



Duncanville Fire Department

“Protecting Lives and Property with Pride and Tradition”

FIRE ALARM PLAN SUBMITTAL PROCESS AND FIRE ALARM SERVICING

The City of Duncanville has adopted and currently enforces the 2015 International Fire Code (Option B) including the recommended amendments from the North Central Texas Council of Governments and local amendments. All alarm companies should pay special attention to the amended section 907.6.1 (Wiring). **Added** – Section 907.6.1.1 requires all initiating circuit conductors to be Class “A”.

The process of submitting plans for review is as follows:

A Permit Application must be submitted and shall include (3) complete sets of plans, copies of all licenses, insurance certificates, scope of work, and material sheets. Prior to submitting a permit application, your plans must have been reviewed by one of the following companies:

- Aon Engineering, 1701 N. Collins Blvd. Suite 235 Richardson, TX 75080 (972) 234-2753
- Excel Consultants, 5205 Tacoma Dr., Arlington, TX 76017 (817) 478-0897
- Green Tag, 2681 MacArthur Blvd., Suite 303, Lewisville, TX 75067 (682) 214-4824
- Reed Fire Protection, 14135 Midway Rd. G260, Addison, TX 75001 (214) 638-7599
- Traditions Fire Consulting, P.O. Box 5587, Frisco, TX 75035 (972) 979-0631

The review companies will charge review fees, which are not regulated by the Duncanville Fire Department, and **does not** include the required permit application fee.

After plans are reviewed by one of the above listed companies, the review company will submit a final copy of the plans for review/approval. A permit will be issued if plans are approved. The applicant will be notified of plan approval and advised of the permit cost, which is based on the total number of devices. Permit fees shall be paid to **Duncanville Fire Prevention Office located at 1530 S. Main St., Duncanville TX 75137 can be made either through your online account or by calling 972-707-3880. PAYMENT ACCEPTED IN FORM OF CASH, CREDIT/DEBIT, CHECK OR MONEY ORDER.**

Work may only begin once a permit has been issued. Once work is completed and successful testing has been done, the alarm company shall contact the Fire Marshal and/or Fire Inspector at least 48 hours in advance to schedule an acceptance test.

When conducting any fire alarm service, repair, or installation in the City of Duncanville, technicians shall have on their person a current copy of **all** licenses held within the State of Texas. Technicians not possessing a valid fire alarm license will be instructed to leave the job site and the information will be submitted to the State Fire Marshal Licensing Enforcement Section.

If a fire alarm system is found to be out of compliance, indicated by a yellow tag, or out of service, indicated by a red tag, it shall be the responsibility of the technician to immediately notify the Duncanville Fire Prevention Office. An inspector will visit the facility as soon as possible to determine a course of action and bring the system into compliance. At no time shall a fire alarm system be left with a red or yellow tag without informing the owner or manager on duty **in writing** that the system is out of compliance or out of service and the Fire Marshal is being notified. Every attempt shall be made by the technician to repair system failures when conditions allow.

For additional information concerning the fire alarm plan submittal process, please contact the Fire Prevention Office at (972) 780-5049 or (972) 780-5047.