



Travis County Emergency Services District 2 (TC ESD#2)

General Process and Guidelines for Construction Plan Submittal & Review

Last Updated October 2017

For **additional requirements** on a specific plan type, click on the corresponding button (*site, building, or systems*) on our Plan Review & Development Services webpage: <http://www.pflugervillefire.org/development-services/>
Please read all submittal requirements (both general AND type-specific) prior to turning in your plans; incomplete submittals will be returned to the applicant and can delay the review time for the plan being submitted.

- Plans are reviewed in the order in which they are received, with the exception of special requests for an expedited review from City of Pflugerville or TC ESD#2 administrative personnel.
- All submittals shall conform to the 2015 International Fire Code.
- Plans will be reviewed for compliance with codes and standards adopted by TC ESD#2. Also, plans will be reviewed for compliance with administrative rules and information bulletins published by TC ESD#2.
- When you have reviewed all requirements and are ready to submit your plans for review:
 1. Start by completing and submitting the **Jurisdictional Verification** online form, which is available on the Site, Building, and Systems plan review webpages.
 2. TC ESD#2 personnel will review the verification and respond to you with a link that includes the submittal application. This will include payment options and a link for you to upload your plans.
 3. **All submittals must include both of the following:** two hard copies (maximum size 24" x 36") of the plan stamped by a licensed engineer, and one copy of the plan in digital (PDF) format. The hard copies should be delivered to the TC ESD#2 Administration Building, located at 201 E. Pecan St. Pflugerville, Tx 78660. You will be emailed a link to upload your required digital plans.
 4. Make your payment online by credit card, or in person by check, money order, or credit card.
- For plan submittals which do comply with codes, standards, and rules, TC ESD#2 personnel will issue an **approval letter**. For submittals which do not comply with adopted codes, standards, and rules, TC ESD#2 personnel will issue a **comment letter**.
- For plan submittals on projects within unincorporated Travis County, and all fire protection system plan submittals, TC ESD#2 personnel will issue approval and/or comment letters directly to the owner's agent, as listed on the plan review application.
- For submittals on projects within the City of Pflugerville, TC ESD#2 Risk Reduction personnel will issue approval and/or comment letters to the City contact, as listed on the transmittal letter received from the City. (When possible, TC ESD#2 personnel will review submittals for city projects within the review timeframe established by the City of Pflugerville.)
- After TC ESD#2 has approved the plan submittal, a final updated digital copy will be required by email before a "fire code final approval" will be granted.