



THIRD PARTY PLAN REVIEW PROCESS AND LIST OF APPROVED FIRMS

Royse City Fire Department - Fire Marshal's Office
305 N Arch St. • Royse City, TX 75189 • Phone: 972.524.4819
Website: <http://www.roysecity.com/departments/fire/>
Email: rcfd@roysecity.com

Effective March 1, 2018, the Royse City Fire Marshal's Office will be utilizing 3rd Party Plan Review services to supplement our plan review process

The following plans will **require** plan review by 3rd party prior to submittal for permit:

- ❖ Fire Sprinkler Plans - new systems and system modifications (not otherwise exempt – see below)
- ❖ Fire Alarms 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)
- ❖ Emergency Responder Radio Coverage / BDA Systems (* will denote Firms that can review these systems)
- ❖ Special Hazard Fire systems – new and modifications
- ❖ Operational permits for Aerosol Products, High-Rack / Piled Storage, and Hazardous Materials

The following plans shall be submitted **directly** to the Fire Marshal's Office for review and permitting:
(Do not require a 3rd party review)

- ❖ Underground Fire Sprinkler Lines
- ❖ Kitchen Hood Suppression Systems
- ❖ Access / Egress Control Systems
- ❖ Tanks
- ❖ Operational Permits for Fireworks, Trench Burns, Bonfires
- ❖ Residential / Commercial Burn Permits
- ❖ For all others not listed above, please contact our office for assistance

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 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 plan submittal. For work not requiring plans submittal, contractors shall install a white service tag indicating location (i.e., Suite number) 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. For work not requiring plans submittal, contractors shall install a white service tag indicating location (i.e. Suite number) and scope of work (i.e. “Added horn/strobe”)

Steps for Plans Requiring 3rd Party Review:

Step 1 – Submit your plans to selected 3rd party firm for our approved firm list (see below). If you would like to utilize an alternative firm, please contact our office for approval. Contractor shall pay all fees associated with 3rd party review directly to 3rd party firm.

Failure to comply with guidelines and submittal requirements may result in additional fees



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Step 2 – Submit the following items to the Royse City Fire Marshal's Office for permit approval

- ❖ A completed Royse City Fire Marshal's Office Permit Application (available on website)
- ❖ An electronic copy (PDF) of reviewed plans and all associated documents. Submitted plans shall bear the stamp and signature of the 3rd party review firm and the contractor's design professional.
- ❖ Send all above documents to rcfd@roysecity.com or deliver in person to 305 N. Arch St., Royse City, TX 75189

Step 3 – Upon receipt and review of required documents in the proper format, a permit from the Royse City Fire Marshal's Office will be issued. A stamped set of the plans and copy of your permit will be emailed to you upon payment received

Please refer to our **Sprinkler Alarm System Guideline** which is available on the city website

Approved List of 3rd Party Review Firms

*** (Firms that can review ERRC / BDA Systems)**

Excel Consultants

Elias Bathish, P.E.

esbathish@msn.com

817.478.0897 or 817.271.4344

5205 Tacoma Drive

Arlington, TX 76017

GreenTag Engineering LLC *

Jay Loucks, P.E.

review@getagreentag.com

2681 MacArthur Blvd Suite #303

Lewisville, Texas 75067

682.214.GTAG {4824}

Knight Fire Protection

Scott Whinery, P.E.

scott.whinery@knightfpe.com

817.567.1763 or 405.269.9390

1700 Yosemite Lane

Keller, TX 76248

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Updated: 3/2023



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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

Reed Fire Protection *

214.638.7599 or 800.381.5504

14135 Midway Rd Ste. 260

Addison, TX 75001

www.reedfire.com

Traditions Fire Consulting *

Nick Kalina, CFPS

nick@traditionsfire.com

972.979.0631

PO Box 5587

Frisco, TX 75035

Tier One Fire Consulting *

Jacob Peters

jacob.peters@tieronefireconsulting.com

925.378.3425

1910 Pacific Ave

Suite 2000 PMB 1014

Dallas, TX 75201

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