



# EMERGENCY PREVENTION DIVISION

Travis County Emergency Services District 3 & 9  
248 Addie Roy Rd., Suite B-103  
Austin, TX 78746  
www.OakHillFire.org

Headquarters 512-539-3400  
Facsimile 512-327-2780  
P. O. Box 162170 Austin, TX 78716-2170  
www.WestlakeFD.org



Please note:

When submitting plans for review by Travis County Emergency Services District 3 & 9, the following guidelines shall be followed.

## General Notes:

- \* The submittal of plans does not constitute an “approved” or “not approved” status of review.
- \* Construction shall not begin until a valid permit has been issued from our office.
- \* A valid permit and an approved set of plans must be maintained at the job site at all times.
- \* Failure to obtain a permit prior to beginning work and/or failure to provide plans and valid permit to the field inspector may result in a failed inspection and civil penalties assessed.
- \* Please allow a minimum of three (3) weeks for the Travis County ESD 3&9 Emergency Prevention Department Plan Review Process.
- \* Incomplete submittals, ie: submittal without payment or plan review application will not be placed in the queue for review until the submittal is complete.

## Site/Civil/Subdivision Plan Review Submittal:

- \* A complete submittal shall include the following:
  - \*\* A completed Plan Review Application form (Available at our office or on both websites)
  - \*\* Applicable fee for review (Please refer to the Fee Schedule for the appropriate jurisdiction, available at the office and on both websites)
  - \*\* Two (2), Full size, complete sets of plans drawn to a common scale  
(Provide a signature line on the cover sheet for: Travis County ESD 3&9)

## Architectural/MEP Plan Review Submittal:

- \* A complete submittal shall include the following:
  - \*\* A completed Plan Review Application form (Available at our office or on both websites)
  - \*\* Applicable fee for review (Please refer to the Fee Schedule for the appropriate jurisdiction, available at the office and on both websites)
  - \*\* Two (2), Full size, complete sets of plans drawn to a common scale  
(Provide a signature line on the cover sheet for: Travis County ESD 3&9)

## Fire Protection Systems including Commercial Kitchen Hood Systems:

- \* A complete submittal shall include the following:
  - \*\* A completed Plan Review Application form (Available at our office or on both websites)
  - \*\* Applicable fee for review (Please refer to the Fee Schedule for the appropriate jurisdiction, available at the office and on both websites)
  - \*\* Three (3) complete sets of plans  
(Provide any applicable hydro/calcs/product data with submittal)

Feel free to visit either of the department’s websites to view a flow chart with more information about the permitting and inspection process for new construction and remodels. Our goal is to create a more streamlined approach to meet the construction needs of our district. If you wish to have any input, please feel free to email us at the address posted on the websites.

Thank you.



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## REQUIRED INSPECTIONS DURING THE CONSTRUCTION PROCESS

- **Underground visual/hydro inspection of fire mains**
  - To be completed during site work
- **Fire Wall inspection**
  - To be completed prior to ceiling installation and total wall cover up
- **Sprinkler visual inspection**
  - To be completed prior to ceiling installation
- **Sprinkler hydro inspection**
  - To be completed prior to ceiling installation
- **Sprinkler final**
  - To be completed after ceiling/wall installation
- **Fire alarm function test**
  - To be completed prior to C of O / Fire Final
- **Commercial Kitchen Hood Function Test**
  - To be completed prior to C of O / Fire Final
- **Elevator function test**
  - To be completed prior to C of O / Fire Final
- **Any other special building features**
  - To be completed prior to C of O / Fire Final
- **C of O / Fire Final**
  - To be completed at the end of the project prior to building occupancy



