

Lubbock Fire Marshal's Office
1205 15th St. 2nd Floor
Lubbock, Texas 79401
806-775-2646 • Fax 806-775-3508
fireprevention@mylubbock.us



Fire Alarm Plans - Submittal Requirements

Fee Required:

- A fee \$0.01 per square foot of system coverage with a \$100 minimum is required to be paid at the time of submittal. For a resubmittal, the fee is \$0.015 per square foot of system coverage with a \$100 minimum.

Digital Submittal:

- CSS Portal: https://egovaccess.ci.lubbock.tx.us/EnerGov_Prod/SelfService/#/home
- Please include all the required PDF documentation
- Your design will be digitally stamped and available on CSS Portal.

Licensing Required:

- Texas Registered - Fire Alarm Planning Superintendent (APS) or,
- Texas Registered - Professional Engineer (PE)

Codes adopted:

- International Fire Code (IFC) - 2021 edition
- International Building Code (IBC) - 2021 edition
- International Mechanical Code (IMC) - 2021 edition

Fire Alarm Shop Drawings:

Shop drawings shall be professional, legible & drawn to scale. The minimum scale accepted is 3/32 or larger. Drawings that have been reduced or enlarged without keeping their scale will be rejected. Drawings that are cluttered by other elements/trades, not related to the fire alarm system or its functions, will be rejected.

Submitted fire alarm drawings shall include the following:

1. Cover Sheet.
 - Fire alarm company name, address & phone number.
 - Designer's stamp (Name, Signature, Date & Licenses #).
 - Official business name & address of job site.
 - Scope of work to be performed.
 - Codes & standards utilized for the design concept (include all edition dates).
 - Building construction type.
 - Building use classification (occupancy).
 - Voluntary systems, not required by code, shall state "Non-Required System".
 - Fire alarm system signaling path for monitoring (phone, cell, IP, etc.).
 - Date of design, plus dates of any revisions/resubmittals if applicable.
 - Wiring type, class & size used in project.

2. Device symbol legend.
 - All symbols shall comply with NFPA 170.
 - Device model numbers shall be shown.
 - An accurate count of each device shall be shown.
3. Scale representation.
 - Shall include the numerical designation (3/32 or larger), and
 - Shall include the graphical scale (linear scale bar) for verification.
4. Compass indicating North.
5. Key Plan (Shaded key plan showing area of work as applicable).
6. Interfaces with all fire safety control functions (Elevator, Fire Door, HVAC, Dampers, etc.).
7. Location of all interfaces to other systems (Sprinklers, Kitchen Hoods, etc.).
8. Fire alarm evacuation zones (Projects requiring zoned evacuation only).
9. Sequence of operation matrix (include all fire safety functions).
10. Initiating devices used to perform specific functions, shall...
 - Show the location of the device on the floor plan.
 - Give the devices address label.
 - Give the specific function the device activates.
11. The floor plan shall show all rooms, walls & doors.
12. All rooms shall be labeled, indicating their intended use.
13. Show all fire rated walls & smoke rated barriers as applicable.
14. Floor Identification (Multi level buildings only).
15. Location of FACP, Booster Panels, Transmitters & Annunciators.
16. Location of all initiating devices.
 - Must show complete path of SLC wiring.
17. Location of all notification devices.
 - Must show complete path of NAC wiring.
 - Visual devices shall indicate their candela rating.
 - Speaker devices shall indicate their wattage setting.
18. Riser, detailed drawing.
 - General arrangement of system in buildings cross-section.
 - All circuits are to be labeled & identified in the riser.
 - All devices are to be labeled & identified in each circuit.
19. Battery calculations.
20. Voltage drop calculations.
21. Device point to point connection detail (Schematic showing connection inside panels, etc.).
22. Manufacturer's data sheets, highlight model numbers for equipment, devices & materials.

Conclusion:

Plans will be reviewed on a first-come, first-served basis once payment has been received. The Fire Marshal's Office will retain a digital stamped copy of plan drawings and product data sheets for our records. Plans that do not meet the design criteria mentioned in this document are subject to rejection and will require a resubmittal fee. These requirements were derived from the following reference materials:

- *IFC* - 2021 edition, Section - 907.1.2 (Fire alarm shop drawings.)
- *NFPA 72* - 2019 edition, Section - A.10.18.1.2 (Shop Drawings.)
- *Texas Dept. of Insurance* - 2016 edition, Chapter 34, Subchapter F – (Fire Alarm Rules)

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PLANS REVIEW REQUEST

PLEASE PRINT

Submittal

Re-submittal

Date: _____

Contractor Name: _____

Contact Person: _____

Telephone No.: _____

Email Address: _____

Facility Name: _____

Facility Legal Address: _____

Type of Plan: Fire Alarm System (See Below) Fire Sprinkler System (See Below) Flow Test (\$120)
 Clean Agent System (See Below) Fire Sprinkler Underground (\$100)
 Kitchen Hood Suppression System (See Below) Emergency Responders Radio Coverage System (\$100)
 Other: _____

Paid by: **Check** (Payable to City of Lubbock) **Cash** **Credit/Debit**

Plan Submittal:

\$0.01 per Square Foot of system coverage (\$100 minimum): _____ SQFT x 0.01= \$ _____

Plan Re-submittal:

\$0.015 per Square Foot of system coverage (\$100 minimum): _____ SQFT x 0.015= \$ _____

OFFICE USE ONLY

Date Reviewed: _____

Reviewed By: _____

Person Notified: _____

Date: _____

Contractor or Representative: _____

Date: _____

(To be signed at the time plans are picked up)