



HAYS COUNTY FIRE MARSHAL'S OFFICE

810 S. Stagecoach Trail, Suite 1200
San Marcos, Texas 78666
512-393-7300 | www.HaysCountyPermits.com



Building Plan Submittal Requirements

Fire Code and Fire Service Features

Hays County has adopted the 2018 International Fire Code (IFC), including all appendices, referenced codes, and standards. Submittals must comply with the 2018 IFC, the most current editions of the NFPA standards cited in the IFC, and applicable Hays County Development Services requirements.

These requirements are not an exhaustive list. Applicants are responsible for providing all information relevant to their project, including applicable items not specifically listed here.

Review scope

The Hays County Fire Marshal's Office reviews building plans for critical design and construction elements, required fire-rated construction, means of egress, and fire and life safety features. This review focuses on those elements rather than the entire building submittal package.

Cover page requirements

Include the following on the cover page:

1. Project name and address.
2. Vicinity map and scope of work.
3. Property owner contact information.
4. All applicable codes referenced and used for the project.
5. Sheet index identifying every page in the submittal and a revision table.
6. Construction type: I, IIA/IIB, IIIA/IIIB, IV, or VA/VB.
7. Occupancy classification, such as Group A or Group B.
8. Building square footage, height, and number of stories.

Plan approval and inspection documents

9. Provide a TNR and/or TDLR number with the permit application, where applicable.
10. The architect or engineer of record must stamp and wet-sign the building plan submittal for fire code review.
11. Obtain approval from the Hays County Fire Marshal's Office before installing any building fire safety components.
12. Keep the approved building plan, showing the fire code requirements and fire safety features, on site at all times for inspections. The inspector will not conduct a fire code building inspection without the approved plan.
13. Provide all structural and mechanical, electrical, and plumbing (MEP) reviews and inspections. A qualified, licensed third-party inspector must submit copies of these inspection reports to the Hays County Fire Marshal's Office after each inspection throughout the project. Electronic reports are accepted.
14. Before scheduling final Certificate of Completion (COC) inspections, provide a life safety floor plan in PDF format and architecture-derived plans in DWG format to the Hays County Fire Marshal's Office. Both formats are required for fire response pre-planning.

Construction type and occupancy classification

15. Determine the construction type and occupancy classification before submitting the building plans.
16. The architect is responsible for assigning the occupancy classification. The Hays County Fire Marshal's Office will not determine it before submittal. Plans that omit the occupancy classification will be returned without review. The office will notify the applicant if the classification does not match the submitted building plans.
17. If different occupancy classifications apply to separate areas of the same building, identify the classification of every area.
18. Identify the fire area on the architectural plans.

Occupancy groups may be divided further based on the type of structure, its use, or occupant characteristics. A structure or occupied roof proposed for a use not specifically listed in the code must be classified in the group it most closely resembles in fire safety and relative hazard. Occupancy classification determines many code requirements, including allowable building size, construction type, number of stories, egress, and sprinkler and fire alarm requirements.

Square footage and building volume

The architect must determine and show the square footage of every room and area before submittal. The Hays County Fire Marshal's Office will not calculate room areas. Plans that omit this information will be returned without review.

If the project uses an alternate water source under NFPA 1142, Water Supplies for Suburban and Rural Fire Fighting, provide the volume of the structures in cubic feet.

Fire flow sprinklers and alarms

19. Provide current fire flow information. If it is unavailable, have a third party conduct a fire flow test to verify an adequate supply for the building and submit the results to the Hays County Fire Marshal's Office.
20. The architect must use the adopted IFC automatic sprinkler system provisions to determine the sprinkler requirements for the project.
21. The architect must use the adopted IFC fire alarm system provisions to determine the fire alarm requirements for the project.

Doors and means of egress

22. Design the project to meet all applicable occupancy-specific egress requirements.
23. Provide an accurate, complete door schedule and show the entrance doors to every building.
24. Show the travel path from each exit to a public way. Use dimension lines to show the maximum travel distance from the farthest occupied location to an exit.
25. Do not install double-key cylinder deadbolts or any lock requiring a key, tool, special knowledge, or special effort on a required exit door or any door along the exit access.
26. Doors serving Group A or E rooms or spaces with an occupant load of 50 or more may have a latch or lock only if it is panic hardware or fire exit hardware.
27. Thumb-turn locks and deadbolts must unlatch together with the normal operating lever. Unlatching any door or leaf must require no more than one operation.
28. Egress doors must be readily openable from the egress side without a key, special knowledge, or special effort. Door handles, pulls, latches, locks, and other operating devices on doors required to be accessible under International Building Code (IBC) Chapter 11 must operate without tight grasping, tight pinching, or twisting of the wrist.
29. Identify the door hardware on the plans. Clearly state any panic or fire exit hardware requirement and identify each door to which it applies.
30. Show door swings. Doors must not encroach on a required exit path or path of exit travel.

