



## Travis County ESD No. 12

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



### PLAN SUBMITTAL REQUIREMENTS

#### PLAN SUBMITTAL GENERAL INFORMATION

- Pre-construction meetings are offered in one-hour intervals at the rate of \$120. Visit [www.TCESD12permits.com](http://www.TCESD12permits.com) to request a scheduled meeting.
  - (1) Create an account and verify the email address.
  - (2) After item (1) is completed, click the "Request An Initial Inspection" tab.
  - (3) Select the bubble labeled "Construction Industry".
  - (4) Select "Pre-Construction Meeting at TCESD12 Office" from the drop down menu.
  - (5) Fill out the requested information and upload all documents relevant to the meeting request.Meetings are only offered on Tuesdays from 10 AM – 2 PM. Meetings requested on any other day/time will be redirected to the next available Tuesday time slot. Please keep in mind that Travis County ESD No. 12 will not design a project nor does every project warrant a pre-construction meeting. Travis County ESD No. 12 offers this service to provide fire department guidance on complicated project design issues only and reserves the right to not grant one.
- All pre-construction meeting requests, permit applications, plan submittals, and communication in regard to a project must be done via the department permitting website, [www.TCESD12permits.com](http://www.TCESD12permits.com).
- 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 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 associated Travis County ESD No. 12 approved plan. 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. The sequence of plan approvals is as follows: (1) site, (2) underground fire line, (3) building, (4) fire sprinkler, (5) fire alarm, and then (6) associated building components such as high piled storage or tank installations. Any plan submitted out of this sequence will be returned as incomplete until the plan prior to it has been approved.
- 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 14 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:

- All plan submittals must be done via [www.TCESD12permits.com](http://www.TCESD12permits.com). You must create an account, verify the email address associated with the account, and upload all documents via the department permitting website.
- Payment must be made at the time of the submittal. Payment can be made via 1) Certified Payments (credit card or e-check) or 2) a check. No review will start until the fee has been paid and the status has been changed to "UNDER REVIEW".

- A signed copy of this form shall be uploaded with the plan submittal to confirm the applicant has read and understands all the requirements for plan submittal in the jurisdiction of Travis County ESD No. 12.

### 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 [www.TCESD12permits.com](http://www.TCESD12permits.com). All email addresses associated with the account will be notified when a response is provided to the applicant. It is the responsibility of the applicant to include the email of all individuals that need to be notified of the status of the plan.
- The permitting website provides real time updates so any inquiries as to the status of a plan will be redirected to [www.TCESD12permits.com](http://www.TCESD12permits.com).
- 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 SPECIFIC TO THE CORRECTION 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 unless otherwise requested by Travis County ESD No. 12.
- Once the Travis County ESD No. 12 reviewer has reviewed the plan, the applicant will be notified via [www.TCESD12permits.com](http://www.TCESD12permits.com) about a disapproval or pending approval.
- If notified of a disapproval, the applicant shall make the necessary corrections and resubmit the plan.
- Only the pages with a Travis County ESD No. 12 approval stamp will be considered reviewed and approved.

### ADDITIONAL INFORMATION

- Each plan requirements document has 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, underground fire line, building/architectural, 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 installation 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 Travis County ESD 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).