



CITY OF FORT WORTH, TEXAS Access Control Submittal Requirements

1. **Three sets of plans (FOLD EACH PLAN TO FIT AN 8 ½” X 11” FOLDER) indicating the following:**
 - Name and address of the project.
 - Name, address and telephone number of the installing contractor.
 - Access control permit number. (Call 817-392-6840 for number)
 - Building permit number (example: PB04-01234) if applicable.
 - Symbol legend that identifies each device.
 - Each device location. For example: Indicate the request to exit button by symbol on the inside of the door and the card reader on the outside of the door. Indicate power supplies and control panel location.
 - The area served and the path of egress.
 - Scale of drawing.
 - A note indicating that electronic locks will open automatically upon loss of building power and activation of one of the following (when provided);
 - a. Fire Sprinkler System.
 - b. Fire Alarm System.**Or** a note indicating the “Electronic locking devices are installed in such a manner that the method of unrestricted exiting does not rely upon electricity”.
Example: electric strikes with mechanical egress.
Security Gates do not require above plan notes.
2. **Three sets of manufacturers cut sheets describing each device, power supply and access control panel. BIND OR STAPLE EACH SUBMITTAL SET. DO NOT SUBMIT LOOSE CUT SHEETS. DO NOT PAPER CLIP THE EQUIPMENT SUBMITTAL.**

Two sets of plans and specs will be returned via US mail, or indicate that you will pick up your plans and specs from our office.

Submit to:

City of Fort Worth
Fire Prevention Bureau
1000 Throckmorton Street
Fort Worth, Texas 76102
Attn: Greg Nelson (817-392-6845)