



# Ellis County Fire Marshal

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

## Operational Permit Application 105.6.37 Places of assembly

We accept electronic plans

Submit to: gloria.stroud@elliscountytexas.gov



2018 International  
Fire Code

### A. Information

Facility Name: \_\_\_\_\_  
Address or Location: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
If outdoors, how many acres? \_\_\_\_\_ If indoors, how many square feet? \_\_\_\_\_ Tax assessor 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 \_\_\_\_\_

### D. Purpose of Application

Proposed Use of Site/Facility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 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 to allow as many scheduled and unscheduled inspections as the Fire Marshal's Office deems necessary.
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 Ste. 235**  
**Waxahachie, Texas 75165-5143**  
**Office (972)825-5555 Fax (972)825-5551**

## Operational Permit INFORMATION SHEET

An operational permit is required to operate a place of assembly.

*An operational permit allows the applicant to conduct an operation or a business for which a permit is required by section 105.6 for either:*

- a. A specified period*
- b. Until renewed or revoked*

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

1. A completed Operational Permit Application.
2. At the discretion of the Fire Code Official, a floor plan for each building that includes:
  - a) The location of all exits, the distance between exits, and the exit dimensions.
  - b) The location of any fire alarm equipment, automatic sprinklers, emergency lighting, fire extinguishers, fire alarm control panel, EXIT signs and smoke detectors required to meet the Fire Code.
3. At the discretion of the Fire Code Official, a site plan indicating the location of the building on the property and the location of any fire hydrants, fire lanes/fire access roads and parking areas.
4. A permit fee in accordance with the Ellis County Fire Code.
5. As required by Section 403.2 of the International Fire Code and by the Fire Code Official, a copy of the Fire Safety and Evacuation Plan. The plan shall include a seating plan and indicate the occupant load. (Occupancies used for religious purposes with a load less than 2,000 are exempt from the plan requirements)

105.6.37	Places of assembly	\$25.00
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**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