



Ellis County Fire Marshal

302 N. Monroe St., Suite 235 • Waxahachie, TX 75165

Office (972) 825-5555 Fax (972) 825-5551

Construction Permit Application 105.7.22 Special event structure

We accept electronic plans



2018 International Fire Code

Submit to: gloria.stroud@elliscountytexas.gov

A construction permit is required to erect and take down a special event structure. Temporary special event structures in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining approval and a permit from the fire code official.

A. Information

Facility Name: _____
Address or Location: _____
City _____ State _____ Zip _____
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. Purpose of Application

Describe purpose of the application

D. 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

**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.

Special event structures may not be erected for a period of more than six consecutive weeks

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

1. A completed Construction Permit Application.
2. Temporary special event structures shall comply with Section 3104, Sections 3105.2 through 3105.9 and ANSI E1.21
3. Construction documents shall be prepared by a registered design professional in accordance with the International Building Code and ANSI E1.21 where applicable. The required elements of the documents are in Section 3105.5. These sections also require written designation of a responsible party and a written operations plan.
4. The owner of the structure must employ a qualified independent approved agency or individual to inspect the installation of the temporary special event structure (3105.6.1). The inspector must provide an inspection report (3105.6.2)
5. A permit fee in accordance with the Ellis County Fire Code.

105.7.22	Special event structure	\$50.00
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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