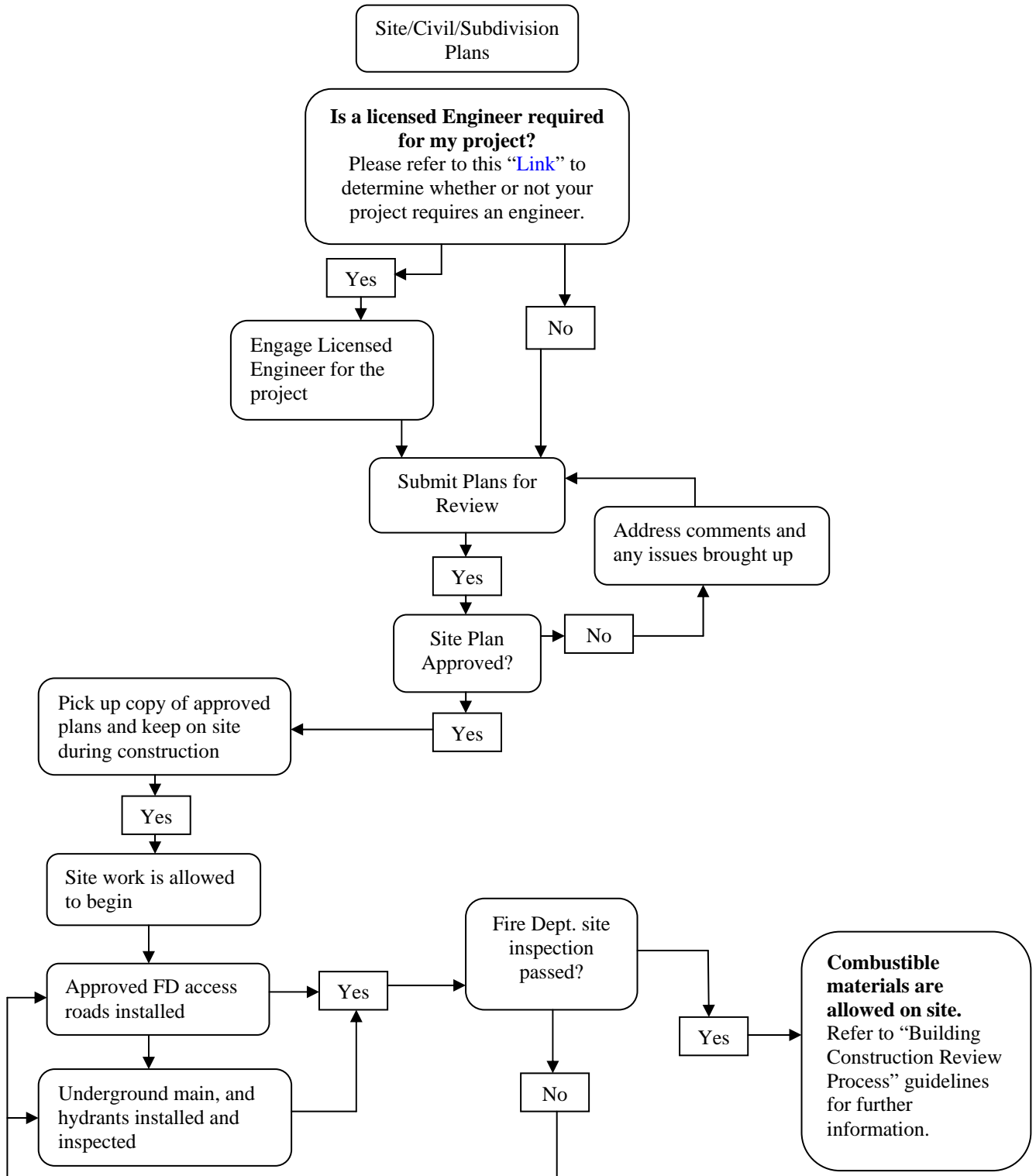
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## REQUIREMENTS FOR SITE/CIVIL REVIEW, CONSTRUCTION, AND INSPECTION PROCESS





