

ELECTRICALLY LOCKED ACCESS/EGRESS CONTROLS APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

By checking each requirement, you are stating that you have supplied correct and complete information. If the required information is not contained in the submitted documents, you will be notified of the deficiency. **Failure to supply the additional requested information may result in your application being delayed, denied, and eventually discarded.**

- ☐ 1. Completed *Building Inspection Application in DallasNow*.
- ☐ 2. Floor plan(s) showing proposed location of electric/electronic locking device(s) drawn to a standard scale and dimensioned.
- ☐ 3. Specifications of device(s) that will be installed including:
 - a. Verification that the device(s) will automatically unlock upon:
 - 1. Activation of the sprinkler system, smoke detection system or building fire alarm system.
 - 2. Loss of electrical power to any of the following:
 - The locking device
 - The smoke detection system
 - The building fire alarm or voice communication system
 - Required exit illumination
 - b. Verification that the device(s) can be unlocked by a signal from a location approved by the Fire Marshal.
 - c. Verification that upon deactivation from any source, the device(s) can only be reset manually at the device(s).
 - d. Verification that devices installed on doors into exit enclosures will maintain the doors in a positively latched position upon automatic release of the device.
- ☐ 4. Statement that signage will be placed at all locations where the device(s) is/are installed in accordance with established guidelines.

OTHER REQUIREMENTS OR SPECIAL PROVISIONS

- Security systems operating under 30 volts do not require an electrical permit.
- A Certificate of Occupancy (CO) submittal is required prior to submitting for a Security Systems permit." Section 306.1, Use or Occupancy, of Chapter 52, Administrative Procedures for the Construction Codes, of the Dallas City Code.

Please note that staff cannot accept incomplete applications or illegible plan review documents.