



APPROVED THIRD PARTY PLAN REVIEW PROCESS AND LIST OF APPROVED FIRMS

Effective September 19, 2018, the San Marcos Fire Prevention Division will be utilizing 3rd party plan review services to supplement our plan review process.

The following plans will **require** plan review by 3rd party prior to submittal for permit:

- Fire Sprinkler Plans - new systems and system modifications (not otherwise exempt – see below)
- Fire Alarms Plans - new systems and system modifications (not otherwise exempt– see below)
- Fire Sprinkler Monitoring Systems - new systems and system modifications (not otherwise exempt –see below)
- Special Hazard Fire systems – new and modifications
- Operational permits for Aerosol Products, High-Rack / Piled Storage, and Hazardous Materials

The following plans shall be submitted **directly** to the Fire Prevention Division for review and permitting:
(Do not require a 3rd party review)

- Underground Fire Sprinkler Lines
- Kitchen Hood Suppression systems
- Access/Egress Control Systems
- Tanks
- Operational permits for Fireworks, Trench Burns, Bonfires

(For all others not listed above - please contact our officer for assistance.)

Work Exempt from permitting:

Fire Sprinkler: Plan submittal and permitting is only required for alterations/modifications involving 20 or more sprinkler heads, alterations/modifications to the system risers, and/or special applications (i.e. water curtains). Minor fire sprinkler system modifications (such as adding fewer than 20 heads) do not require plan submittal. Work not requiring plans submittal: Contractors shall install a white service tag indicating location (i.e. Suite #) and scope of work.

Fire Alarm/Fire Sprinkler Monitoring Systems: Minor fire alarm system modifications (such as adding horn/strobe for fire sprinkler monitoring or expanded notification coverage) do not require plan submittal. Work not requiring plans submittal: Contractors shall install a white service tag indicating location (i.e. Suite #) and scope of work (i.e. “Added horn/strobe”).

Steps for Plans Requiring 3rd Party Review:

Step 1: Submit your plans to selected 3rd party firm for our approved firm list. (See below) If you would like to utilize an alternative firm, please contact our office for approval. Contractor shall pay all fees associated with 3rd party review directly to 3rd party firm. See below for a list of approved 3rd party firms.

Step 2: Submit the following items to the San Marcos Permit Office for permit approval.

- A completed Permit Application
- An electronic copy (PDF) copy of reviewed plans and all associated documents. Submitted plans shall bear the stamp and signature of the 3rd party review firm and the contractor’s design professional.

Step 3: Upon receipt and review of required documents in the proper format, a permit from the San Marcos Fire Prevention Division will be issued. A stamped set of the plans and copy of your permit will be emailed to you.



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Approved List of 3rd Party Review Firms:

Excel Consultants

Elias Bathish, P.E.

esbathish@msn.com

817-478-0897 or 817-271-4344

5205 Tacoma Drive

Arlington, TX 76017

Jay Loucks, P.E.

jay@getagreentag.com

4221 Wilson Lane

Carrollton, Texas 75010

682-214-GTAG {4824}

Knight Fire Protection

Scott Whinery, P.E.

scott.whinery@knightfpe.com

817-567-1763 or 405-269-9390

1700 Yosemite Lane

Keller, TX 76248

MEH Fire Protection

Mark Hasenmyer, P. E.

pe@mehfpe.com

972-874-2662 or 469-235-3154

1311 River Oaks Drive

Flower Mound, TX 75028

Reed Fire Protection

214-638-7599 or 800-381-5504

14135 Midway Rd Ste. 260

Addison, TX 75001

www.reedfire.com

Traditions Fire Consulting

Nick Kalina, CFPS

nick@traditionsfire.com

972-979-0631

PO Box 5587

Frisco, TX 75035

If you wish to utilize a firm not listed above, please contact our office.