

Anna Fire Department Fire Marshal's Office



Plan Review Process and Approved Third Party Vendors

Effective October 1, 2018, The Anna Fire Department will begin utilizing 3rd party plan review services to supplement our plan review process. (NOTE: "FCL" refers to Flammable and Combustible Liquids)

The following plan sets REQUIRE review by 3rd party prior to submittal for permit (See Section A):

- FCL Above Ground Storage Tank (AST)
- FCL Underground Storage Tank (UST)
- Fire Alarm System (Full)
- Fire Alarm System (Waterflow Monitoring)
- High-Piled Storage (*Operational Permit*)
- Fire Sprinkler System (Full)
- Fire Sprinkler System (Partial)
- Commercial Cooking Hood System
- Battery System / Solar Photovoltaic
- Industrial Oven
- Standpipe System
- Paint Booth
- Fire Pump
- Clean Agent System
- Aerosol Products (*Operational Permit*)
- Hazardous Materials (*Operational Permit*)
- Fuel Dispensing System
- Cryogenics
- Compressed Gasses
- High-Rack Storage (*Operational Permit*)
- Smoke Control / Smoke Exhaust System
- Two-Way Communication System

The following plan sets DO NOT REQUIRE 3rd party services and shall be submitted directly to the Fire Marshal's Office for review and permitting if required (See Section B):

- Access Control System
- Fire Department Gate Access System
- Fireworks/Pyrotechnics (*Operational Permit*)
- Underground Fire Main (UFM)
- Remote Fire Department Connection (FDC)
- Emergency Generator
- Tent (*Operational Permit*)
- Special Events/Amusement Rides (*Operational Permit*)
- Food Truck (*Operational Permit*)
- Fire Sprinkler/Fire Alarm Alteration or Modification*

(For all others not listed please contact our office)

* A scope of work letter shall be submitted for minor alterations/modifications that involve System Risers, Less Than 10 Sprinkler Heads, or Less Than 10 Horn/Strobe Notification Devices. Permit fees will also be waived for these minor alterations. Contractors conducting general maintenance or similar services shall install a white service tag as required by the Texas State Fire Marshal's Office indicating the location (i.e. Suite #) and scope of work (i.e. "Added horn/strobe").

305 S. Powell Parkway
Anna, Texas 75409

972-924-2143
972-924-2772 (Fax)

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(SECTION A) – Steps for Plans the REQUIRE 3rd Party Review:

Step 1: SUBMISSION

Submit your plans to the 3rd party vendor of your choice (see approved vendor list). Contractor shall pay all costs associated with 3rd party review directly to the vendor.

Step 2: SUBMISSION

Submit the following items to the Anna Fire Marshal's Office for permit approval:

- A completed Anna Fire Department Fire Protection Permit Application (see attached). Form is also available at www.annatexas.gov/fire
- An electronic (PDF) document or hard copy of the reviewed plan set and all associated documents. Submitted engineered plans shall bear the stamp and signature of the 3rd party vendor and the contractor's design professional.
- You may email PDF documents to firecad@annatexas.gov or deliver a thumb-drive in person to the fire department. Our physical address is 305 S. Powell Parkway, Anna, TX 75409. Hard copy plans are also accepted.

You will be notified when your permit has been approved.

Step 3: PERMIT FEE PAYMENT

Submit the appropriate permit fee(s) to the City of Anna Utility Billing Department located at 101 S. Powell Parkway, Anna, TX 75409. Credit cards are accepted but must be charged at the front counter. *Please insure that you obtain a receipt for your payment as this is required to receive your approved plans.*

Step 4: ISSUANCE OF APPROVED PLANS AND PERMIT

After all fees are paid in full, a permit from the Anna Fire Marshal's Office will be issued. You may retrieve a copy of your approved permit from the fire department. Work shall not commence until the permit has been issued. Working without a permit will result in fines.

Important – In order to receive your approved plans and permit, you **must** provide the Fire Department the permit fee receipt indicating full payment. Release of plans and permit will not occur without proof of payment.

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Plan Review Process and Approved Third Party Vendors

(SECTION B) – Steps for Plans That DO NOT REQUIRE 3rd Party Review:

Step 1: SUBMISSION

Submit the following items to the Anna Fire Marshal's Office for permit and plan approval:

- An electronic (PDF) version or hard copy of the plan set and all associated documents, if required. Submitted engineered plans shall bear the stamp and signature of the contractor's design professional.
- A completed Anna Fire Department Fire Protection Permit Application (see attached). Form is also available at <https://www.annatexas.gov/fire>
- You may email PDF documents to firecad@annatexas.gov or deliver a thumb-drive in person to the fire department. Our physical address is 305 S. Powell Parkway, Anna, TX 75409. Hard copy plans are also accepted.

You will be notified when your plans and permit have been approved.

Step 2: PERMIT FEE PAYMENT

Submit the appropriate permit fee(s) to the City of Anna Utility Billing Department located at 101 S. Powell Parkway, Anna, TX 75409. Credit cards are accepted but must be charged at the front counter. *Please insure that you obtain a receipt for your payment as this is required to receive your approved plans.*

Step 3: ISSUANCE OF APPROVED PLANS AND PERMIT

After all fees are paid in full and upon review/acceptance of required documents (properly formatted), a permit from the Anna Fire Marshal's Office will be issued. You may retrieve a copy of your approved permit and plans from the fire department. Work shall not commence until the permit has been issued. Working without a permit will result in fines.

Important – In order to receive your approved plans and permit, you **must** provide the Fire Department the permit fee receipt indicating full payment. Release of plans and permit will not occur without proof of payment.

**Anna Fire Department
Fire Marshal's Office**



Plan Review Process and Approved Third Party Vendors

Approved Vendor List:

Excel Consultants

Elias Bathish, P.E.
esbathish@msn.com
817-478-0897 or 817-271-4344
5205 Tacoma Drive
Arlington, TX 76017

Green Tag Engineering

Jay Loucks, P.E.
jay@getagreentag.com
4221 Wilson Lane
Carrollton, Texas 75010
682-214-GTAG (4824)

Knight Fire Protection Engineering, LLC

Scott Whinery, F.P.E.
scott.whinery@knightfpe.com
817-567-1763 or 405-269-9390
1700 Yosemite Lane
Keller, TX 76248

MEH Fire Protection Engineering, LLC

Mark Hasenmyer, F.P.E.
pe@mehfpe.com
972-874-2662 or 469-235-3154
3367 Fireside Drive
Flower Mound, TX 75028

Traditions Fire Consulting

Nick Kalina, CFPS, Emily Kalina, P.E.
traditionsfire@gmail.com
972-979-0631
PO Box 5587
Frisco, TX 75035

Coker Engineering LLC

Ronald Coker, F.P.E.
1540 Keller Parkway, Suite 108
Keller, TX 76248
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817-742-2409 Mobile