



Tyler Fire Marshal's Office

City of Tyler
 1520 W. Front St.
 Tyler, TX 75702
 Phone: 903.535.0007
 Fax: 903.535.0011
 tylerfiredept.com



Plan Review Submittal Checklist

Date: _____

To allow for proper plan review, approval and issuance of a permit from the Tyler Fire Marshal's Office, the following minimum requirements must be submitted. Any information not submitted will cause a delay in the review time of submitted plans and may lead to disapproval of the project. In addition, no work can start without an approved set of plans and a permit onsite. **Please note** that we utilize the 2021 edition of the International Fire Code, with amendments. Any references to the NFPA standards (i.e. NFPA 13, 72, etc.) should utilize the most current edition published.

| Applicant | For Office Use Only | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Complete entire Permit Application and Submittal Checklist. <i>(Permit fee will be invoiced separately by FireRecoveryUSA.)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | An electronic copy of the plans in PDF format. This should be emailed with the Permit Application to fmoadmin@tylertexas.com . (One approved set required onsite prior to scheduling inspections), |
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of license and insurance should be included in PDF format with the plans submittals. |
| <input type="checkbox"/> | <input type="checkbox"/> | Cut sheets, battery calculations, and hydraulic calculations should be submitted in PDF format with the plans submittals. |
| <input type="checkbox"/> | <input type="checkbox"/> | The electronic copy of the plans should have signature included and reference the 2021 edition of IFC and most current published edition of NFPA. |

All emailed plan submittals should be addressed to: fmoadmin@tylertexas.com.

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***The fee must be paid to Fire Recovery prior to scheduling the final acceptance testing.**