



# FIRE PROTECTION SYSTEM PERMIT APPLICATION

Effective April 10, 2023

A typical review of an application will be completed within three normal business days of your submittal. You may call the Fire Marshal's Office during normal business hours to check on the status of your permit. (903-892-7006 or 903-892-7267).

## Type of Permit:

- New Installation of an Automatic Fire Sprinkler System - Above Ground <sup>1,2,3</sup>
- New Installation of an Automatic Fire Sprinkler System - Below Ground <sup>1</sup>
- Modification of an Existing Automatic Fire Sprinkler System <sup>1,2,3</sup>
- New Installation of a Fire Alarm System <sup>1,2</sup>
- Modification of an Existing Fire Alarm System <sup>1,2</sup>
- Installation or Modification of Automatic Fire Extinguishing System <sup>1</sup>
- Installation or Modification of a Security or Controlled Access Gate <sup>4</sup>

*1-Requires Third Party Review of Plans*

*2-Requires Knox Box*

*3-Requires Knox FDC Caps*

*4-Requires Knox Key Switch*

Company: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Fee Amount Paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_

Permit Address: \_\_\_\_\_

Application Made By: \_\_\_\_\_

Billing Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email For Permit Delivery: \_\_\_\_\_

**A permit application does not constitute approval of your plans, nor does it imply permission to begin work. Work without the issuance of a permit is in violation of the City of Sherman Fire Code. An incomplete permit application will delay permit issuance.**

# The Permit Process Consists of Five Steps:

## 1. Completion of application with payment.

Complete this application and pay the permit fee upon submittal. Payment can be made in person at the Administrative Assistant's Office at 3708 North Frisco Road or made over the phone at 903-892-7273.

*Automatic Fire Sprinkler System, Underground Fire Line ---- \$250.00*  
*Automatic Fire Sprinkler System, Above Ground System ---- \$250.00*  
*Automatic Fire Sprinkler System, Modification ---- \$250.00*  
*Fire Alarm System ---- \$250.00*  
*Fire Alarm System, Modification ---- \$250.00*  
*Automatic Fire Extinguishing System ---- \$250.00*  
*Automatic Fire Pump ---- \$250.00*  
*Controlled Access Gate ---- \$150.00*  
*After Hours Inspection (Two Hour Minimum) ---- \$150.00/Hour*  
*Re -Inspection (Per Occurrence) --- \$100.00*  
*Work without Permit ---- \$500.00*

**You will be issued a receipt for your payment. This receipt is not a permit. No work may begin until the permit is issued by the Fire Marshal's Office.**

## 2. Submittal of digital plans.

Third party review shall be done prior to plans submittal to the Fire Marshal's Office. Plans shall be submitted electronically by email to [jillianc@cityofsherman.com](mailto:jillianc@cityofsherman.com) with the permit application or delivered in electronic format to Administrative Assistant's Office at 3708 North Frisco Road along with payment and delivery of the application.

**See Attached Information Regarding Third Party Review**

## 3. Issue of the permit.

Permits are issued via email to the email provided on the first page of this application. The permit will include any conditions for the work. A copy of this permit shall be posted on the job site until the work has been completed and approved by the Fire Marshal's office.

## 4. Begin the work.

The work shall be done according to the conditions on your permit. The work shall be done by a licensed fire protection system contractor.

## 5. System Acceptance.

Upon completion of your work, you must call the Fire Marshal's Office to schedule an inspection. Please allow at least two normal business days' notice for this inspection. If a reinspection is required, a fee may be required to be paid prior to scheduling the reinspection.

**Fire Marshal's Office**  
Sherman, Texas

To provide the citizens of Sherman with the most reliable and dependable fire protection systems, we have elected to have an independent agency complete a thorough plan review. Documents subject to review are included on the first page of this application. The agencies listed below are the only approved companies that shall be used for plan review for the City of Sherman Fire Marshal's Office:

1. **Reed Fire Protection Engineering, LLC.**  
4144 North Central Expressway, Suite 510 - Dallas, Texas - 75204  
Office: (800) 381-5504  
Fax: (214) 638-4710
  
2. **Goodson Engineering**  
1500 Spencer Road - Denton, Texas - 76205  
Office: (940) 243-1324  
Fax: (940) 387-1766  
Email: [office@engineering.com](mailto:office@engineering.com)
  
3. **Excel Consultants**  
5205 Tacoma Drive - Arlington, Texas - 76017  
Office: (817) 478-0897  
Fax: (817) 478-0897  
Cell: (817) 271-4344  
Email: [excelconsultants@msn.com](mailto:excelconsultants@msn.com)
  
4. **MEH Fire Protection**  
1311 River Oaks Drive – Flower Mound, Texas - 75028  
Office: (972) 874-2662  
Email: [mmehfpe@verizon.net](mailto:mmehfpe@verizon.net)
  
5. **Traditions Fire Consulting, LLC.**  
P.O. Box 5587 – Frisco, Texas - 75035  
Office: (972) 979-0631  
Email: [traditionsfire@gmail.com](mailto:traditionsfire@gmail.com)
  
6. **GreenTag Engineering**  
2681 MacArthur Blvd, Suite 303 – Lewisville, Texas - 75067  
Office: (682) 214-4824  
Email: [review@getagreentag.com](mailto:review@getagreentag.com)

**These agencies will report all reviews, suggestions, and requirements. If you have any questions, please contact my office.**

Respectfully–

Dillon Stewart  
Sherman Fire Marshal  
3708 North Frisco Road - Sherman, Texas - 75091  
Office: (903) 892-7267  
Email: [dillons@cityofsherman.com](mailto:dillons@cityofsherman.com)