plans indicate installation of a continuous multi-stranded #14 copper tracer wire, located directly over buried lines and accessible at each valve stack?

Continue to page 4, Section 4: Aboveground System Components

Section 4: Aboveground System Components☐ **Section Not Applicable**

☐ Yes	☐ No	Do plans show make, model, size, K-factor, Temp, Style, and quantity for all sprinkler heads and other applicable material and equipment used in the sprinkler system? (Include cut sheet).
☐ Yes	☐ No	Do plans give an accurate riser detail, including location? Is tamper monitoring included on all valves?
☐ Yes	☐ No	Do plans show a double check backflow preventer?
☐ Yes	☐ No	Do plans show inspector's test and auxiliary drain locations?
☐ Yes	☐ No	Do plans show hangers and spacing?
☐ Yes	☐ No	Do plans show detail of each type of hanger being used?
☐ Yes	☐ No	Do plans show all sprinkler pipe sizes?
☐ Yes	☐ No	Do plans show all elevation changes to pipe?
☐ Yes	☐ No	Do plans show the method of protection for non-metallic piping?
☐ Yes	☐ No	Do plans show rack cross sections and commodity class?
☐ Yes	☐ No	Do plans show accurate freeze protection details or otherwise indicate that proper temperatures will be maintained?
☐ Yes	☐ No	Do plans indicate coverage for all areas of residential structures including restrooms, pantries, closets, and open breezeways?
☐ Yes	☐ No	Do plans indicate coverage for all overhangs, canopies, or porte cocheres that will be subject to storage?
☐ Yes	☐ No	Do plans indicate coverage of all required areas including elevator shafts?

Continue to page 5, Section 4: Aboveground System Components

Section 4: Aboveground System Components (Continue)

☐ Yes	☐ No	☐ N/A	Do plans show location of Fire Department Connection (FDC)? NOTE: FDC must be remote, outside of building collapse zone, on the address side of the building, easily accessible along fire apparatus access road, and within 100 feet of a fire hydrant.
☐ Yes	☐ No	Is remote area correctly and accurately outlined?	
☐ Yes	☐ No	Do plans provide hydraulic design calculations for new systems or for modifications to an existing system which affects the hydraulically most remote area of the system? Do calculations include a 10PSI safety factor?	

Continue to Section 5: Miscellaneous

Section 5: Miscellaneous

☐ Yes	☐ No	Are all submittal documents consistent with each other; are they thorough and comprehensive in nature and scope; are they neatly and professionally packaged? Does submission include 2 hard copies and 1 PDF on a disk?
☐ Yes	☐ No	Are plans permanently bound together into complete sets? (No loose pages).
☐ Yes	☐ No	Is a currently valid copy of the appropriate State of Texas fire protection license(s) included with the submission packet?

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