



Ellis County Fire Marshal

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

Construction Building Permit Application



2018 International
Fire Code

A. Project Information

Project Name: _____
Address or Location: _____
City _____ State _____ Zip _____
Electric Utility Provider: _____ Water Utility Provider: _____
Square Footage: _____ Ellis County Property ID _____

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 conduct operations in accordance with the approved operational permit and all of the documents submitted and specifications submitted herewith, and in strict compliance with all the provisions of the Ellis County Fire Code
3. I agree that the Fire Code Official may make as many scheduled and unscheduled inspections as deemed necessary to enforce this Code.
4. 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
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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 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.*

BUILDING PERMITS
BUILDING PERMIT - The fee is based on the building type and reflects the cost of inspections, and the issuing of the permit and final certificate of compliance under this code. The building type is related to size and occupancy classification.
For occupancy classifications A through S that are less than 500 sf, the fee is \$75.00
For occupancy classification A through S that are less than 5,000 sf the fee is \$250.00
For occupancy classifications A through S that are equal to or greater than 5,000 sf but less than 12,000 sf: the fee is \$500.
For occupancy classifications A through S equal to or greater than 12,000 sf but less than 50,000 sf: the fee is \$750
For occupancy classifications A through S that are equal to or greater than 50,000 sf, the fee is \$1,000.
For occupancies classified as U: the fee is \$250.00.
Publicly funded construction projects \$500 plus \$25 per hour.

Payable to: Ellis County Treasurer
Addressed to: Ellis County Fire Marshal



CHECKS: Payable to Ellis County Treasurer

CASH: If you come by our office, please bring the exact amount.

CREDIT CARDS: Credit card company does charge a convenience fee.

Please call our office to pay by credit card. 972-825-5555



**FIRE CODE
REQUEST FOR FINAL INSPECTION**

PLEASE SEND IN AFTER COMPLETION OF YOUR PROJECT

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: _____