



Electronically Controlled Egress Systems (ECES) – Submittal Requirements

Licensing Requirements

The appropriate Texas license must be held by the contractor performing the work:

System Type	Regulating Agency	Required License
Fire alarm or sprinkler-connected locks	Texas Department of Insurance (TDI) – State Fire Marshal’s Office	Fire Alarm Contractor (Type A or Type B)
Stand-alone access control or egress systems	Texas Department of Public Safety (DPS) – Regulatory Services Division	Electronic Access Control Installer / Company License
Integrated access + fire alarm system	Both TDI and DPS	Dual licensing or subcontract arrangement

All contractor must be registered with Citizenserve Contractor Registration

Purpose

This guide outlines the minimum submittal and plan review requirements for the installation, modification, or replacement of **Electronically Controlled Egress Systems (ECES)** as regulated by the *2021 International Fire Code (IFC)* and applicable *Texas licensing laws*.

These systems include magnetic locks, delayed-egress locks, access-controlled egress doors, and other electronically released locking devices that restrict exit access or egress.

When a Permit Is Required

A permit is required whenever an electronically controlled or delayed egress lock, door-mounted electromagnetic lock, or similar device is **installed, modified, or replaced** on any required means of egress.

This includes:

- Doors controlled or released by **fire alarm or sprinkler systems**, or
- Doors operated solely by **access control or security systems**.

Disclaimer:

Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.



Submittal Package Requirements

1. **Contractor Registration with Citizenserve**
2. **Completed Online Permit Application**
3. **Scope of Work Statement** describing all door locations and the function of each device.
4. **Shop Drawings / Plans** (see detailed requirements below).
5. **Manufacturer Cut Sheets** for all hardware, power supplies, controllers, and releasing devices.
6. **Battery and Power Calculations** (if applicable).
7. **Sequence of Operations / Functional Matrix.**
8. **Inspection and Test Procedure** proposed for system acceptance.

Shop Drawing Requirements

Systems Connected to a Fire Alarm or Sprinkler System

(Fire Alarm–Controlled Egress or Delayed-Egress Locks)

Drawings must be prepared and sealed by a **TDI-licensed Fire Alarm Contractor (Type A or B)**.

Each plan sheet shall include:

1. **Building name, address, and occupancy use** classification.
2. **Contractor name, address, phone, and TDI license number.**
3. **Door schedule** identifying each controlled door by number or symbol.
4. **Device layout** showing:
 - **Location of locking devices, sensors, manual release hardware, and power supplies.**
 - **Fire alarm interface points, notification appliances, and control relays.**
 - **Any sprinkler waterflow or smoke detection tie-ins.**
5. **Wiring diagrams** showing all power and control circuits, wire gauges, and pathways.
6. **Riser or one-line diagram** showing interconnection between the fire alarm control panel and each door release circuit.
7. **Sequence of operation** describing each unlocking condition (fire alarm, loss of power, manual release, push-to-exit, etc.).
8. **Power supply calculations and battery standby/load analysis.**
9. **Manufacturer data sheets** for each component, clearly indicating UL listing and compatibility.
10. **Signage and labeling details** for all egress doors per IFC 1010.2.13–1010.2.14.
11. **Testing procedures** in accordance with *NFPA 72, Chapter 14* and *IFC 907.8*.

Systems Without Fire Alarm or Sprinkler Connections

(Standalone Controlled Egress Systems)

Drawings must be prepared by a **DPS-licensed Electronic Access Control Installer or Company.**

Each plan sheet shall include:

1. **Building name, address, and occupancy classification.**

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2. **Contractor information** including DPS license number.
3. **Door schedule** identifying each electronically controlled door.
4. **Plan view** showing device locations, control panels, and power supplies.
5. **Wiring diagram** indicating all components, conductors, and power sources.
6. **Functional diagram or logic flow** describing:
 - **Operation of card readers, keypads, or request-to-exit devices.**
 - **Manual release hardware locations and wiring.**
 - **Unlocking method upon power loss.**
7. **Manufacturer cut sheets** demonstrating compliance with IFC 1010.2.11.
8. **Hardware schedule** showing door type, latch hardware, power transfer devices, and fail-safe/fail-secure configuration.
9. **Signage details** (“PUSH TO EXIT” placards, illumination, etc.).
10. **Power supply and standby calculations** where applicable.
11. **Testing procedures** for verification of free egress and fail-safe operation.

Field Acceptance Test Requirements

Before final approval, the installer must demonstrate to the Fire Marshal’s Office that:

- Each locking device **releases immediately** upon actuation of fire alarm (if applicable), loss of power, or manual release.
- All **door signage, push-to-exit hardware, and unlocking sequences** function as approved.
- Integration with any fire alarm or sprinkler system operates per the submitted sequence.

An inspection must be scheduled through **Citizenserve** prior to system activation or occupancy.

References

- *2021 International Fire Code* – Sections 1010.2.11 through 1010.2.14
- *NFPA 72 (2019 Edition)* – National Fire Alarm and Signaling Code
- *Texas Administrative Code, Title 28, Chapter 34, Subchapter F* – Fire Alarm Rules (TDI)
- *Texas Occupations Code, Chapter 1702* – Private Security Act (DPS)
- *37 TAC Chapter 35* – Private Security Rules

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