



**TRAVIS COUNTY
EMERGENCY SERVICES DISTRICT 5**

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TO: Travis County ESD 5 Customers

SUBJECT: **INFORMATION BULLETIN 008**
Fire Alarm and Detection System Modifications involving Five (5) or Fewer Devices

DATE: March 1, 2026

CREATED BY: Travis County ESD 5 Fire Code Official

Purpose:

The Fire Code Official for Travis County ESD 5 (TCESD5) has created this bulletin as a customer service initiative regarding modifications to existing fire alarm and detection systems involving five (5) or fewer devices. , electronically through www.tcesd5permits.com

Code References:

2021 Fire Code of Travis County Emergency Services District 5 / Manchaca Fire Rescue, published by the ICC (Section 104.1);
Travis County ESD 5 Ordinances 2025-08-14-01; 2025-08-14-02; 2025-09-11-01

Scope:

The following is a projected path that the licensed Fire Alarm System Contractor (FASC) and the staff of TCESD5 are to utilize when applying this policy:

The FASC shall *complete the Permit Process (instruction and tutorials in IB 001)*, and a pdf letter indicating the scope of work on letterhead, stamped and signed by the fire alarm planning superintendent (A.P.S.), shall be electronically uploaded with the submittal prior to modifications and installation. No work shall be performed until the permit is issued.

1. After an administrative review, receipt of permit fee, and a determination that the application is compliant with the adopted fire code, a permit will be issued for the address and business as requested. The permit must be on site at the time of inspections.

2. When ready, the FASC will submit an inspection request online at www.tcesd5permits.com for the required inspection for this permit.
3. A set of floor plans indicating the area of work, device placement, candela ratings for notification appliances, and addressing or zone designation for initiating devices, along with any required system calculations (standby batteries, voltage drops) and equipment data sheets for the devices to be installed, shall be on site at the time of the inspection. This complete document shall also be uploaded as part of the submittal described in this bulletin.
4. A TCESD5 Fire Inspector will schedule the inspection and send a calendar invitation for the set date and time, and then perform an inspection. The FASC is to be on site during the inspection with the permit and a working plan for the project. The office of the TCESD5's fire code official will make one of three determinations upon inspecting the system modification:
 1. The inspection passes, the modification and permit are **approved**;
 2. The inspection fails, and the modification is **disapproved** as installed. If disapproved, the TCESD5 Fire Inspector will note all deficiencies that resulted in the disapproval. The FASC will make the corrections to the installation and, when completed, will schedule a re-inspection using the same process as the initial inspection request. A Fire Inspector will make an inspection of the correction and either approve or disapprove the modification and/or corrections. Additional fees may apply depending on the number of re-inspections needed/requested.
 3. If the Fire Inspector determines that the modification to the fire alarm system is a complex change, beyond what the scope of this policy intends, they will require that the FASC upload complete fire alarm and detection system modification plans to www.tcesd5permits.com (as described in this document). The TCESD5 fire code official or their designee will work with the FASC in a timely manner to review and approve their project. The plan review will follow the Third Party Review process. When the plan has been approved by the fire code official, the FASC will schedule a re-inspection when they are ready for the inspection. Additional fees will apply for the review and for additional re-inspections. The final determination as to whether a full plan review is needed is left to the TCESD5's fire code official or their designee conducting the inspection. Various field conditions, fire alarm system layout, etc., will dictate this determination.

If any of the following situations or scenarios are relevant to the project, the licensed FASC is not eligible to use this policy, a Third Party review is required, and fire alarm and detection system modification plans and submittals are required to be submitted to the TCESD5's fire code official electronically at www.tcesd5permits.com as the standard permit and plan review submittal method (*review Third Party Plan Review Process and IB 001: Plan Submittal Requirements*):

1. Changing of fire alarm detection system types (e.g., conventional to addressable).
2. Adding a new dedicated system to be interconnected to the facility fire alarm system (e.g., a dedicated elevator recall control and supervisory system interconnected to the building system, a dedicated sprinkler supervisory system interconnected to the building system).
3. Change of occupancy classification of the facility (e.g., Group B to Group A, Group E to Group B, etc.).
4. The entire facility or lease space shall be permitted at one time. Breaking a lease space or facility into multiple areas with five (5) or fewer devices and applying for separate permits shall not be allowed.

This policy is effective on the date of this bulletin and will remain in effect until further notice. Your cooperation in implementing this policy is greatly appreciated. Should you have any questions on this policy, please call the TCESD5 Fire Code Official's office at 512-640-8273.

Summary:

This Information Bulletin is for informational purposes only.

Prepared by: Nathan Mendenhall, Risk Reduction Officer/TCESD 5 Fire Code Official