



# Ellis County Fire Marshal

109 S. Jackson, Suite 265 • Waxahachie, TX 75165  
Office (972) 825-5555 Fax (972) 825-5551

## Construction Building Permit Application

**Payable to: Ellis County Treasurer**

**Checks by mail, check or cash if you come by the office. Please bring exact amount.**

### A. Project Information

Project Name: \_\_\_\_\_  
Address or Location: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Electric Utility Provider: \_\_\_\_\_ Water Utility Provider: \_\_\_\_\_  
Project estimated Value \$: \_\_\_\_\_ Square Footage: \_\_\_\_\_

### B. Applicant

Applicant is:  Owner or  Authorized agent of owner

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Corporation or partnership  
Street address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone# \_\_\_\_\_ Cell# \_\_\_\_\_ E-mail \_\_\_\_\_

### C. Builder or Contractor

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Corporation or partnership  
Street address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone# \_\_\_\_\_ Cell# \_\_\_\_\_ E-mail \_\_\_\_\_

### D. Purpose of Application

New construction  Addition  Alteration/Repair  Change of Use

Proposed Use of Building: \_\_\_\_\_ Current Use of building: \_\_\_\_\_  
Description of proposed work (required) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### E. Declaration of Applicant – PLEASE READ BEFORE SIGNING.

I \_\_\_\_\_ certify that:  
(Print Name)

- 1. The information contained in this application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- 2. I agree to construct this building in accordance with the plot plans, building plans and specifications submitted herewith, and in strict compliance with all the provisions of the Ellis County Fire Code
- 3. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_  
Date Signature of applicant

### Office Use Only

Permit number: \_\_\_\_\_ Fee amount received \_\_\_\_\_ Date received \_\_\_\_\_  
Receipt# \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Other# \_\_\_\_\_ Received by: \_\_\_\_\_



ELLIS COUNTY FIRE MARSHAL  
 109 S. Jackson, Suite 265  
 Waxahachie, Texas 75165-5143  
 Office (972)825-5555 Fax (972)825-5551

**CONSTRUCTION PERMIT INFORMATION SHEET**

*No person shall perform or authorize Construction or Substantial Improvement within the unincorporated areas of Ellis County without first securing a permit. **Substantial Improvement includes a change in occupancy classification involving a change in the purpose or level of activity in a building.***

In order to obtain a permit, the following items must be submitted:

1. A completed Building Permit Application.
2. Two complete sets of construction plans for each building, drawn to scale and must include:
  - a. The types of construction materials.
  - b. The location of all exits, the distance between exits, and the exit dimensions.
  - c. The location of any fire alarm equipment, automatic sprinklers, emergency lighting, fire extinguishers, exit signs and smoke detectors required to meet the Fire Code.
3. Two complete sets of site plans indicating the location of the building on the property and the location of any fire hydrants, fire lanes/fire access roads and parking areas.
4. A permit fee (described below) in accordance with Section 8.3, Table I of the Fire Code.

The plans will be reviewed by the Fire Code Official and, if necessary, revisions will be marked up on the plans. Upon approval, the plans will be stamped and one (1) set of plans will be retained at the Fire Marshal’s Office. The remaining set must be kept at the construction site. A Building Permit will also be issued and must remain at the construction site and must be visible from the roadway. **Address numbers assigned by the 911 Coordinator must also be visible and legible from the roadway during the entire construction process.**

When the construction process is completed and the building is ready to be occupied, a “Request for Final Inspection” form must be completed and notarized. Once the form has been received by the Fire Code Official, a final inspection will be scheduled. **A building cannot be occupied until it has passed a final inspection and received a Certificate of Occupancy and Completion.**

**Payable to: Ellis County Treasurer**

**Checks by mail, check or cash if you come by the office. Please bring exact amount.**

| CONSTRUCTION PERMITS  |                                 |
|---|---------------------------------|
| <b>BUILDING PERMIT</b> – The fee is based on the valuation of the project |                                 |
| For projects valued at less than \$100,000 the fee is \$250               |                                 |
| For projects valued at less than \$100,000 and \$200,000 the fee is \$500 |                                 |
| \$200,000 to \$300,000 = \$600  | \$601,000 to \$700,000 = \$1300 |
| \$301,000 to \$400,000 = \$800  | \$701,000 to \$800,000 = \$1500 |
| \$401,000 to \$500,000 = \$900  | \$801,000 to \$900,000 = \$1600 |
| \$501,000 to \$600,000 = \$1100   | \$901,000 to \$999,999 = \$1800 |

For projects valued at \$1,000,000 but less then \$5,000,000 the fee is \$2700 for the first \$1,000,000 plus \$1.00 for every \$1000, or faction thereof, for the value over \$1,000,000.

For projects valued at \$5,000,000 or more, the fee is 10,140 for the first \$5,000,000 plus \$0.50 for every \$1,000 or fraction thereof, for the value over \$5,000,000.

**Public funded construction projects \$500.00**

The Ellis County Fire Code consists of the 2009 International Fire Code and all its references, and the 2009 NFPA Life & Safety Code 101. If you have any questions, please contact our office at 972-825-5555.



**FIRE CODE  
REQUEST FOR FINAL INSPECTION**

I, \_\_\_\_\_, hereby certify that I am the General Contractor for the below described project. To the best of my knowledge, information and belief, the following construction project was completed in general conformance to the plans and specifications and, in my professional opinion, is in compliance with the Ellis County Fire Code and is ready for Final Inspection by the Fire Code Official.

Project  
Information

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_

The Owner of this project is: \_\_\_\_\_

General Contractor Information

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

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number(s)  
\_\_\_\_\_

This statement confirms the items addressed on the original and/or as-built plans. If the building has an automatic fire protection system, a completed Inspection Form as promulgated by the State Fire Marshal is attached and completed.

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_