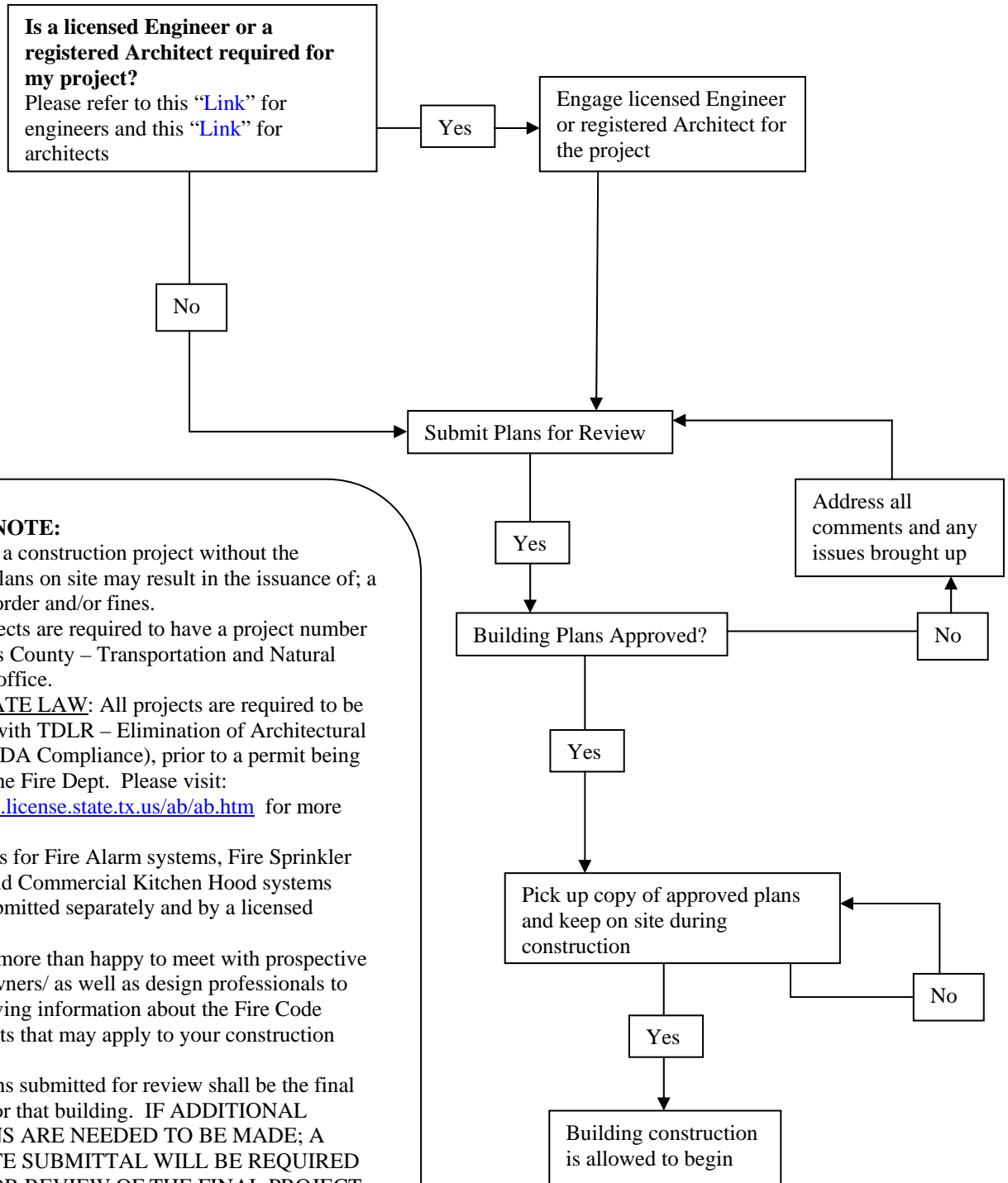
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## REQUIREMENTS FOR BUILDING CONSTRUCTION PLAN REVIEW PROCESS



