



Bastrop Fire Department

Fire Prevention Division

PO Box 427
Bastrop, TX 78602
Phone (512) 332-8670

Automatic Sprinkler System Submittal Completeness Checklist

Complete the following information below:

Project Name: _____
Project Street Address: _____
Sprinkler Company: _____
Contact Email & Phone Num: _____
Completed By (Printed name): _____
Signature: _____
Date: _____

ITEMS REQUIRED FOR NEW OR REMODEL SYSTEMS

Check Y (yes) item is complete or N/A if the item does not apply to the project.

- Y NO 1) Are any NEW control valves or New Risers being added as part of the project? If the answer is yes then the project shall be treated as a NEW project and you must use the NEW system fee calculation form.
- Y NO 2) If there is an existing riser is it being replaced/modified, either down to the stub and completely rebuilt or size of riser is being changed (increased or decreased) or valves are being replaced on the riser? If the answer is yes then the project shall be treated as a NEW project and you must use a NEW system fee calculation form.
- Y N/A 3) A completed and current Fee Calculation form (New or Remodel) included
- Y N/A 4) For 13, 13R, and 13D Systems - A minimum of (3) sets of all plans: (1) for BFD records, (1) for owner's records to be kept onsite, and (1) for contractor to maintain. Additionally (1) set of all hydraulic calculations and (1) set of data sheets (for all equipment, heads, piping, valves, etc) for BFD records are included. **** If contractor wishes to have a set of hydraulic calcs & data sheets returned with reviewed submittal then submit a minimum of (2) sets of the calcs and data sheets. ******For 13D systems see additional plan requirements on page 2.**
- Y N/A 5) Correct project address is shown on the following, this form, fee calculation form, submittal cover sheet and project drawings. Note: Incorrect project address shall result in non-approval.
- Y N/A 6) Project building permit number is shown in the lower right-hand corner on all project drawings. ***If building permit number is not applicable provide a reason for not having one in the scope of work.
- Y N/A 7) Original RME signature, contractor's SCR and contact info on plans
- Y N/A 8) Name and SCR of underground contractor if not submitting contractor (New Systems)
- Y N/A 9) Brief scope of work and limits of contract shown on plans
- Y N/A 10) Copy of Hydrant Flow Test that is less than 1yr old that supports the pressures used in the hydraulic calculations.

- Y N/A 11) Hydraulic calculations for new systems
- Y N/A 12) Hydraulic Reference Points and Remote Area clearly shown on plans
- Y N/A 13) Sprinkler coverage provided in all areas (w/ allowed exceptions)
- Y N/A 14) Sprinkler head and backflow preventor data sheets
- Y N/A 15) Sprinkler legend with all existing and new heads
- Y N/A 16) Outside system cutoff or riser room access (New Systems)
- Y N/A 17) Pipe hanger type and locations shown on plans
- Y N/A 18) FDC location, type clearly shown on plans with note to include Knox Caps.
- Y N/A 19) QR sprinklers on light hazard occupancies if required
- Y N/A 20) Drawings shall be no smaller than 1/8" scale. Larger is permitted.
- Y N/A 21) **If project is phased** a copy of the Approved Phasing Plan is attached.

DRY SYSTEMS

In addition to all the above items include the following additional items for dry systems:

- Y N/A 1) Project building permit number is shown in the lower right-hand corner on all project drawings.
- Y N/A 2) Total volume (gallons) of system
- Y N/A 3) Dry system area increase in calculations
- Y N/A 4) Hazen-Williams factor of C= 100 for black Sch. 40 and galvanized.
- Y N/A 5) Inspector's test connection on remote point

NFPA 13D SYSTEMS

Indicate the maximum required flow rate for the NFPA 13D system in GPM on the plans as follows:

Maximum required system flow rate is
XX GPM at XX PSI

RE-SUBMITTALS

In addition to all the above items include the following additional items for resubmittals:

- Y N/A 1) On top of the re-submittal package – completed fee calc form **including resubmittal fees.**
- Y N/A 2) On top of the re-submittal package – a copy of the original review comments.
- Y N/A 3) On top of the re-submittal package – a letter on the company letter head signed by the RME briefly explaining how each review comment was addressed.
- Y N/A 4) On top of the re-submittal package – a copy of the original reviewed submittal and marked up drawings.
- Y N/A 5) On all re-submittal packages – all revisions on new drawings are clearly marked with a cloud and a triangular note corresponding to the revision number (revision 1, revision 2, etc...). This includes all changes included with the re-submittal; BFD reviewer comments, new changes per the contractor, architect, owner etc.