

# **CARROLLTON FIRE RESCUE**

***FIRE MARSHAL'S OFFICE***



## **CONSTRUCTION GUIDE ACCESS CONTROL SYSTEMS 2022 Edition**

Updated February 2022



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*Fire Marshal's Office*

## Table of Contents

<b>FIRE PREVENTION STAFF.....</b>	<b>3</b>
<b>GENERAL ACCESS CONTROL PERMIT INFORMATION .....</b>	<b>4</b>
<b>ACCESS CONTROL / DELAYED EGRESS .....</b>	<b>5</b>
OPERATIONAL REQUIREMENTS.....	5
PLAN REVIEW SUBMITTAL REQUIREMENTS FOR ACCESS CONTROL SYSTEMS .....	6
<b>INSPECTION REQUESTS, REQUIREMENTS &amp; PROCEDURES .....</b>	<b>7</b>
REQUIRED PROCEDURES WHEN REQUESTING AN INSPECTION .....	7
ALL INSPECTION REQUESTS SHALL BE SUBMITTED IN THE FOLLOWING FORMAT .....	7
ON-SITE REQUIREMENTS.....	7
ACCESS CONTROL - INSPECTION REQUIREMENTS .....	7



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*Fire Marshal's Office*

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## **GENERAL ACCESS CONTROL PERMIT INFORMATION**

The goal of the Fire Prevention Division is to assist its customers in understanding our submittal, plan review and inspection process and policies, as they pertain to new construction and finish outs. Familiarity with and adherence to these guidelines can greatly assist you in compliance with local codes, ordinances and inspections.

This guide does not replace, nor supersede any adopted codes and/or ordinances adopted by the City of Carrollton, or determinations and positions of the Fire Chief or Fire Marshal.

To expedite the plan review and inspection processes, please refer to the information listed below:

1. **All permits shall be submitted online through the CityServe Portal.**
2. All plan review and inspection process steps must be followed. Deviation from the requirements may result in delays, possible rejection of plans or inspection delays.
  - o ***Conducting any work without an approved permit may result in a double permit fee in addition to citations and fines being assessed.***
3. A **4400 Series Knox® Vault** shall be provided on all buildings with an Access Control System.
4. All fire department inspection forms, permits and stamped drawings shall be kept in a permit packet on the job site until final inspection.
  - o Failure to have the approved drawings and permit on-site may result in a failed inspection and re-inspection fees.
5. All installations must concur with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Prevention Division.
6. Any approval issued by the Fire Prevention Division does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances relating to the construction project.
7. Plans approved by the City of Carrollton Fire Marshal's Office give authorization for construction only. Final approvals are subject to field verification.
8. The Fire Inspector will provide documented results after each inspection.

It is the goal of the Fire Prevention Division to complete your plan review within the shortest possible time. **We strive to complete your plan review within fifteen (15) business days from receipt of the plan submittal package.** Please be advised that revisions, changes, or an incomplete submittal package may delay your final plan approval.

## **ACCESS CONTROL / DELAYED EGRESS**

These guidelines are to be followed when a building or facility within the City of Carrollton proposes to have an access-controlled egress door for pedestrian traffic. All access control criteria for the purposes of this guideline shall conform to the **2021 International Fire Code** as adopted and amended by City of Carrollton **Ordinance #4044** and the most current applicable NFPA standards.

### **Operational Requirements**

#### **Sensor Release of Electrically Locked Egress Doors**

- ***SENSOR RELEASE IS PROHIBITED IN ALL GROUP H OCCUPANCIES***
- The sensor shall be installed on the egress side, arranged to detect an occupant approaching the doors and shall cause the electric locking system to unlock.
- Loss of power to the lock or locking system shall automatically unlock the electric locks.
- A manual unlocking device shall be located within 5 feet of a secured door
  - Ready access shall be provided to the manual unlocking device
  - Device shall be located between 40 and 48 inches above the floor
  - Unlocking device shall be clearly labeled “PUSH TO EXIT”.
  - When operated, the manual unlocking device shall result in direct interruption of power to the electric lock—independent of other electronics
  - When operated, electric lock shall remain unlocked for not less than 30 seconds.
- Activation of the building fire alarm system, automatic sprinkler system or fire detection system, where provided, shall automatically unlock the electric lock
- Electric lock shall remain unlocked until the fire alarm system has been reset.
- The door locking system units shall be listed in accordance with UL 294.