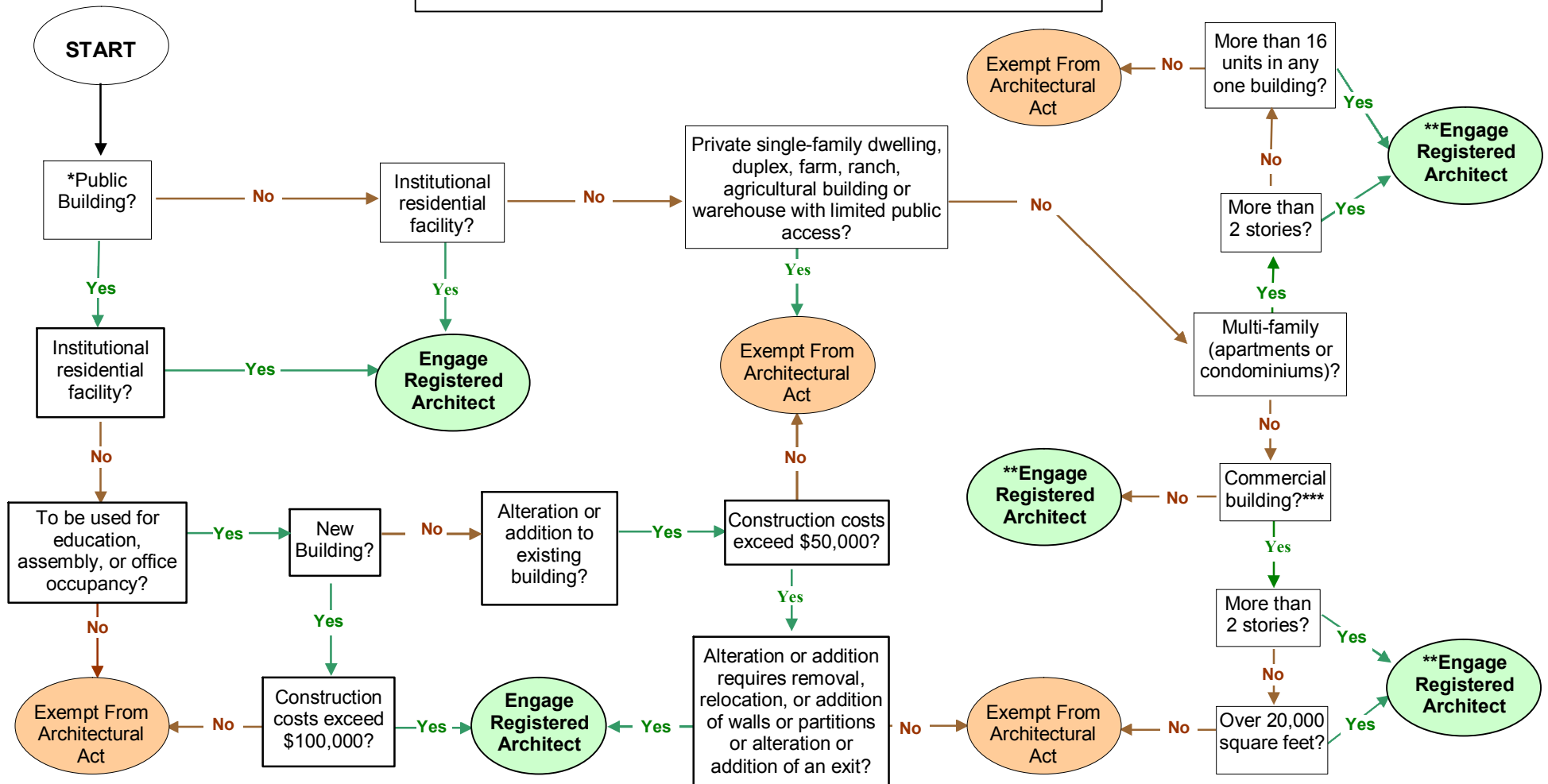
### PLEASE NOTE:

- Starting a construction project without the approved plans on site may result in the issuance of; a stop work order and/or fines.
- All projects are required to have a project number from Travis County – Transportation and Natural Resources office.
- BY STATE LAW:** All projects are required to be registered with TDLR – Elimination of Architectural Barriers (ADA Compliance), prior to a permit being issued by the Fire Dept. Please visit: <http://www.license.state.tx.us/ab/ab.htm> for more info.
- All plans for Fire Alarm systems, Fire Sprinkler systems, and Commercial Kitchen Hood systems shall be submitted separately and by a licensed company.
- We are more than happy to meet with prospective building owners/ as well as design professionals to assist in giving information about the Fire Code requirements that may apply to your construction project.
- The plans submitted for review shall be the final revisions for that building. **IF ADDITIONAL REVISIONS ARE NEEDED TO BE MADE; A COMPLETE SUBMITTAL WILL BE REQUIRED AGAIN FOR REVIEW OF THE FINAL PROJECT.**
- Reviews of a “Shell” building will be for that scope of work only. No part of the building shall be occupied until after a “Tenant Finish Out” plan has been submitted for review and approved.

## Architect Required: When to Engage an Architect for Design and Construction Observation

P.O. Box 12337  
Austin, Texas 78711-2337  
512-305-9000  
www.tbae.state.tx.us

**NOTE:** An unlicensed person who wishes to offer or perform design services pursuant to any of the exemptions **must not use any form of the word "architect"** in connection with the offer or performance of design services.



