



# Tyler Fire Marshal's Office

City of Tyler  
 1718 W. Houston 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 2006 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 Information

**Company Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Job Name:** \_\_\_\_\_



Applicant	For Office Use Only	
<input type="checkbox"/>	<input type="checkbox"/>	Complete entire Permit Application, including permit fee (cash or check only; no credit cards taken) <b>and</b> <b><u>Plan Review Submittal Checklist</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	At least 2 complete sets/hard copies of plans (One approved set required onsite prior to scheduling inspections / One set will be maintained in the Fire Marshal's Office while project is in progress), <b><u>each set folded and bound together.</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	Please include an electronic copy of the plans in PDF format on CD/Flash Drive, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Please include a copy of license and insurance on the submitted CD/Flash Drive, etc. in PDF format.
<input type="checkbox"/>	<input type="checkbox"/>	Cut sheets, battery calculations, and hydraulic calculations can be included on the submitted CD/Flash Drive, etc. in PDF format.