



## Fire Prevention Division

450 Cypress Creek Road, Building 6  
Cedar Park, TX 78613  
Phone: 512-401-5200  
Fax: 512-260-2464  
cpfdfiremarshal@cedarparktexas.gov



# FIRE MARSHAL'S INFORMATION PACKET

## Mission Statement

The mission of the Cedar Park Fire Prevention Division is to ensure public safety and welfare while maintaining a commitment to customer service, fairness, and consistency in enforcing the City of Cedar Park's Fire Code and Ordinances.

## Overview

The City of Cedar Park's Fire Prevention Division is pleased to provide this information packet to ensure that all parties involved in your project have knowledge of the plan submittals and inspections required by the Cedar Park Fire Prevention Division. This information packet pertains to building construction plans and submittals only, as they pertain to the Fire Code. The purpose of this document is to provide you information on Fire Code requirements only. Site plan submittals are managed separately through the City's Planning Department. If you have questions pertaining to other departments or their procedures, please contact those departments directly. Please share this information packet with all owners, managers, contractors and others who will provide work or services for your project.

## Contents

- I. Required Submittals
  - A. Prior to Construction
  - B. During Construction
  - C. Following Construction, Prior to Opening
- II. Common Violations
- III. Closing Comments

### I. Required Submittals

#### A. Prior to Construction

The following must be submitted directly to the Fire Prevention Division:

1. Identical set of your building construction documents that you submitted to the City's Building Inspections Department
  - Please note that after reviewing your building construction documents, the Building Inspections Department will provide you with a list of comments from all relevant departments



## Fire Prevention Division

450 Cypress Creek Road, Building 6  
Cedar Park, TX 78613  
Phone: 512-401-5200  
Fax: 512-260-2464  
cpfdfiremarshal@cedarparktexas.gov



- You may be required to resubmit your building construction documents, clearly documenting on your documents how you addressed comments or concerns and any changes that were made
  - Your resubmittal shall include a copy of the received comments along with the revised set of plans
  - Please provide an identical set of these resubmittal documents to Building Inspections, to forward to the Fire Prevention Division for review

### 2. Other Plans

- a. Automatic sprinkler systems
- b. Kitchen hood suppression systems
- c. Fire alarm systems
- d. Any other specialty extinguishing systems

### 3. Plan submittal requirements

- a. Minimum of three (3) sets of plans; two (2) hard copies and one (1) electronic PDF.
  - i. Submit per **PLAN SUBMITTAL REQUIREMENTS** found on website under Fire Marshal Documents.
  - ii. Submitted by licensed contractor.
  - iii. Include contractor's license with all three (3) sets.
- b. Completed permit application
- c. Fees
- d. Any engineering calculations necessary for the Fire Prevention Division to review the system.

Please note that no demolition, installation, or change may be made to any system without first obtaining a permit and submitting the necessary documents, regardless of the scope of work.

Any work started without permits will be assessed additional fees, as outlined in the City of Cedar Park Code of Ordinances, Appendix A, Article 4. Violations could result in penalties as outlined in the Fire Code for the City of Cedar Park. No inspections will be conducted on the systems until the additional fees are paid and the permit has been issued.

## B. During Construction

### 1. Fire Wall Inspections

- a. Required prior to the installation of any portion of the ceiling.
- b. The contractor must be onsite during inspection.
- c. The entire wall shall be visible from the ground for inspection.
  - i. UL listed fire stop system required.



## Fire Prevention Division

450 Cypress Creek Road, Building 6  
Cedar Park, TX 78613  
Phone: 512-401-5200  
Fax: 512-260-2464  
cpfdfiremarshal@cedarparktexas.gov



- ii. All products used in the fire stop system must be commercial grade and approved by the Fire Prevention Division.\*
2. Automatic Sprinkler, Above Ground Hydrostatic Test, and Visual Inspection.
  - a. Required prior to the installation of any portion of the ceiling
  - b. General contractor and the sprinkler contractor must be onsite during inspection
3. Fire Alarm Test
  - a. Acceptance test.
  - b. General contractor and the sprinkler contractor must be onsite during inspection.
4. Kitchen Hood Suppression System
  - a. Acceptance test
  - b. General contractor and suppression system contractor must be onsite during inspection
5. Any Additional Inspections.

