

# 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 3<sup>rd</sup> 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
- Underground Fire Main (UFM)
- 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 3<sup>rd</sup> 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*)
- Remote Fire Department Connection (FDC)
- Emergency Generator
- Tent (*Operational Permit*) \* <400 sq. ft., etc.
- Special Events/Amusement Rides (*Operational Permit*)
- Mobile Food Service/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 (Office)  
972-924-2772 (Fax)

U:\Prevention\Master Forms PREVENTION\Anna FD Third Party Plan Review Process and Vendor List.doc

Revised 05/10/22 (SW)

Page 1 of 4

# Anna Fire Department Fire Marshal's Office



## Plan Review Process and Approved Third Party Vendors

---

### **(SECTION A) – Steps for Plans that REQUIRE 3rd Party Review:**

#### **Step 1: SUBMISSION**

Submit your plans to the 3<sup>rd</sup> party vendor of your choice (see approved vendor list). Contractor shall pay all costs associated with 3<sup>rd</sup> 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](http://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 3<sup>rd</sup> party vendor and the contractor's design professional.
- You may email PDF documents to [firecad@annatexas.gov](mailto: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**

Please call our office 214-831-5342 for instructions on payment.

#### **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.

# Anna Fire Department Fire Marshal's Office



## 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](mailto: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**

Please call our office 214-831-5342 for instructions on payment.

#### **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](mailto:esbathish@msn.com)

817-271-4344 or 817-478-0897

5205 Tacoma Drive

Arlington, TX 76017

#### **Green Tag Engineering**

Jay Loucks, P.E.

[review@getagreentag.com](mailto:review@getagreentag.com)

2681 MacArthur Blvd., Ste. 303

Lewisville, Texas 75067

682-214-GTAG (4824)

#### **Knight Fire Protection Engineering, LLC**

Scott Whinery, F.P.E.

[scott.whinery@knightfpe.com](mailto:scott.whinery@knightfpe.com)

817-567-1763 or 405-269-9390

1700 Yosemite Lane

Keller, TX 76248

#### **MEH Fire Protection Engineering, LLC**

Mark Hasenmyer, P.E.

[pe@mehfpe.com](mailto:pe@mehfpe.com)

OFC 972-874-2662 or CELL 469-235-3154

1311 River Oaks Drive

Flower Mound, TX 75028

#### **Traditions Fire Consulting**

Nick Kalina, CFPS or Emily Kalina, P.E.

[traditionsfire@gmail.com](mailto:traditionsfire@gmail.com) or

[nick@traditionsfire.com](mailto:nick@traditionsfire.com)

972-979-0631

PO Box 5587

Frisco, TX 75035

#### **Coker Engineering LLC**

Ronald Coker, F.P.E.

[ronald.coker@outlook.com](mailto:ronald.coker@outlook.com)

1540 Keller Parkway, Suite 108

Keller, TX 76248

817-739-8333