



THIRD-PARTY PLAN REVIEW PROCESS AND LIST OF APPROVED FIRMS

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
- Emergency Responder Radio Coverage systems

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 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 and obtain a permit. Contractors shall install a white service tag with an accurate description of the work performed. This work will be verified by inspection.

City of San Marcos Contact Information

Fire Prevention

fireplan@sanmarcostx.gov

512.805.2600

Permit Office

permitinfo@sanmarcostx.gov

512.805.2630



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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.

“Approval” of the plans by the third party plan reviewer does not constitute issuance of a permit.

Step 2: Submit the following items to 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

817-478-0897 or 817-271-4344

5205 Tacoma Drive

Arlington, TX 76017

Traditions Fire Consulting

Nick Kalina, CFPS

nick@traditionsfire.com

972-979-0631

PO Box 5587

Frisco, TX 75035

Knight Fire Protection

Scott Whinery, P.E.

scott.whinery@knightfpe.com

817-567-1763 or 405-269-9390

1700 Yosemite Lane

Keller, TX 76248

Reed Fire Protection

214-638-7599 or 800-381-5504

14135 Midway Rd Ste. 260

Addison, TX 75001

www.reedfire.com

Greentag Engineering LLC

review@getagreentag.com

2681 MacArthur Blvd Suite 303

Lewisville, TX 75067

Waxler Fire Protection Engineering, LLC

Scott Ranft

scott.ranft@waxlerfpe.com

830-946-0999

111 Dennis Drive

Seguin, Texas 78155

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

Protection Development, Inc. (PDI)

Russel P. Miller, P.E.

rmiller@pdifire.com

David R. Emler

demler@pdifire.com

210-828-7533

8620 N. New Braunfels Ave., Ste. 100

San Antonio, Texas 78217-6361



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Fajardo Fire Protection & Associates, LLC

Pablo G. Fajardo Garcia, P.E., M.Sc.

pablo@fajardofireprotection.com

(210) 374-1651

9214 Aggie Run

San Antonio, TX 78254

Wright Fire Consulting, LLC

Darrell Wright P.E.

darrellgwright@gmail.com

512-922-4412

11907 Brookwood Circle

Austin, TX 78750

Van Norman & Co.

Jerry L. Van Norman, PE, FPE, LEED ap

Fire Protection Engineer

Medical Gas Inspector & Verifier

LEED Commissioning Agent

(512) 796-3313

jerry@vannormanllc.com