



## **Approved Third Party Plan Review Process and List of Approved Firms**

Effective May 1, 2017, the Greenville Fire Marshal's Office will be utilizing 3<sup>rd</sup> party plan review services to supplement our plan review process.

### **The following plans will require plan review by 3<sup>rd</sup> party prior to submittal for permit:**

- Fire Sprinkler Plans- new systems and system modifications (not otherwise exempt- see below)
- Fire Alarm 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 Fire Hazards- new and modifications
- Operational Permits for Aerosol Products, High Rack/Piled Storage, and Hazardous Materials

### **The following plans shall be submitted directly to the Greenville Fire Marshal's Office for review and permitting: (Does not require 3<sup>rd</sup> party review)**

- Underground Sprinkler lines (in conjunction with the Engineering Department's submittal)
- Kitchen Hood Suppression Systems
- Tanks
- Fireworks (commercial venue set ups)
- Residential/Commercial Burn Permits

(For all others not listed above- please contact the Fire Marshal's Office)

### **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 system risers, and/or special applications (i.e. water curtains). Minor fire sprinkler modifications (such as adding 20 or fewer heads) do not require plan submittal.

- Work not requiring plans submittal: **Contractors shall install a white service tag indicating location 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 and scope of work.**

### **Steps for Plans Requiring 3<sup>rd</sup> Party Review:**

**STEP 1-**Submit your plans to a selected 3<sup>rd</sup> party firm from our approved list (See Below). The firm shall represent a Texas licensed professional engineer with a license in the branch of fire protection. If you would like to utilize an alternative firm, please contact the fire marshal's office for approval. Contractor shall pay all fees associated with 3<sup>rd</sup> party review directly to the 3<sup>rd</sup> party firm. See below for a list of approved 3<sup>rd</sup> party firms.

**STEP 2-** Submit the following items to the Greenville Fire Marshal's Office for permit approval

- A. A completed Greenville Fire Marshal's Permit Application (available at <http://www.ci.greenville.tx.us/110/Forms-and-Applications> )



**B.** An electronic copy (PDF) of reviewed plans and all associated documents. Submitted plans shall bear the stamp and signature of a 3<sup>rd</sup> party review firm and the contractor's design professional.

**C.** Send all documents to Greenville Fire-Rescue located at 2603 Templeton Street, Greenville, TX 75401 or call (903)457-2945 for an email address.

**STEP 3-** Upon receipt and review of required documents in the proper format, a permit from the Greenville Fire Marshal's Office will be issued. A copy of the stamped approved plans and your permit will be emailed or available for pick up.

**LIST OF APPROVED 3<sup>rd</sup> PARTY REVIEW FIRMS:**

**Coker Engineering LLC**

Ronald B. Coker, P.E.  
1540 Keller Parkway Ste 108 #319  
Keller, TX 76248-3685  
[ronald-c@sbcglobal.net](mailto:ronald-c@sbcglobal.net)  
817-742-2409 Office  
817-739-8333 Mobile

**MEH Fire Protection**

Mark Hasenmyer, P.E.  
1311 River Oaks Drive  
Flower Mound, TX 75028  
[pe@mehfpe.com](mailto:pe@mehfpe.com)  
972-784-2662  
469-235-3154

**Firetrol Protection Systems, Inc.**

Kemal Tulek, P.E.  
10320 Markison Road  
Dallas, TX 75235  
[ktulek@firetrol.net](mailto:ktulek@firetrol.net)  
214-343-9200

**Reed Fire Protection Engineering**

Contact: Leslie Gerbrandt (Albert Reed, P.E.)  
14135 Midway Road, Ste. G260  
Addison, TX 75001  
[Leslie@reedfire.com](mailto:Leslie@reedfire.com)  
214-638-7599

**Green Tag Engineering**

Jay Loucks, P.E.  
4221 Wilson Lane  
Carrollton, TX 75010  
[jay@getagreetag.com](mailto:jay@getagreetag.com)  
682-214-4824

**Traditions Fire Consulting**

Nick Kalina, CFPS  
PO Box 5587  
Frisco, TX 75035  
[nick@traditionsfire.com](mailto:nick@traditionsfire.com)  
972-979-0631

**Knight Fire Protection**

Scott Whinery, P.E.  
1700 Yosemite Lane  
Keller, TX 76248  
[scott.whinery@knightfpe.com](mailto:scott.whinery@knightfpe.com)  
817-567-1763  
405-269-9390