



Hewitt Fire Department
100 Patriot Court | Hewitt, TX 76643
Office: (254) 666-0460 | Fax: (254) 666-0699



Plan Submittal Information Sheet

A Fire Protection (FP-1,2) drawing must be included with all Plan submittals for commercial or multifamily new construction and remodels. This drawing will be separate from any fire sprinkler or fire alarm plans and must be included with the construction drawings turned in for permitting. Fire Protection drawings must also be submitted electronically to the Building Department to be input into the MyGov software to facilitate pre-incident planning.

Fire Protection drawings shall be a basic floor plan and include:

- Building Identification / Name and Address
- Occupancy classification / Occupant load
- Exit Signage and Emergency Lighting locations
- Fire Extinguisher Locations
- Room Usage (office, storage, etc.)
- Knox Key Safe Location (located just right of the main entrance at 6-7 feet)
- Fire Hydrant reference with location and distance to furthest part of structure
- Fire Alarm panel (if applicable)
- Fire Riser Room and Fire Dept Connection (if applicable)
- Hazardous Material Storage locations (if applicable)
- Fire lanes (if applicable and not clearly labeled on site plan)
- Reference note for FP System and NFPA Standard (Sprinkler, Alarm, Hood, etc.)

Additional information for compliance with Fire Code and for Fire Inspection:

- The address should be clearly visible in contrasting 6-inch numbers.
- Key safe order forms are included in packet. Contact Hewitt Fire Dept for assistance.
- All electric gates on fire access roads shall be equipped with an emergency access control device. The approved device can be ordered from a distributor found at www.knoxbox.com. For more information on this, contact the Fire Department at 254-666-0460.
- Fire Extinguishers should be mounted in a conspicuous location, readily accessible and 3-5 feet of the floor.
- Hewitt Code of Ordinance – Chapter 34 Fire Prevention and Protection codes can be found at https://library.municode.com/tx/hewitt/codes/code_of_ordinances