\* "Public Building" means any building that is owned by a State agency, a political subdivision of the State, or any other public entity in Texas.

\*\* If a project involves only the alteration of an existing building and the alteration does not involve a substantial structural or exitway change to the building, the project is exempt from the architectural act.

\*\*\* "Commercial building" means an enclosed structure primarily used for the purchase, sale, or exchange of commodities or services.

Additional copies of this flowchart may be downloaded from our website at: [www.tbae.state.tx.us/LawsEnforcement/BuildingOfficials.shtml](http://www.tbae.state.tx.us/LawsEnforcement/BuildingOfficials.shtml).  
To verify the registration status of an architect, landscape architect, or interior designer, please visit: [www.tbae.state.tx.us/PublicInfo/FindProfessional.shtml](http://www.tbae.state.tx.us/PublicInfo/FindProfessional.shtml).

## TBAE “Architect Required Flowchart” Notes:

(For the latest information and complete details, see Tex. Occ. Code Ann. Ch. 1051 and the Rules and Regulations of the Board at [www.tbae.state.tx.us](http://www.tbae.state.tx.us).)

### Clarification of certain types of privately owned buildings

RULE 1.211 PRIVATELY OWNED BUILDINGS (excerpt from Rule 1.211) For the purposes of Section 1051.606 of the Texas Occupations Code:

“**multifamily dwelling**” means a building containing more than two separate units intended to be used for human habitation where the units are not separated by open space but instead are separated only by walls or partitions.

“**commercial building**” means an enclosed structure primarily used for the purchase, sale, or exchange of commodities or services.

“**warehouse that has limited public access**” means a building primarily used for the storage of equipment, merchandise, or commodities where:

- (1) only employees, delivery persons, and other specifically authorized people are routinely expected to enter the building; and
- (2) persons who enter the building are expected to occupy the building only on a limited basis.

### Clarification of terms regarding publicly owned buildings

**Public Entity**--A state, a city, a county, a city and county, a district, a department or agency of state or local government which has official or quasi-official status, an agency established by state or local government though not a department thereof but subject to some governmental control, or any other political subdivision or public corporation.

RULE 1.212 PUBLICLY OWNED BUILDINGS (excerpt from Rule 1.212 regarding intended uses)

**education**: the use of a building at any time for instructional purposes;

**assembly**: the use of a building for the gathering together of persons for purposes such as civic, social, or religious functions or for recreation, food or drink consumption, or awaiting transportation; or

**office occupancy**: the use of a building for business, professional, or service transactions or activities.

### Alterations: Determining if “substantial” structural or “substantial” exitway change.

RULE 1.213 EXEMPTION FOR ALTERATIONS TO EXISTING BUILDINGS

(a) For purposes of Section 1051.606 of the Texas Occupations Code, **a structural change is “substantial”** if the engineering plans and specifications for the structural change must be prepared by a licensed engineer pursuant to Chapter 1001 of the Texas Occupations Code.

(b) For purposes of Section 1051.606 of the Texas Occupations Code, **an exitway change is “substantial”** if the change will affect a path of egress intended to be used by more than fifty (50) persons.

### Clarification of requirements regarding institutional residential facilities

RULE 1.214 INSTITUTIONAL RESIDENTIAL FACILITIES (excerpt from Rule 1.214)

(b) For purposes of this section, “**institutional residential facility**” means a building intended for occupancy on a 24 hour basis by persons who are receiving custodial care from the proprietor or operator of the building.

### Architect required for construction observation on projects requiring an architect for plans and specs

RULE 1.217 CONSTRUCTION OBSERVATION

If, pursuant to Section 1.211, Section 1.212, or Section 1.214, an Architect must prepare or supervise and control the preparation of the architectural plans and specifications for a new building or the alteration of or an addition to an existing building, construction observation for the project shall also be conducted by an Architect or by a person working under the Supervision and Control of an Architect. For purposes of this Subchapter, “**construction observation**” means the administration of the portion of the construction contract described and documented in the architectural plans and specifications, including the following:

- (1) reviewing each shop drawing, sample, and other submittal by a contractor or consultant;
- (2) preparing or reviewing each change to an architectural plan or specification;
- (3) visiting the construction site at intervals appropriate to the stage of construction to:
  - (A) become generally familiar with and keep the client generally informed about the progress and quality of the portion of the construction completed;
  - (B) make a reasonable effort to identify defects and deficiencies in the construction;
  - (C) determine generally whether the construction is being performed in a manner indicating that the project, when fully completed, will be in accordance with the architectural plans and specifications; and
- (4) in addition to any responsibilities under Section 1.216, notifying the client in writing of any substantial deviation from the architectural plans and specifications that may prevent the building from being occupied or utilized for its intended use.

