



# Ellis County Fire Marshal

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



## Construction Permit Application 105.7.1 Automatic fire-extinguishing Systems

Submit to: [gloria.stroud@co.ellis.tx.us](mailto:gloria.stroud@co.ellis.tx.us)

A construction permit is required for installation of or modification to an automatic fire extinguishing system. Maintenance is not a modification and does not require a permit.

### A. Project Information

Project Name: \_\_\_\_\_  
Address or Location: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### 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 \_\_\_\_\_ Number of sprinkler heads

Proposed Use of Building: \_\_\_\_\_ Current Use of building: \_\_\_\_\_

Description of proposed work (required): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### E. Declaration of Applicant

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  
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**Automatic Fire-extinguishing System Permit Information Sheet**

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

1. A completed Permit Application.
2. A complete set of system construction plans for each building, drawn to scale and must include:
  - a. The location of any fire alarm equipment required to meet the Fire Code.
3. Identification of the System Designer
4. Identification of the System Installer
5. Provide manufacturer’s data / “cut” sheets for materials and/or devices used.
6. A permit fee in accordance with the Ellis County 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. 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 Completion.***

**105.7.1**

Automatic Fire-extinguishing Systems- 1 to 20 heads	\$100.00
Automatic Fire-extinguishing Systems- 21 to 250 heads	\$175.00
Automatic Fire-extinguishing Systems- 251 to 500 heads	\$250.00
Automatic Fire-extinguishing Systems- 500 to + .50¢/head additional	\$350.00
Automatic Fire-extinguishing Systems- (Dry chemical)	\$150.00

**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.**

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

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