

Anna Fire Department Fire Marshal's Office



Plan Review Process and Approved Third Party Vendors

Effective October 1, 2018, The Anna Fire Department began utilizing 3rd 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
- 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 (ERRC)

The following plan sets DO NOT REQUIRE 3rd 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*)
- Emergency Generator
- Remote Fire Department Connection (FDC)
- 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*
- Underground Fire Main (UFM)

(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
firecad@annatexas.gov

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List.doc Revised 08/08/2025

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

Step 1: SUBMISSION

Submit your plans to the 3rd party vendor of your choice (*see approved vendor list*). Contractor shall pay all costs associated with 3rd party review directly to the selected 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. Form is available at www.annatexas.gov/fire
- An electronic (PDF) document of the reviewed plan set and all associated documents. Submitted engineered plans shall bear the stamp and signature of the 3rd party vendor and the contractor's design professional.
- You may email PDF documents to 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.

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 shall 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 thumb drive 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. Form is available at <https://www.annatexas.gov/fire>
- You may email PDF documents to 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.

You will be notified when your plans and permit have been approved.

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

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Plan Review Process and Approved Third Party Vendors

Approved Vendor List:

Excel Consultants

Elias Bathish, P.E.

esbathish@msn.com

817-271-4344 or 817-478-0897

5205 Tacoma Drive

Arlington, TX 76017

Green Tag Engineering

Jay Loucks, P.E.

www.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

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

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 or

nick@traditionsfire.com

972-979-0631

PO Box 5587

Frisco, TX 75035

Coker Engineering LLC

Ronald Coker, F.P.E.

ronald.coker@outlook.com

1540 Keller Parkway, Suite 108

Keller, TX 76248

817-739-8333