



# AUSTIN FIRE DEPARTMENT

Fire Marshal's Office – Plan Review Intake Section

Phone: (512)974-0160 Option 2 – E-mail: firepreventionadmin@austintexas.gov

## AFD PLAN REVIEW INTAKE PROCESS GUIDE

Austin Fire Department (AFD) utilizes electronic system plan review. Paper plans are not accepted, all original plan submittals, re-submittals, and revisions are required to be electronic.

This Plan Review Intake Process Guide provides instructions on how fire system contractors can submit fire system plans for review.

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#### Step 1: Set Up Online Payments

- Login to the Austin Build + Connect (AB+C) portal (<https://abc.austintexas.gov>) to ensure your company's account is active OR to create a new account.
- Only one account per company is needed for the primary accounts payable contact.
- The primary account contact will receive notice of invoices.
- Find your AB+C ID number by logging in and selecting “**My Profile**” in the left panel.
- You will need to provide your 7-digit AB+C ID number when completing the online Fire System Plan Review Submittal Form (Fee Form), referred to on step 3.

#### Step 2: Prepare Required and Optional Documents

- See checklist forms at: <https://austintexas.gov/department/afd-plans-review>
- Review and complete applicable system checklist.
- Prepare other documents such as: plan set, system calculations, equipment data, checklist, etc. and save file on your computer.
  - Name files that are 100 MBs in size with a short description, for example:
    - Plans.pdf
    - HydraulicCalculations.pdf
  - For files over 100 MBs in size, follow this naming convention:
    - {Address}\_ {Project Name}\_ {Contractor}\_ {Short Description}
    - Example: **123 Drive\_AFDHQ\_Big Builders\_Plans.pdf**
- When preparing your plans, please note:
  - Electronic plans can be any recognized, scalable size (i.e., they are no longer required to be only 24x36) and must be vector based. However, we still require the drawing scale to be  $1/8'' = 1' - 0''$ .
  - The drawings must be plotted in **landscape orientation** (we should not have to rotate your files to read them).
    - All sheets should be formatted in order and combined into one single pdf file.
  - For electronic plans, digital signatures are acceptable in lieu of RME, APS, or Professional Engineer's seal and signature.
  - Contractors are responsible for having a hard copy of the stamped approved drawings onsite with a wet signature.



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### **AFD PLAN REVIEW INTAKE PROCESS GUIDE**

#### **Step 3: Submit Fire System Plan Review Form (Fee Form)**

- The Fee Form can be found at: <https://fs25.formsite.com/AustinFire/form64/index.html>
- The Fee form will:
  - Prompt you to upload required and optional documents.
  - Send you an e-mail confirmation from **noreply@fs25.formsite.com**.
  - Notify our Intake Team of your submission and provide them access to the files uploaded via the form.

#### **Step 4: Cancellation or Acceptance**

- Our Intake Team will check your submission within 3 business days and e-mail the primary contact from **firepreventionadmin@austintexas.gov**.
- If your submission is in good order, the e-mail reply will state:
  - **"YOUR SUBMISSION HAS BEEN ACCEPTED"** and refer you to log into your company's AB+C portal account to submit payment.
- If your submission does not meet completeness and/or quality requirements, the email reply will state:
  - **"YOUR SUBMISSION HAS BEEN CANCELLED"** and list the items needing corrections with instructions to complete a new submission.
  - Cancelled submissions require the completion of a new Fee Form.
  - All required and optional documents must be re-uploaded.

### **REVIEW COMPLETION**

Reviews do not begin until payment is received, affecting review turnaround time. The payment date is the start date for your scheduled review time. We add the applicable review days to the start date to calculate the review period. (Ex. Payment Date + 5 or 15 business days = review end date)

- 5 Business days for fire system remodels.
- 15 Business days for new fire system installations.
- 15 Business days for new installation or remodel of misc. fire systems (Access Control, ERCES, Standpipe, Clean Agent).

The same timelines apply for re-submittals of rejected plans or revisions of approved plans.



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Once reviews are completed, the reviewer will email a link of the approved or rejected plans to the primary contact person listed on the Fee Form. This link is not permanent. **Plans must be downloaded and saved.**

If your plans are '**Approved**', it is the responsibility of the contractor to ensure a printed set of plans are onsite for the Fire Inspections team.

If your plans are '**Rejected**', corrections will need to re-submitted through the plan intake process.

Revisions to '**Approved**' plans will also need to be re-submitted through the plan review intake process.

### **RE-SUBMITTALS/REVISIONS**

Rejected and revised plans require a formal re-submittal with all documentation required under the Plan Review Intake Process and include the following:

- System checklist with resubmittal or revision sections completed.
- Stamped rejected or approved plans with reviewer comments.
- Revised plans.
- Letter summarizing changes to approved plans or corrections made to rejected plans.
- Completion of a new Fee Form for re-submittal at:  
<https://fs25.formsite.com/AustinFire/form64/index.html>

### **HOW TO FOLLOW UP ON SUBMISSIONS**

To check your system plan review status, follow the steps below:

- Visit Austin Build + Connect website search at: <https://abc.austintexas.gov/web/permit/public-search-other?reset=true>
- Enter associated BP in "**SEARCH BY PERMIT NUMBER**" field.
- Select "Yes" under "**Related Folder**" field.
- View details in "**Status**" field under FIRR case.

Plan review submissions and communications are tracked using the Fee Form reference number.

Please send inquiries to [firepreventionadmin@austintexas.gov](mailto:firepreventionadmin@austintexas.gov) by forwarding the e-mail confirmation you received from [noreply@fs25.formsite.com](mailto:noreply@fs25.formsite.com).



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### INSPECTION REQUESTS

Once plans have been approved, you can request your inspection. Inspections are scheduled on our first available date. To schedule AFD Inspections please follow only **one** of the 2 options below:

1. Call our Inspection phone line at 512-974-0153, option 3.
  - This is a voice message-driven line only open Monday thru Friday 8:00 AM to 1:00 PM, except on City Holidays.
  - Leave a message with the project address, business name, type of inspection, Building Permit (BP) # if applicable, and contact information.

**OR**

2. Submit our online form using the [AFD Inspection Scheduling Online Request Form](#).
  - The online request form will only be open Monday thru Friday 8:00 AM to 1:00 PM, except on City Holidays. It will redirect back to the AFD Fire Marshal's Office page outside of these hours.
  - The online requests will not be processed unless submitted correctly.

Our goal is to process phone and online requests within one (1) business day. To prevent delays in processing, please choose only one of the 2 options listed above and do not place multiple requests for the same inspection.