



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



Operational Permit Application
105.6.36 Outdoor assembly event

We accept electronic plans

Submit to: gloria.stroud@elliscountytexas.gov

A. Information

Event Name: _____
Date(s) of event: _____ Hours of Operation: _____
Address or Location: _____
City _____ County: _____ State: _____ Zip: _____
ECAD Property ID: _____
How many acres? _____ Event website: _____

B. Applicant

Applicant must be: Promoter or Authorized agent of the promoter

First Name: _____ Last Name: _____
Street address: _____ City _____ State _____ Zip _____
Phone# _____ Cell# _____ E-mail _____

C. Property Owner

First Name: _____ Last Name: _____
Street Address: _____
Mailing Address _____
Phone number: _____ Email _____

D. Event Description

State the maximum number of persons (including employees, paid attendees and non-paid attendees) that will be allowed to attend the event: _____

Describe the event activities: _____

E. Will any of the following be present at the event?

Mobile food preparation vehicles? _____

Tents 400 square feet or larger? _____

Temporary special event structures (any temporary ground supported structure including stages or towers)? _____

Recreational fires? _____

Pyrotechnic displays? _____

F. 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).

Signature of applicant

Date

Office Use Only

Permit number: _____ Fee amount received _____ Date received _____

Receipt# _____ Cash _____ Check # _____ Other# _____ Received by: _____

105.6.36	Outdoor Assembly Event	\$100.00
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ELLIS COUNTY FIRE MARSHAL
302 N. Monroe Ste. 235
Waxahachie, Texas 75165-5143
Office (972)825-5555 Fax (972)825-5551

**Operational Permit
 INFORMATION SHEET**

An Operational Permit is required to conduct an outdoor assembly event where planned attendance exceeds 1000 persons. See section 3106 and section 403.12 for additional requirements.

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

1. A completed and signed Operational Permit Application.
2. A site plan indicating the location of the buildings, temporary special event structures, restrooms, medical facilities, temporary and permanent fences, mobile food preparation vehicles, and tents that are 400 square feet or larger. The site plan must also show the location of any fire hydrants, fire access roads and parking areas. The drawing must be to scale, or if not drawn to scale, must show the width of the entrance and exit roads, and the width of any gates that would be used by emergency vehicles. There can be no overhead obstructions lower than 13.5 feet across a road used by an emergency vehicle.
3. A permit fee in accordance with the Ellis County Fire Code. **105.6.36 is \$100.00**
4. The applicant must submit a copy of the Public Safety Plan that meets all 10 requirements of Section 403.12.2 of the International Fire Code.
5. At the discretion of the *fire code official* Fire Watch Personnel may be required in accordance with Section 403.12.1
6. Crowd managers shall be provided in accordance with Section 403.12.3

If you have any questions, please contact our office at 972-825-5555.

105.6.36	Outdoor assembly event	\$100.00
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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