



## Travis County ESD No. 12

11200 Gregg Lane  
Manor, Texas 78653  
(512) 272-4502  
FirePrevention@tcesd12.com



## PLAN SUBMITTAL REQUIREMENTS

### PLAN SUBMITTAL GENERAL INFORMATION

- A pre-construction meeting is strongly recommended on all projects.
- All plan submittals must be accompanied by the Travis County ESD No. 12 Fire Code Permit application, appropriate system checklist, and associated fee. The fee schedule can be found on the department website ([www.tcesd12.com](http://www.tcesd12.com)) under the **Fire Prevention** tab in the **Submittal Guidelines** section.
- Plan requirements for various plan types are available on the Travis County ESD No. 12 website ([www.tcesd12.com](http://www.tcesd12.com)) under the **Fire Prevention** Tab in the **Submittal Guidelines** section.
- All plan submittals must be signed by a Texas SFMO licensed contractor, TBAE registered architect/approved professional engineer, TCEQ licensed contractor or qualified and licensed Fire Protection Engineer as applicable. Any submittals submitted by individuals not licensed to design the specific system will be not be reviewed.
- Copies of all relevant licenses shall be provided at the time of the plan submittal.
- The contractor is responsible for ensuring that the submittal complies with all locally adopted codes, applicable NFPA standards and Travis County ESD No. 12 amendments. The contractor is responsible for verifying any “deferred submittals” that have been or will be submitted in relation to the overall scope of the project.
- All installations shall concur with the Travis County ESD No. 12 approved plans. Any deviation from the approved requirements will require a re-submittal to Travis County ESD No. 12 prior to inspection.
- Plan review approvals and inspections are based upon a logical hierarchy pattern. That is, the building plan will not be reviewed until the site plan has been approved, the fire sprinkler system will not be reviewed until the dedicated underground fire line has been approved, the fire alarm system will not be reviewed until the fire sprinkler system has been approved, and so forth.
- It is the goal of Travis County ESD No. 12 to complete plan reviews as efficiently as possible within the shortest amount of time after the receipt of a complete plan submittal. Travis County ESD No. 12 will make every attempt to issue a response within 15 business days of the submittal date. Depending on the workload of the office at the time of your specific submittal, Travis County ESD No. 12 may take up to 30 days to issue a **response**, not necessarily an approval. Please keep this in mind when planning construction schedules.

### WHAT TO INCLUDE WITH PLAN SUBMITTALS

#### All Travis County ESD No. 12 plan submittals shall include:

- A completed fire code permit application for **each** building needing review ([www.tcesd12.com](http://www.tcesd12.com))
- (1) 24” x 36” stapled hard copy of the plan for all plan types other than a building (architectural) plan
- (2) 24” x 36” stapled hard copies of the plan for building (architectural) plan submittals **ONLY**
- Payment by check to Travis County ESD No. 12 made at time of application submittal. Note: If the payment is for more than one building or more than one plan submittal, please include a detailed description delineating the amounts paid for each submittal.
- A signed copy of this form

### PLAN REVIEW PROCEDURES

- Upon submission of the plan, Travis County ESD No. 12 will review the submittal. If corrections are needed, the Travis County ESD No. 12 reviewer will notify the applicant via email.

- To address the corrections that may be needed, the submitting contractor shall resubmit the plan with the required corrections **CLOUDED AND MARKED WITH A NUMBERED DELTA** and noted on a revisions table.
- Only the applicable items referenced as needing correction shall be required for a resubmittal. Please do not resubmit an entire plan set. Only the pages with required corrections shall be resubmitted.
- Once the Travis County ESD No. 12 reviewer has reviewed the plan, the applicant will be notified via email about a disapproval or pending approval.
- If notified of a disapproval, the applicant shall make the necessary corrections and resubmit the plan.
- Upon notification of the pending approval from the Travis County ESD No. 12 reviewer, the applicant shall provide a PDF copy of the plan to Travis County ESD No. 12 with all the required corrections (if any) that have been noted in the approval process. The final approval permit will not be provided to the applicant until the PDF is received. The final stamped plan set will not be provided until receipt of the PDF from the applicant.
- After receipt of the approved PDF copy from the applicant, a designated representative of the submitting company shall pick up the **final signed/approved copy of the plans** from the Travis County ESD No. 12 District Office at 11200 Gregg Lane, Manor, Texas.
- An approved copy of the plan (i.e. the plan picked up by the company representative or contractor from the Travis County ESD No. 12 office) shall be on site at all times for Travis County ESD No. 12 inspections until completion of entire project.
- Only the pages with a Travis County ESD No. 12 approval stamp will be considered reviewed and approved.

#### ADDITIONAL INFORMATION

- Each plan requirements document is provided with a check box to the left of the items listed on the page; therefore, the plan requirement documents can be utilized as a checklist to ensure all items are provided for each plan submittal.
- Each site, building or system review type requires a **specific plan set** pertaining to the item(s) being reviewed by Travis County ESD No. 12.
- Where applicable, product cut sheets **only for specific materials used** shall be provided. Please do not submit entire product line manuals.
- To aid in an efficient review process, please ensure the plan(s) meet the specific submittal requirements for the type of installation (e.g. site, building/architectural, underground, sprinkler, fire alarm, hood extinguishing, above ground tanks, LPG, HPS, special extinguishing systems) and applicable Travis County ESD No. 12 requirements prior to submittal.
- Plans approved by Travis County ESD No. 12 give authorization for construction. Final approvals are subject to field verification. Any approval issued by Travis County ESD No. 12 does not alleviate the contractor or property owner from the responsibility of full compliance with all adopted codes, applicable NFPA standards and Travis County ESD No. 12 requirements relating to the project.
- Any construction prior to obtaining the Travis County ESD No. 12 approval/permit shall result in all fees to be doubled. In addition, a stop work order may be issued for the project if deemed necessary by the TCESD No. 12 Fire Marshal.

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Signature of Applicant

Date

If you have any questions on the submittal process, please contact Travis County ESD No. 12 personnel by phone at (512) 272-4502 or via email at [FirePrevention@tcesd12.com](mailto:FirePrevention@tcesd12.com).