



Fire Marshal's Office
1500 Highway 66
Garland, TX 75040
(972) 781-7148
Fax; 972-781-7142

PLAN SUBMITTAL REQUIREMENTS

Revised 11/03/20

Electronic Plan Submittal

1. Fill out the permit application (one per permit needed)
 - a. Ensure address is correct
 - b. <http://www.garlandtx.gov/DocumentCenter/View/519/Permit-Applications-PDF> (Fillable Permit Application)
 2. Set of plans
 3. Set of cut sheets/technical information.
 4. Copy of licensing information for installing contractor(s).
 5. Set of calculations as required for the type of plans being submitted. (Hydraulic for sprinklers, battery for fire alarm, etc.)
- A. Once you have all that is listed you will need to email documents to the plans examiner email at the following: GFDPLANSREVIEW@GARLANDTX.GOV
 - B. If the file is too large for the email you can do one of the following.
 1. Submit using a DropBox link
 2. Submit using an Adobe Cloud link
 3. Submit using Google Doc link
 4. Submit using more than one email
 - C. Once you submit you will get an automatic reply stating that you need to contact us to pay. You can pay at this time or wait for us to contact you for payment.
 - D. We will call the number on the permit application submitted to contact contractor for payment. You can pay using the following options.
 1. Pay over the phone with a credit card. (We do not accept American Express)
 2. You can mail in or drop off a company check, cashier's check, or money order. (We will process once we receive the payment in the mail)
 3. We do not offer online payment at this time, but are working towards this in the future.
 - E. After payment has been received the plans will be reviewed and processed. They will be electronically stamped, and then emailed back to the email they were received from along with a copy of the permit and receipt.
 - F. After you receive your email you will need to print both your plans and permit. You will need to sign the permit, and must have a copy of the stamped plans and signed permit on site while work is being done.



GARLAND

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- G. When submitting plans ensure that there is not a digital signature, and that it is not a protected file. We must be able to stamp the plans and flatten the stamps to ensure they remain in place. If you send plans that have these protections in place it will delay the approval process.
- H. When submitting sprinkler systems each riser is considered its own system, and will be permitted separately. You must fill out a permit application per riser with a head count per riser. Further questions please feel free to call or email our office at GFDPLANSREVIEW@GARLANDTX.GOV

Submitting paper plans (Drop off or mail)

- A. Underground plans (Civil plans)
 - 1. Need at least 4-6 copies
 - 2. On a single page of the site plan show existing and proposed:
 - a. Fire lanes
 - b. Fire hydrants
 - c. Fire department connections (FDCs)
 - d. Scale
 - e. Details (hydrant, embedment, fire riser, FDC)
 - f. Licensing information (Installer/tapping company)

**UNDERGROUND PLANS WILL NOT BE APPROVED IF THEY DO NOT
MATCH CIVIL PLANS**

- B. Fire Protection System submit: (Sprinkler, Alarm, Egress, Gates, Hood, Booths)
 - 1. Permit application and payment
 - 2. At least three (3) copies of plans
(can be submitted on flash drive or CD but paper copies still needed)
 - a. One set will be kept for record
 - b. Two will be returned to contractor
 - 3. At least one copy of appropriate "cut sheets"/technical information.
 - a. These will be kept by the FMO.
 - b. Cut sheets may be submitted on flash drive or CD
(will return with approved plans)
 - 4. At least one set of calculations as required for the type of plan being submitted (hydraulic for fire sprinklers, battery for fire alarms, etc.)
 - a. These calculations will be kept by the FMO.



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C. Fire Protection System with a Scope of Work (SOW): considered for minor jobs at the discretion of the AHJ

1. Permit application
2. Three (3) copies of the SOW
 - a. One will be kept for record
 - b. Two will be returned to contractor
3. One copy of appropriate cut sheets/technical information
4. For sprinkler systems SOW needs to state that system will be able to support extra heads while maintaining safety factor of at least 10 psi.

ONCE PLANS ARE STAMPED ANY CORRECTIONS WILL BE SUBJECT TO AS BUILT REVISION FEES.

For items not listed refer to 2015 IFC, local amendments, and any material deemed applicable by the Fire Marshal.

<http://www.garlandtx.gov/312/Fire-Prevention>

This list is provided as an aid for submittals only, and is not intended to cover every code requirement.