Doors and means of egress continued

31. Power-operated doors must be capable of manual operation during a power failure.
32. New buildings four or more stories above grade plane must have a stairway to the roof, with the necessary landings and platforms. Provide signs at street and floor levels identifying the stairway as continuing to the roof.

Exit signs and emergency lighting

33. Show exit signs at all required exits and identify the locations of directional exit signs.
34. Provide illuminated exit signs with 90 minutes of emergency backup power.
35. Provide emergency lighting to illuminate the means of egress serving a room or space whenever it is occupied. Also provide emergency lighting in storage rooms, fire riser rooms, and outside every exterior exit door.
36. Provide emergency lighting with 90 minutes of emergency backup power.

Walls and fire rated construction

37. Provide a wall legend identifying rated and non-rated walls, new and existing walls, and walls to be demolished.
38. Where rated and non-rated walls intersect, or walls with different ratings intersect, provide details showing how the required fire ratings are maintained.
39. Show every attic access door and draft stop door, with a graphic detail for each. Specify how the integrity of draft stops will be maintained and follow those methods throughout the project.

Emergency escape and rescue openings

40. Emergency escape and rescue openings are required in addition to the means of egress. The number of exits or access to exits does not replace these requirements. Provide openings in Group R-2 occupancies under 2018 IFC Tables 1006.3.3(1) and 1006.3.3(2), and in Group R-3 and R-4 occupancies. Basements and sleeping rooms below the fourth story above grade plane must have at least one emergency escape and rescue opening under IFC Section 1031.
41. Provide approved access walkways to all required openings and rescue windows. Vegetation, topography, fences, walls, and other obstructions must not prevent ladder access or firefighter travel from the fire lane to the openings.
42. Include all specifications, dimensions, and detail sheets for emergency escape and rescue openings, including ladder pad setbacks.
43. Provide an approved walkway to a clear, flat laddering pad at each rescue opening. Each pad must be at least 3 feet wide and 3 feet long.
44. Shrubs, trees, trellises, carports, raised planters, walls, fences, pools, steeply sloped roofs, overhangs, and similar building or site features must not obstruct the walkway, pad, or rescue opening. Walkways and pads may be hardscape, decomposed granite, grass, or another material that does not interfere with laddering operations.
45. Trees over walkways must provide at least 7 feet of clearance for firefighters. Trees and shrubs must not encroach on laddering pads or adjacent areas needed to raise a ladder.

Laddering pad setback

Locate the nearest edge of the laddering pad using the formula below to provide a proper ladder angle. A ladder that is too steep can be difficult to climb or fall away from the structure; one that is too shallow can bounce, bend, or break under use.

$$d = \frac{h}{5} + 2$$

h = Height of the window sill or balcony railing, in feet.

d = Distance, in feet, from the edge of the pad nearest the building to the point on the ground directly below the rescue window sill or balcony edge.

Elevators and stair landings

46. Where elevators are provided in buildings four or more stories above or below grade plane, at least one elevator must provide fire department emergency access to all floors. Its car must accommodate an ambulance stretcher measuring 24 by 84 inches (610 by 2134 mm), with corner radii of at least 5 inches (127 mm), in the horizontal, open position. Identify this elevator with the international emergency medical services symbol (Star of Life), at least 3 inches (76 mm) high, placed inside on both sides of the hoistway door frame.
47. All stair landings must accommodate ambulance backboards and stretchers measuring 24 by 84 inches, with corner radii of at least 5 inches, in the horizontal position, per 2018 IBC Section 3002.4.

Mechanical electrical plumbing and landscaping plans

48. Show all ducts, smoke dampers, fire dampers, and air handlers, including applicable airflow information in cubic feet per minute (CFM).
49. Identify all rated walls on the mechanical sheets and other sections of the building plan submittal.
50. Show all carbon monoxide (CO) detectors and the corresponding gas-fueled equipment. Where applicable, provide a dedicated plan sheet showing CO detector locations and the specific appliances or devices being monitored.
51. Show all exit and emergency signs, including the direction of arrows on the signs.
52. Verify that emergency lighting is provided along the exit discharge path from every exit to the public way, as required by the adopted IFC.
53. Identify every circuit serving a life safety or fire protection feature on the electrical schedule and at the individual breaker. The fire code official must approve the identification method. This includes, but is not limited to, exit signs, emergency lighting, and fire alarm systems.
54. Show the main electrical disconnect or emergency shutoff and provide a graphic detail of the main disconnect.
55. Identify dedicated circuits for emergency and standby power.
56. Show all electrical rooms.
57. If a solar photovoltaic system is proposed, include the layout of all panels, conduits, and system shutoffs in the submittal for approval by the Hays County Fire Marshal's Office.
58. Show all natural gas and/or propane piping and clearly identify the gas service line shutoff.
59. Show landscaping in relation to fire department access and equipment.

Responsibility for the submittal

Approval does not verify all data, codes, information, or calculations submitted by the applicant. The licensed architect and/or professional engineer of record remains solely responsible for the completeness, accuracy, and adequacy of the submittal, whether or not the Hays County Fire Marshal's Office reviews and approves it for code compliance.