#### **Door Hardware Release of Electrically Locked Egress Doors**

- ***DOOR HARDWARE RELEASE IS PROHIBITED IN ALL GROUP H OCCUPANCIES***
- The door hardware that is affixed to the door leaf has an obvious method of operation that is readily operated under all lighting conditions.
- The door hardware is capable of being operated with one hand and shall comply with Section 1010.2.1.
- Operation of door hardware directly interrupts the power to the electric lock & unlocks the door immediately.
- Loss of power to the electric locking system automatically unlocks the door.
- Where panic or fire exit hardware is required by Section 1010.2.9, operation of the panic or fire exit hardware also releases the electric lock.
- The locking system units shall be listed in accordance with UL 294.

## **Plan Review Submittal Requirements for Access Control Systems**

Each submission shall contain a total of 2 PDF documents uploaded through the portal

1. One set of digitally signed plans **(DO NOT LOCK PDF)**
2. One set of data/spec sheets and all other supporting documentation

**Data Submittal Booklet shall be one continuous PDF containing:**

- Scope of Work Summary
- Copy of Company's Texas Private Security Board License
- Copy of Installer's Texas Private Security Board License (Front and Back)
- Written description of the operation of the Access Control/Egress Control System:
  - o In normal operation
  - o During loss of power
  - o During the activation of a fire protection system
  - o In manual mode
- A full equipment listing with manufacturer, model number and quantity
- Data specifications sheets for all equipment shall be provided
  - o Specific materials on data sheets shall be identified by arrow or highlighter

**Plan Size and Clarity:**

- Plans shall be clear, legible and contain sufficient detail to enable a complete review
- All sheets shall be in a common and appropriate scale (minimum 1/8" = 1'0").
- Submittals done on electrical, lighting, or other "busy" plans are not acceptable.

**The following information shall be provided on the plans:**

- Site Plan to indicate where in the building the modification is to be performed.
  - o Cloud area or otherwise indicate
- Floor plan with use of each room clearly identified (All walls and doors shall be shown)
- Scale with graphic reference
- Square footage
- Submittal shall include a full floor plan for the facility with all walls and doors shown
- Plans shall detail the installation location and layout, including all connection/integration into building systems (i.e. fire alarm and wiring.)
- Indicate Occupancy classification and load in Notes Section

# **INSPECTION REQUESTS, REQUIREMENTS & PROCEDURES**

## **Required Procedures When Requesting an Inspection**

- All inspection requests shall be sent directly to the inspector listed on permit.
- Contact your inspector at least 48 hours in advance of the requested inspection.

## **All inspection requests shall be submitted in the following format:**

### **Subject Line of e-mail shall contain:**

- Type of inspection Request- Address of installation - Permit #
- (i.e., Access Control Inspection Request – 1234 Any Street – Permit #202201120)

### **Body of e-mail shall contain:**

- Name, complete address, phone number and e-mail of installing company
- Name, cell number and e-mail of on-site representative
- Photo proof of installed approved, labeled document bin
  - If current Document Bin is full, then an additional bin must be installed.
- Photo proof of installed Knox Box
  - Knox Box 3200 Series required for all single tenant buildings <10,000 sq. ft
  - Knox Vault 4400 Series (single lock) required for all multiple tenant buildings and any building with magnetic access control.
- Photo of current Annual Inspection Tag from fire alarm system
  - If there is no Fire Alarm System, include a note in the email stating there is no fire alarm in this building.

## **On-Site Requirements:**

- A representative of the requesting company who can effectively communicate and answer any questions from the Fire Inspector must be present at time of inspection.
- City of Carrollton Fire Marshal's Office approved, stamped, and signed plans and permits must be kept on the job site and presented to the inspector upon arrival.

## **Access Control - Inspection Requirements**

- Magnetic-Lock/Push Bar Test: Magnetic locks will be tested.
- Backup Power Verification: Test emergency backup power to the access control system, where provided.
- Fail Safe Verification: Loss of power, or function to that part of the access control system which locks the doors shall automatically unlock.
- Connection to Fire Alarm System: Activation of the building fire alarm or automatic sprinkler system, if provided, shall automatically unlock the doors. And remain unlocked until the fire alarm system is reset.
- Manual Operation: Manual operation of the access control system, independent of any automatic function, will be tested.
- Egress: Electric strike, or designated access doors shall be tested to verify free egress.