



## THIRD-PARTY PLAN REVIEW PROCESS AND LIST OF APPROVED FIRMS

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

The following plans will **require** plan review by third party prior to permit approval:

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

The following require full submittal packages including plans but **do not require** a third-party review.

These plans shall be submitted to [www.mypermitnow.org](http://www.mypermitnow.org) for review and permitting:

- Underground Fire lines
- Kitchen Hood Suppression Systems
- Access/Egress Control Systems
- Above Ground/Underground Storage Tanks
- Operational permits for fireworks, trench burns, bonfires

For situations not covered above please contact our office for assistance.

### **Work Exempt from Third Party Plan Review**

**Fire Sprinkler:** third party plan review 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 third party plan review

**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 third party plan review.

**Work not requiring third party plan review:** Contractors shall submit a scope of work letter to [www.mypermitnow.org](http://www.mypermitnow.org) and obtain a permit. Contractors shall install a white service tag with an accurate description of the work performed.

### **Steps for Plans Requiring third Party Review:**

**Step 1:** Submit your plans to one of the approved third-party firms. If you would like to utilize a firm that is not on the approved list please contact our office. The contractor shall pay all fees associated with third party review directly to the third-party firm. See below for a list of approved third party firms.



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**Step 2:** Submit the following items to [www.mypermitnow.org](http://www.mypermitnow.org) for permit approval.

- A completed Permit Application
- An electronic copy (PDF) of reviewed plans and all associated documents. Submitted plans shall bear the stamp and signature of the third-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 City of San Marcos Permitting Center will be issued.

### List of approved firms

#### Excel Consultants

Elias Bathish, P.E.

[esbathish@msn.com](mailto:esbathish@msn.com)

817-478-0897 or 817-271-4344

5205 Tacoma Drive

Arlington, TX 76017

#### Greentag Engineering LLC

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

2681 MacArthur Blvd Suite 303

Lewisville, TX 75067

#### Knight Fire Protection

Scott Whinery, 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

Mark Hasenmyer, P. E.

[pe@mehfpe.com](mailto: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](http://www.reedfire.com)

#### Traditions Fire Consulting

Nick Kalina, CFPS

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

972-979-0631

PO Box 5587

Frisco, TX 75035

#### Waxler Fire Protection

Robert J. Waxler

[robert@waxlerfpe.com](mailto:robert@waxlerfpe.com)

830-660-4229

2016 Small Town Drive

New Braunfels, TX 78130

### City of San Marcos Contact Information

#### Fire Prevention

[fireplan@sanmarcostx.gov](mailto:fireplan@sanmarcostx.gov)

512.805.2600

#### Permit Office

[permitinfo@sanmarcostx.gov](mailto:permitinfo@sanmarcostx.gov)

512.805.2630