



THIRD-PARTY ORGANIZATION FIRE REVIEW PROCESS

The City of Arlington allows the use of an approved Third-Party Organization (TPO) for the plan review of all types of fire permits including sprinklers, alarms, special extinguishing systems, and special locking systems. If so choosing to use a TPO for fire plan review, please follow the steps below:

- 1. Select an approved TPO.** The list of approved TPOs are published on the City's website, and all TPOs are approved to review all types of fire permits. The TPOs each establish their own fees and review times, and these are not regulated by the City of Arlington.
- 2. Contract with your selected TPO to have plans reviewed.** The plan review process will start with the TPO of your choice performing the plan review for your project.
- 3. Retrieve reviewed plans from the TPO.** The TPO must stamp the plans and supporting documents with their unique stamp. The TPO must also provide you a Certificate of Compliance that verifies the review is complete and lists all supporting documents used in their review.
- 4. Submit application, plans, and Certificate of Compliance to the City of Arlington.** Submit a completed application (either online or in-person), three (3) sets of plans, one (1) set of supporting documents such as calculations and material brochures, and the Certificate of Compliance. If the TPO provided you with a review letter, it must also be submitted. One (1) electronic copy of all documents must be provided either on CD or flash drive.
- 5. The City of Arlington will process your application.** The goal is to process those applications using a TPO for plan review within two (2) business days. If the property is located within the 100-year floodplain, an additional day is needed for review. If you do not receive any communication from the City of Arlington within these deadlines, please contact us for the status.
- 6. Pick up the permit and approved plans.** Once the permit application is processed and you are notified, the permit and approved plans can be picked up at Arlington City Hall, 101 W. Abram Street. The permit fee in full is due.
- 7. Request fire inspections through the normal process.** The Arlington Fire Department will perform all fire inspections as per standard procedures. The approved plans must be on-site for all inspections. Please note that the Fire Inspector may require additional work beyond that shown on the plans based on the site inspection and field conditions. Any changes made to the approved plans must go back to the TPO for review and then be submitted to the City of Arlington.