



# Ellis County Fire Marshal

302 N. Monroe St., Suite 235 • Waxahachie, TX 75165  
Office (972) 825-5555 Fax (972) 825-5551



2018 International  
Fire Code

## Construction Building Permit Application

We accept electronic plans

Submit to: [gloria.stroud@elliscountytexas.gov](mailto:gloria.stroud@elliscountytexas.gov)

### 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**  
**302 N. Monroe St., Suite 235**  
**Waxahachie, Texas 75165-5143**  
**Office (972)825-5555 Fax (972)825-5551**

**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.*

**We do accept electronic plans:** gloria.stroud@co.ellis.tx.us

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

1. A completed Building Permit Application.
2. A complete set 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.
 Additional fees may apply.
3. A complete set of site plans indicating
  - a. The location of the building on the property and property lines
  - b. Location of any fire hydrants
  - c. Location of fire lanes/fire access roads, storage areas 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, please call and request to set up a “Final Inspection”.**

*A building cannot be occupied until it has passed a final inspection and received a Certificate of Compliance.*

<b>BUILDING PERMITS</b>
<b>BUILDING PERMIT</b> - 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 Fire Marshal**



**CHECKS:** Payable to **Ellis County Fire Marshal**

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

**Call our office to pay with CREDIT CARDS:** Credit card company does charge a convenience fee.

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