**EXTRACTS FROM:  
THE TEXAS ENGINEERING PRACTICE ACT (Chapter 1001, Texas Occupations Code)  
Revised : July 20, 2009**

**For best results, print on legal size paper.**

**§ 1001.301. License Required** (a) A person may not engage in the practice of engineering unless the person holds a license issued under this chapter.  
**§ 1001.003. Practice of Engineering** (b) In this chapter, "practice of engineering" means the performance of or an offer or attempt to perform any public or private service or creative work, the adequate performance of which requires engineering education, training, and experience in applying special knowledge or judgment of the mathematical, physical, or engineering sciences to that service or creative work.

**§ 1001.401. Use of Seal**

(a) On receiving a license, a license holder shall obtain a seal in a design authorized by the board, showing the license holder's name and the legend "Licensed Professional Engineer" or "Registered Professional Engineer."

(b) A plan, specification, plat, or report issued by a license holder for a project to be constructed or used in this state must include the license holder's seal placed on the document. A license holder is not required to use a seal required by this section if the project is to be constructed or used in another state or country.

(c) A person may not place a seal on a document if the license of the license holder named on the seal has expired or has been suspended or revoked.

(d) A license holder is not required to use a seal under this section for a project for which the license holder is not required to hold a license under an exemption provided by Subchapter B.

(e) A license holder shall not be required to provide or hold any additional certification, other than a license issued under this chapter, to seal an engineering plan, specification, plat, or report.

**§ 1001.402. Enforcement by Certain Public Officials** A public official of the state or of a political subdivision of the state who is responsible for enforcing laws that affect the practice of engineering may accept a plan, specification, or other related document only if the plan, specification, or other document was prepared by an engineer, as evidenced by the engineer's seal.

**§ 1001.407. Construction of Certain Public Works** The state or a political subdivision of the state may not construct a public work involving engineering in which the public health, welfare, or safety is involved, unless:

- (1) the engineering plans, specifications, and estimates have been prepared by an engineer; and
- (2) the engineering construction is to be performed under the direct supervision of an engineer.

**§ 1001.553. Report of Violation** A public official shall report a violation of this chapter to the proper authorities.

**EXEMPTIONS**

**§ 1001.053. Public Works**

The following work is exempt from this chapter:

- (1) a public work that involves electrical or mechanical engineering, if the contemplated expense for the completed project is \$8,000 or less; or
- (2) a public work that does not involve electrical or mechanical engineering, if the contemplated expense for the completed project is \$20,000 or less; or
- (3) road maintenance or improvement undertaken by the commissioners court of a county.

**§ 1001.056. Construction or Repair of and Plans for Certain Buildings**

(a) A person, sole proprietorship, firm, partnership, joint stock association, or private corporation is exempt from the licensing requirements of this chapter if:

- (1) a representation that engineering services have been or will be offered to the public is not made or implied; and
- (2) the person or entity is erecting, constructing, enlarging, altering, or repairing or is drawing plans or specifications for:

(A) a private dwelling;

(B) apartments not exceeding eight units for each building in the case of one-story buildings;

(C) apartments not exceeding four units for each building and having a maximum height of two stories;

(D) a garage or other structure pertinent to a building described by Paragraph (A), (B), or (C);

(E) a private building to be used exclusively for:

(i) farm, ranch, or agricultural purposes; or

(ii) storage of raw agricultural commodities

(F) a building having no more than one story that:

(i) is not a building exempt from the licensing requirements of this chapter under Section 1001.053 or subject to Section 1001.407;

(ii) has a total floor area of not more than 5,000 square feet; and

(iii) does not contain a clear span between supporting structures greater than 24 feet on the narrow side.

(b) If a structure described by Subsections (a)(2)(F)(i) and (ii) contains unsupported spans greater than 24 feet, only the trusses, beams, or other roof supporting members must be engineered or pre-engineered.

