



Ellis County Fire Marshal

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



2018 International
Fire Code

Operational Permit Application

105.6.47 Temporary Membrane Structures and Tents

An Operational permit is required to operate an air-supported temporary membrane structure or temporary special event structure or a tent having an area in excess of 400 square feet. See 105.6.47 for list of EXCEPTIONS

A. Information

Facility Name: _____
Address or Location: _____
City _____ State _____ Zip _____
How many tents or structures? _____ How many square feet total? _____

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

Proposed Use of the Tent or Membrane Structure including proposed start date and end date of the operational period:

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 Ste. 235
Waxahachie, Texas 75165-5143
Office (972)825-5555 Fax (972)825-5551

Operational Permit INFORMATION SHEET

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. A completed and approved Construction Permit Application. (Section 105.7.14)
3. A site plan indicating the location of the tent(s) or structure(s) on the property and the location of any fire hydrants, fire lanes/fire access roads, parking areas, and location of outdoor cooking activities located within 20 feet of the tent or structure.
4. A floor plan of each tent or structure indicating location of heating and cooking equipment; location of EXITS; location fire extinguishers and NO SMOKING signs
5. If operational period is 30 days or longer, a copy of the self-inspection form is required
6. A permit fee in accordance with the Ellis County Fire Code.
7. A completed on-site inspection by the fire code official

105.6.43	Temporary Membrane Structures and Tents	\$75.00
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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