



## **FIRE SERVICE PROJECT PERMITTING, PLANS REVIEW AND INSPECTION PROCEDURES**

Effective **January 1<sup>st</sup>, 2023**, all residential and commercial fire service projects will be conducted by Bureau Veritas. Fire service projects include all fire alarm and fire sprinkler systems. This document serves as the official procedure for all fire service projects and shall remain in effect until further notice. **All related expenses to each individual fire service project are the responsibility of the contractor, owner, or designated agent. Please contact Bureau Veritas at 817-335-8111 for detailed information on fees, scheduling, and billing.** All approved residential and commercial fire service projects filed prior to January 1<sup>st</sup>, 2023, will be handled by the Highland Park Fire Prevention office.

### **Plans Review**

All fire service project plans must be emailed to Bureau Veritas at [txfirereview@bureauveritas.com](mailto:txfirereview@bureauveritas.com). Bureau Veritas will review plans, request changes, and approve plans based on the current Town of Highland Park's Fire and Alarm Codes. Please direct all plans review questions to Kristina Hilton at 817-335-8111 or 972-244-6919.

### **Permits**

Fire service permits will be issued by the Highland Park Fire Prevention office after receiving an emailed copy of the approved plans, drawings, and equipment data packages from Bureau Veritas. All fire service projects will continue to be entered and tracked through Highland Park's mygov website.

### **Inspections**

Inspections will be scheduled after all the documentation requirements are fulfilled, approved, and filed with the Highland Park Fire Prevention office. Please contact Kristina Hilton at 817-335-8111 or 972-244-6919 for all inspection scheduling.

### **Code Interpretation**

Please direct all Highland Park Fire code inquiries and/or requirements to the Highland Park Fire Prevention office at [fireprotectionsystems@hpdps.org](mailto:fireprotectionsystems@hpdps.org). All administrative interpretations of conflicting code(s) will be at the discretion of the Highland Park Fire Code Official or his designee.

*It is the responsibility of the contractor to immediately notify Bureau Veritas and the Highland Park Fire Prevention office via email for all plans change orders, occupancy changes, or alterations that could trigger a change in fire protection requirements. Any attempt to defraud or otherwise intentionally or knowingly violate the requirements prescribed by this procedure constitutes a violation. Such violations will be cause for immediate revocation of permits issued by the Fire Prevention office.*

### **Fire Prevention Office contact information:**

[fireprotectionsystems@hpdps.org](mailto:fireprotectionsystems@hpdps.org)  
214-559-9480 • 214-559-9494