(c) The exemption provided by this section does not apply to a person or entity that is:

(1) providing engineering design or inspection services necessary to comply with windstorm certification standards for a residential dwelling under Subchapter F, Chapter 2210, Insurance Code; or

(2) providing engineering design relating to constructing, enlarging, altering, or repairing, or drawing plans or specifications for, a residential dwelling slab located on expansive soil that meets the expansive soil classification provisions of the International Residential Code as applied in the jurisdiction in which the residential dwelling is located, unless the construction, enlargement, alteration, repair, or drawing of plans or specifications meets the International Residential Code requirements as applied in the jurisdiction in which the residential dwelling is located.

**§ 1001.501. Imposition of Administrative Penalty**

The board may impose an administrative penalty on a person who violates this chapter or a rule adopted or order issued under this chapter.

**§ 1001.552. Criminal Penalty**

(a) A person commits an offense if the person:

- (1) engages in the practice of engineering without being licensed or exempted from the licensing requirement under this chapter;
- (2) violates this chapter;
- (3) presents or attempts to use as the person's own the license or seal of another; or
- (4) gives false evidence of any kind to the board or a board member in obtaining a license.

(b) An offense under this section is a Class A misdemeanor.

**BOARD SEALING RULES**

**§137.31 Seal Specifications**

(a) Upon issuance of a license, each license holder is required to obtain a seal under the requirements of §133.97 of this title (relating to Issuance of License) and submit an impression of the seal or an electronic seal, and an original or an electronic signature to the board for board records.

(b) All physical seals obtained and used by license holders shall be capable of leaving a permanent ink image or permanent impression of the seal attached to the engineering work. The physical and electronic seals shall be of the design illustrated in this paragraph. The physical seals may be one of two different sizes:

(1) a pocket seal (the size commercially designated as 1-5/8-inch seal), or

(2) a desk seal (commercially designated as a two-inch seal).

(c) Electronic seals may be of a reduced size provided that the engineer's name and number are clearly legible.

(d) All seals obtained and used by license holders shall contain any given name or initial combination with the surname as currently listed with the board and in the usual written signature. Nicknames shall not be permitted on a seal in lieu of a given name or initial combination. (e) Preprinting of blank forms with an engineer's seal, or the use of decal or other seal replicas is prohibited.

(f) When signing an engineering work, the engineer may utilize the designation "P.E" or other terms as described in §137.1 of this chapter (relating to License Holder Designations).

(g) This section does not prevent the reproduction of sealed and signed, original works for distribution.

**§137.33 Sealing Procedures**

(a) The purpose of the engineer's seal is to assure the user of the engineering product that the work has been performed or directly supervised by the professional engineer named and to delineate the scope of the engineer's work.

(b) License holders shall only seal work done by them, performed under their direct supervision as defined in



§131.81 of this title, relating to Definitions, or shall be standards or general guideline specifications that they have reviewed and selected. Upon sealing, engineers take full professional responsibility for that work.

(c) When a license holder reviews and elects to use standards or general guideline specifications, those items shall be clearly labeled as such, shall bear the identity of the publishing entity, and shall be:

- (1) individually sealed by the license holder; or
- (2) specified on an integral design/title/contents sheet that bears the engineer's seal, signature, and date with a statement authorizing its use.

(d) License holders shall take reasonable steps to ensure the security of their physical or electronic seals and electronic signatures. For electronic seals and electronic signatures, the engineer must have reasonable security measures in place to protect these files. In the event of loss of a seal or electronic signature, the engineer will immediately give written notification of the facts concerning the loss to board.

(e) Preliminary documents released from a license holder's control shall identify the purpose of the document, the engineer(s) of record and the engineer license number(s), and the release date by placing the following text or similar wording on the title sheet of bound engineering reports, specifications, details, calculations or estimates, and each sheet of plans or drawings regardless of size or binding, instead of a seal: "This document is released for the purpose of (Examples: interim review, mark-up, drafting) under the authority of (Example: Leslie H. Doe, P.E. 0112) on (date). It is not to be used for (Examples: construction, bidding, permit) purposes."

(f) License holders shall affix their seal and original signature or electronic seal and signature with the date on the final version of their engineering work before such work is released from their control.