*\*Please note that the Fire Prevention Division is happy to assist you in locating information on a product you have chosen but cannot recommend specific brands. Fire stop systems are required to be constructed in order to slow the spread of fire horizontally between tenants or spaces, and vertically between floors.*

### C. Following Construction, Prior to Opening

1. Final fire inspection and change of occupancy inspection.
  - a. No occupation of the building may occur by the business owner(s) or his/her/their employees without the possession of a Certificate of Occupancy.
  - b. All other required inspections completed.
  - c. Furniture and fixtures in place so that Fire Prevention Division may verify adequate egress paths.
  - d. Items to be checked include:
    - i. Egress (exit) paths
    - ii. Fire extinguishers (number and placement)
    - iii. Exit doors (proper locks and clearance)
    - iv. Addressing
    - v. Knox box and key
    - vi. Exit signs and emergency lighting (requires turning off power)
    - vii. Sprinkler heads (free of paint and unobstructed)
    - viii. Duct smoke detectors
    - ix. Fire lanes (locations, obstructions, and sign verbiage)



## Fire Prevention Division

450 Cypress Creek Road, Building 6  
Cedar Park, TX 78613  
Phone: 512-401-5200  
Fax: 512-260-2464  
cpfdfiremarshal@cedarparktexas.gov



## II. Common Violations

In an effort to help you navigate the inspection process more efficiently, we are providing a list of the most common items related to commercial building occupancies in the City of Cedar Park. Although it is impossible to provide you a complete list, the following items are most often found to be in violation upon the first Fire Code inspection. It is our hope that you will address the following prior to inspection in order to allow you to open your business more quickly.

- Exit doors
  - Shall not require special tools or knowledge to operate.
  - Double key deadbolts are not allowed unless door is provided with panic hardware that overrides the locking mechanism.
- Duct smoke detectors
  - Installed on the return air plenum of all HVAC systems that, as a unit or combination of units, have a design capacity of 2000 cfm or greater.
    - HVAC systems are considered combined unless they are separated by a one- hour or greater rated fire partition.
- Tenant spaces and multiple occupant structures.
  - Shall be separated by a minimum one hour fire rated fire partition.
  - A higher degree of rating may be required based on occupancy classifications involved.
- Knox key box
  - Required on all buildings.
  - A key to each occupancy shall be provided and will be secured in the Knox key box.
  - In some cases more than one Knox key box will be required.
  - Knox padlocks and key switches may also be required for access to other secured areas or drive aisles.
- Address numbers
  - Required on all buildings.
  - Shall be placed on side of building facing street.
  - Must be plainly visible and legible from street.
  - Suite numbers required:
    - On each exterior door or set of doors.
    - On electrical disconnect.
- All occupancies classified as assembly
  - Shall post occupant load in a conspicuous location.
  - Occupant shall be approved by the Fire Prevention Division and shall be calculated per IBC and IFC 2021.



## Fire Prevention Division

450 Cypress Creek Road, Building 6  
Cedar Park, TX 78613  
Phone: 512-401-5200  
Fax: 512-260-2464  
cpfdfiremarshal@cedarparktexas.gov



- Electrical disconnects
  - Each occupancy required to provide a single means of electrical disconnect
  - Electrical disconnects must be located outside of the structure
    - Unless it is enclosed in a room with exterior access
    - An additional Knox key box may be required
- Doors to mechanical rooms, electrical rooms, automatic sprinkler systems, and fire alarm control panels
  - Shall be labeled with a durable, all-weather sign.
    - Common examples are “Electrical Room,” “Mechanical Room,” “FACP,” and “Sprinkler Riser.”
- Automatic sprinkler riser rooms
  - Shall have access provided from the exterior of the structure.
  - An additional Knox key box may be required.
- All emergency illumination and exit signs
  - Must be shown on the plans.
  - During final inspection, it may be determined that additional signage or illumination is required to meet the code requirements.
    - This discrepancy is due to the fact that the placement of fixtures, decorations, and walls may render the illumination and signage inadequate.

### III. Closing Comments

This Fire Marshal’s Information Packet outlines the basic procedures and timelines regarding plan submittals and inspections. Because no two occupancies are alike, it is impossible to address every scenario that could potentially present itself. The Fire Prevention Division can answer any questions you may have regarding the contents of this information packet. Further information about codes may be found in the IFC 2021, IBC 2021, IMC 2021, and NEC 2020.

The Cedar Park Fire Prevention Division is pleased to offer you assistance regarding any additional requirements, as they pertain to the Fire Code and any other code requirements referenced in the Fire Code. Please understand that the Fire Prevention Division may be unable to provide you with immediate answers to some of your questions, but will work diligently to provide you answers as quickly as possible. You may reach the Cedar Park Fire Marshal at 512-401-5200 to schedule an inspection or seek information. We look forward to working with you throughout the building process and appreciate the trust you have placed in the City of Cedar Park by choosing to open your business in our thriving community.