



# 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 Permit Application 105.7.25 Temporary membrane structures and tents

We accept electronic plans

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

A construction permit is required to erect an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 400 square feet. There are some exceptions listed on page 2 of the application.

### 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**

**EXCEPTIONS:**

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides that comply with all of the following:
  - 2.1. Individual tents having a maximum size of 700 square feet
  - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total
  - 2.3. A minimum clearance of 12 feet to all structures and other tents

The structure shall not be erected for a period of more than 180 days in any 12-month period on a single premise. Every aspect of erection and use must be in accordance with Chapter 31.

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

1. A completed Construction Permit Application.
2. A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more (Chapter 3103.6).
3. Site plan showing fire apparatus access roads, parking of vehicles and location of tents and membrane structures (section 3103.8.)
4. Certificate from the owner or agent from an approved testing lab verifying flame propagation performance treatment (section 3104)
5. Membrane structures
6. A permit fee in accordance with the Ellis County Fire Code.

105.7.25	Temporary membrane structures and tents	\$50.00
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**If you have any questions, please contact our office at 972-825-5555.**

**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