



## Travis County ESD No. 12

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



## PLAN SUBMITTAL REQUIREMENTS

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TCESD No. 12 is governed by the 2015 International Fire Code as amended, including Appendices B, C and D. All submittals shall conform to that, and the most current editions of IBC, IMC, IEC and all relevant NFPA standards. It is the responsibility of the designer to provide any additional relevant information that affects TCESD No. 12 reviews, inspections, or fire response operations.

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### ABOUT PLAN SUBMITTALS

- A pre-construction meeting may be required and is strongly recommended. Contact TCESD No. 12 for more information.
- All plan submittals must be accompanied by the TCESD No. 12 application, a PDF, and appropriate system checklist.
- All plan submittals must be accompanied by a copy of the appropriate Texas State Fire Marshal's Office (SFMO), Texas Board of Architectural Examiners (TBAE), Texas Commission on Environmental Quality (TCEQ) and/or Texas Board of Professional Engineers (TBPE) license as applicable to the specific submittal. The appropriate professional seal shall be on all appropriate pages of the plan submittal.
- Copies of all relevant licenses shall be included with the TCESD No. 12 plan submittal.
- 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.
- The contractor is responsible for ensuring that the submittal is in compliance with all locally adopted codes, applicable NFPA standards and TCESD No. 12 amendments. The contractor is responsible for verifying any "deferred submittals" have been or will be submitted in relation to the overall scope of the project.
- Plans approved by TCESD No. 12 give authorization for construction. Final approvals are subject to field verification. Any approval issued by TCESD No. 12 does not alleviate the contractor or property owner from the responsibility of full compliance with all adopted codes, applicable NFPA standards and TCESD No. 12 requirements relating to the project.
- All installations shall concur with the TCESD No. 12 approved plans. Any significant deviation from the approved requirements will require a re-submittal to TCESD No. 12 and subsequent plan approval 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.

### WHAT TO INCLUDE WITH PLAN SUBMITTALS

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

- A **completed** permit application for **EACH BUILDING** needing review ([www.tcesd12.com](http://www.tcesd12.com))
- A **completed** TCESD No. 12 checklist applicable to the submittal
- (2) 24" x 36" **stapled** hard copies of plans and a PDF of the plan that matches what is being submitted
- Payment by check to Travis County ESD No. 12 made at time of application submittal. Any projects with multiple buildings will require a separate check for **EACH BUILDING**. For example, a project with 11 buildings cannot be paid with a check with the fee for only one building. Contact TCESD No. 12 prior to submittal with any questions.
- A signed copy of this form

## ADDITIONAL INFORMATION

- Any construction prior to obtaining the TCESD 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.
- Please ensure the plans meet 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, etc.) and applicable TCESD No. 12 requirements.
- Each site, building or system review type requires a **specific plan set** pertaining to the item(s) being reviewed by TCESD No. 12.
- Where applicable, product cut sheets **only for specific materials used** shall be provided.

## PLAN REVIEW PROCEDURES

- It is the goal of TCESD No. 12 to complete plan reviews as efficiently as possible within the shortest amount of time after the receipt of a complete plan submittal. TCESD No. 12 staff 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, TCESD 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.
- If corrections are needed, the submitting contractor shall resubmit the plans with the required corrections **CLOUDED AND MARKED WITH A NUMBERED DELTA** and noted on a revisions table.
- Only **ONE** set of plans with applicable pages shall be required for a resubmittal. Please do not resubmit entire plan sets. Only the pages with required corrections shall be resubmitted.
- Once TCESD No. 12 personnel have approved the plans, the applicant will be notified via email.
- Upon receipt of the final approval from TCESD No. 12, the applicant shall provide a PDF copy of the final **APPROVED** plan to TCESD 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 until the PDF of the final approved plan is received.
- After receipt of the approved PDF copy from the applicant, a designated representative of the submitting company shall pick up a **signed, approved copy of the plans** from the TCESD No. 12 District Office at 11200 Gregg Lane, Manor, Texas.
- The approved copy of the plan (i.e the plan picked up by the company representative or contractor from the TCESD No. 12 offices) shall then be on-site at all times for TCESD No. 12 inspections until completion of entire project. Inspections will not be performed without the approved TCESD No. 12 plan.

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Signature of Applicant

Date

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