



Travis County ESD No. 12

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OCCUPANCY PHASING PLAN GUIDELINE

It is sometimes desirable or necessary to phase the completion of large scale residential or complicated commercial projects on a phase by phase basis, where a desired phase is completed prior to work being fully completed on another phase. When occupancy of one phase is needed prior to the completion of the entire project, a phased occupancy plan is required to be submitted to Travis County ESD No. 12 for approval. The phased occupancy plan must be submitted and approved prior to start of construction in order to ensure the construction process adheres to the timeline for proposed sequence of phased occupancy.

The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be required as deemed appropriate. A request for phased occupancy does not guarantee approval.

NOTE: Given the complexity and oversight required for a large scale residential or commercial project, a fire protection engineer will be required to develop and supervise the plan implementation as requested by Travis County ESD No. 12.

OCCUPANCY PHASING PLAN SUBMITTAL REQUIREMENTS

- At time of submittal, a completed permit application, a plan, and applicable fees shall be submitted.
- Scaled building plans showing the areas to be occupied and how the required exiting system for each area is to be maintained, including completion of all pertinent fire and life safety systems shall be provided.
- Phasing boundaries must be clearly identified on the phasing plan.
- Any materials used to create physical barriers to separate the occupied phase from the construction areas, including but not limited to, location of construction fencing, barriers, vehicle access gates, barriers to ensure phasing, etc. The type of material and fire rating shall be provided as applicable.
- Access to and from within the completed phase must be separated from the construction areas so that occupants of the building are not required to be in or go through the construction areas. Under no circumstance will egress be allowed through any construction zone.
- Fire department access roadways, fire hydrants, and fire department connections shall be clearly noted on the plan. All fire access roads shall be maintained with compliant dimensions and turnarounds; therefore, locations of construction fencing across fire lanes shall be noted.
- Construction zones, trailers, and all construction staging areas shall be shown.
- All operable hydrants serving the buildings/phases under construction shall be shown.
- Location of fire sprinkler riser rooms and fire department connections shall be shown.
- The locations of the main gas line, any additional gas meters, main electrical and electrical shut off as it relates the requested building phase shall be shown.
- Exit/egress components for the requested phase including, but not limited to, exit signs, emergency lighting, and panic hardware shall be shown.
- Egress path of travel from the requested phase to the exterior of the building shall be shown.

- Emergency contacts shall be clearly listed on the phasing plan.
- Timeline with dates for proposed sequence of phased occupancy shall be provided.

OCCUPANCY PHASING PLAN IMPLEMENTATION

- Once the plan is approved the developer or consultant shall schedule a meeting with our inspection staff to verify the overall concept, open permit issues, safeguards during the construction process, and site inspection frequency requirements based on the risks posed. Our inspection staff will ensure the project management team has a clear understanding of the phasing plan, and their roles and responsibilities. This will be an opportunity for any additional concerns or specific considerations to be discussed prior to implementation.
- All fire and life safety systems for the entire project must be completed and tested, unless otherwise approved. The fire and life safety system for the requested phase shall remain fully functional and not be diminished after a phase has been approved for occupancy.
- Electrical and gas services provided to the completed phase must be completed and approved to the point of service, including emergency generators.
- The electrical and gas services must be secured in such a way that construction areas are not also serviced thereby putting workers at unexpected risk.
- Mechanical systems serving the completed phase must be completed and approved to the points of service.
- Special inspections must be signed off prior, and approved (i.e. smoke control, fire alarm, ERRC).
- All elevators indicated in the scope of work for the requested phase must be installed and operational with full approval by TDLR.
- The permanent address must be posted on the street(s) and building(s).
- Knox-Box must be installed and at least two sets of keys or access cards provided.
- Adequate parking shall be provided and access from the parking to the building shall not be through a construction zone.
- Each completed phase must be code compliant including all minimum requirements for exiting, disabled access, lighting and ventilation, parking, emergency response, etc.

MODIFICATIONS

- If changes are made to the original occupancy and construction phasing plan, it will be necessary for a revised proposal to be submitted for review and approval prior to any further phasing being considered.
- Additional field inspection maybe required, and it may be necessary to verify how the change(s) will affect inspections that have already been performed, and if adjustments need to be made to existing permits or if new permits are required.

COMPLIANCE

- The construction and design teams should consider the time required in advance for calling for inspections, and plan accordingly.
- The business and/or property owner will be held financially responsible for all nuisance alarms.
- Implementing a phased occupancy plan is the sole responsibility of the construction and design team. Failure to comply with any and all conditions could result in fire department clearance being withdrawn. If a request for phased occupancy occurs at a time other than prior to construction, Travis County ESD No. 12 reserves the right to not concur with the phasing request.