



GENERAL INFORMATION FOR PLAN SUBMITTALS

KELLER FIRE-RESCUE FIRE PREVENTION DIVISION

1. All Fire Department plan submittals shall include:

- a. The Submittal Checklist
- b. Permit Application Form
- c. Copy of the Signed Contract (signed by both parties)
- d. Product Cut Sheets
- e. Scale drawing in digital format

2. Additional Requirements:

- a. All documents specific to type of installation, i.e., Sprinkler, Fire Alarm, Hood Suppression System, CO², Generators, and ACS Systems etc.

PLANS SUBMITTED WITHOUT ALL THE REQUIRED DOCUMENTS WILL BE REJECTED.

PLAN SUBMITTALS SHALL BE ELECTRONICALLY SUBMITTED THROUGH eTRACKIT. ALL CONTRACTORS MUST SET-UP THEIR ACCOUNT ACCESS BY GOING TO <http://trakitweb.cityofkeller.com/etrakit/> AND FOLLOWING THE INSTRUCTIONS LISTED IN THIS DOCUMENT [Contractor Account setup or Reset Password for Etrakit](#)