- (1) The signature and date shall not obscure the engineer's name or license number in the seal.
- (2) Engineering work required to bear a seal and signature includes the original title sheet of bound engineering reports, specifications, details, calculations or estimates, and each original sheet of plans or drawings regardless of size or binding.
- (3) All other engineering work, including but not limited to research reports, opinions, recommendations, evaluations, addenda, documents produced for litigation, and engineering software shall bear the engineer's printed name, date, signature and the designation "P.E." or other terms as described in §137.1 of this chapter (relating to License Holder Designations). A seal may be added on such work if required or at the engineer's discretion.

(g) Work performed by more than one license holder shall be sealed in a manner such that all engineering can be clearly attributed to the responsible license holder or license holders. When sealing plans or documents on which two or more license holders have worked, the seal and signature of each license holder shall be placed on the plan or document with a notation describing the work done under each license holder's responsible charge.

(h) Licensed employees of the state, its political subdivisions, or other public entities are responsible for sealing their original engineering work; however, such licensed employees engaged in review and evaluation for compliance with applicable law or regulation of engineering work submitted by others, or in the preparation of general planning documents, a proposal for decision in a contested case or any similar position statement resulting from a compliance review, need not seal the review reports, planning documents, proposals for decision, or position statements.

(i) A license holder, as a third party, may alter, complete, correct, revise, or add to the work of another license holder when engaged to do so by a client, provided:

- (1) the client furnishes the documentation of such work submitted to the client by the first license holder;
- (2) the first license holder is notified in writing by the second license holder of the engagement immediately upon acceptance of the engagement; and
- (3) any work altered, completed, corrected, revised, or added to shall have a seal affixed by the second license holder. The second license holder then becomes responsible for any alterations, additions or deletions to the original design including any effect or impact of those changes on the original license holder's design.

(j) A local authority may require an original seal and/or signature on reproduced documents.

(k) A plan, specification, plat, or report issued by a license holder for a project to be constructed or used in this state must include the license holder's seal placed on the document. A license holder is not required to use a seal if the project is to be constructed or used in another state or country.

(l) An engineer may securely transmit his or her final version of engineering work electronically provided that work bears the engineer's seal and uses one of the techniques described in §137.35(a) of this chapter (relating to Electronic Seals and Electronic Signatures) and must employ reasonable security measures to make the documents unalterable. Electronic correspondence of this type may be followed by a hard copy containing the engineer's printed name, date, signature and the designation "P.E." or other terms described in §137.1 of this chapter (relating to License Holder Designations).

(m) A license holder is not required to use a seal for a project for which the license holder is not required to hold a license under an exemption set forth under the Act, Texas Occupation Code §§1001.051 - 1001.066.

(n) All engineering documents released, issued, or submitted by a licensee, including preliminary documents, shall clearly indicate the firm name and registration number of the engineering firm by which the engineer is employed.

- (1) If the engineer is employed by a local, State, or Federal Government agency, then only the name of the agency shall be required.
- (2) If the engineer is exempt from sealing a document under subsection (m) of this section, but elects to seal a document, then only the name of the employer shall be required.

### **§137.35 Electronic Seals and Electronic Signatures**

(a) Licensed professional engineers shall maintain the security of their electronic seals and electronic signatures. The following methods are allowed:

- (1) Licensed professional engineers may electronically copy their original hard copy work that bears their seal, original signature, and date and transmit this work in a secure electronic format.
- (2) An engineer may create an electronic seal and electronic signature for use in transmitting electronically formatted engineering work, regardless of whether the work was originally in hard copy or electronic format.

(b) As an alternative to electronic sealing and electronic signatures, engineers shall affix their original seals and signatures and date to their engineering work as specified in §137.33(f) of this chapter (relating to Sealing Procedures).

### **§137.37 Sealing Misconduct**

A license holder is guilty of misconduct and subject to disciplinary action if the license holder:

- (1) knowingly signs or seals any engineering document or product if its use or implementation may endanger the health, safety, property or welfare of the public.
- (2) signs or affixes a seal on any document or product when the license is inactive or has been revoked, suspended, or has expired.
- (3) alters a sealed document without proper notification to the responsible license holder.
- (4) allows others access to his or her electronic files containing his or her seal and/or electronic signature, unless access is explicitly authorized for particular engineering work.

THIS DOCUMENT MAY BE REPRODUCED

