



**HAYS COUNTY  
FIRE MARSHAL'S OFFICE**

Mailing Address: P.O. Box 988, San Marcos, TX 78667  
Street Address: 2171 Yarrington Rd., San Marcos, TX 78666  
TEL: 512-393-7300 FAX: 512-393-7341



**John C. Browning  
Hays County Fire Marshal**

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## **New Building Construction Submittal Requirements**

New construction in Hays County shall meet all requirements of all applicable NFPA Standards, local agreements, and AHJ requirements. All final system testing and inspections will be witnessed by the Hays County Fire Marshal's Office. The following is a check list of information that should be submitted and used as an aid and is not intended to cover every code requirement.

- Permit Application (Non Fire Related) Development Services Office**
- Permit Application (Fire Related – Sprinklers, alarms etc.) Fire Marshal Office**
  
- Copy of the current License issued by The State of Texas Fire Marshal's Office**
  - System Designer
  - Contractor / Company
  - Installer(s)
  
- Submittal Packet (1 Copy)**
  - System Design Description
  - Manufacturer's Product Information Sheets of Listed Devices
  - Battery Calculations
  - Voltage Drop Calculations
  - Wiring Specifications
  - List of Materials
  - Addressable Device List / Zone Legend
  - List Primary and Secondary Power
  
- Scaled Plans (2 Copies)**
  - Legend
  - North Arrow
  - Floor Plans Drawn that is free of extraneous information
  - All Rooms Labeled for intended use
  - Separate Circuit Wiring (not conduit) Diagrams for Initiating and Indicating Circuits
  - Complete Device-to-Device wiring including end-of-line resistors where applicable
  - Device Address Numbers
  - System Designers Stamp with Wet Signature

\_\_\_\_\_ **Modification Permit**

- \_\_\_ Permit Application
- \_\_\_ Copy of Licenses
- \_\_\_ Scale Plans, 2 Copies, Stamped and wet signed
- \_\_\_ Legend showing existing, relocated or additional devices
- \_\_\_ Cut Sheets for each new device or piece of equipment

\_\_\_\_\_ **Required Inspections**

- \_\_\_ Pull Stations
- \_\_\_ Smoke Detection (With Smoke)
- \_\_\_ Audio Visual Devices
- \_\_\_ Visual Devices
- \_\_\_ Monitoring Capabilities
- \_\_\_ Other Systems tied to system

Plan review process may take up to 10 working days. Incomplete plans may require that the plans be resubmitted. System acceptance inspections are required and should be called in at least 24 hours prior to requested inspection times. All devices will be tested in an approved manner. Any modifications to the approved plans SHALL be submitted to the Hays County Fire Marshal's Office prior to final inspection and a final set of As Built Plans Submitted.

INSTALLATION / MODIFICATION PERMIT AND AN APPROVED SET OF PLANS SHALL REMAIN AT THE JOB SITE AND PROVIDED TO THE INSPECTORS WHEN REQUESTED.