

THE TOWN OF  
*Highland Park*  
TEXAS

4700 Drexel Drive, Highland Park, TX 75205  
214-521-4161 office 214-559-9335 fax

**Department of Building Inspection**

Dear Contractor,

Please review the following plan submittal requirements for permitting process. Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214) 521-4161 should you have any questions.

***LIST OF REQUIREMENTS FOR ALARM INSTALLATION PERMIT***

To obtain a free MyGov account to obtain Highland Park sprinkler or alarm permits, to submit plans, and schedule inspections:

1. Open the Town's website at [www.hptx.org](http://www.hptx.org).
2. Click the "Online Services" red tab on the left side of the screen.
3. Click "Online Building Projects and Inspections".
4. Follow the instructions to obtain a MyGov account by clicking "Contractor Registration".
5. Log on to MyGov and use it to:
  - a. Apply for a permit for each job location.
  - b. Submit plans ELECTRONICALLY via PDF.
  - c. Pay any required fees.
  - d. Schedule Inspections

Sincerely,

***Building Inspection Department***

**Kirk Smith**  
Development Services Manager  
[ksmith@hptx.org](mailto:ksmith@hptx.org)

**Mary Kuebler**  
Permit Tech  
[mkuebler@hptx.org](mailto:mkuebler@hptx.org)

cc: **Mike Miller, Fire Marshal**  
(214-559-9497 office or [mmiller@hpdps.org](mailto:mmiller@hpdps.org))

# STANDARDS FOR ALARM SYSTEMS AND LOCAL ALARM SYSTEMS

## (Excerpt from Ord. 1684 Section 3)

A. It is the responsibility of an Alarm User to insure that his Security System operates properly. To that end, an Alarm User shall be responsible for the maintenance of his Security System, as well as the reliability of its operation.

B. The Department may regulate the types of Alarm Systems that it will permit to function in the capacity of a Direct Connect Alarm System. In addition, the Department may test certain Alarm Systems to insure their compatibility with the Department's monitoring and/or signal receiving systems. The aforesaid acts of the Department shall not, however, serve as any warranty, representation, and/or guarantee that said Alarm System shall operate properly and reliably at all times.

C. A single or multi-station fire alarm system which complies with the National Fire protection Association ("NFPA") Standards (current edition) and the Texas Insurance code Article 5.43-2 (Fire Detection and Alarm Devices) and Title 28, Texas Administrative Code, Section 34.600 et seq (Fire Alarm Rules) shall be provided throughout:

1. All new, Assembly Group A, Business Group B, Educational Group E, Factory Industrial Group F, Hazardous Group H, Institutional Group I, Mercantile Group M, Storage Group S, Residential Group R, or Single Family and Multi-Family Residence, as defined in the 2003 International Fire Code regardless of floor area, height, fire partitions, exits, sprinkler systems, manual alarm systems, other requirements or code requirements.
2. All existing and new sections of any existing building whenever additions or alterations result in a fifty percent (50%) increase or a fifty percent (50%) alteration in the original floor area, or a new alarm system is installed, in any Assembly Group A, Business Group B, Educational Group E, Factory Industrial Group F, Hazardous Group H, Institutional Group I, Mercantile Group M, Storage Group S, Residential Group R, or Single Family and Multi-Family Residence, as defined in the 2003 International Fire Code, regardless of floor area, height, fire partitions, exits, sprinkler systems, manual alarms, other requirements or code requirements.
3. All Residential Group R or Multi-Family individual dwelling units shall be individually permitted and each individual dwelling unit shall have an individual alarm annunciator as defined in the 2003 International Fire Code, Section 902.
4. Any alteration, modification, or change to an existing fire alarm system must meet NFPA Standards (current edition).
5. For an Alarm System in the Fire Alarm Mode, the Alarm Site's Annunciator must continue to indicate and/or signal the presence of smoke and/or fire until manually reset.
6. All fire alarm initiating devices shall be connected to a UL listed control panel to communicate alarm signals to either the Town's Monitoring Center or other monitoring station as specified in Section 2 C. Single station 110VAC smoke detectors installed either in stand-alone or tandem configuration do not meet the requirements of this section.

D. Except where modified or qualified elsewhere herein, the following standards are required for Security Systems (and a copy of all standards shall be available for public inspection at the Department of Public Safety):  
**OBTAIN COPY OF ORDINANCE 1684 FOR COMPLETE CONTENT.**