



BUILDING / CONSTRUCTION PERMIT INFORMATION SHEET

*No person shall perform or authorize Construction or Substantial Improvement within the unincorporated areas of Tarrant County without first securing a permit. **Substantial Improvement includes a change in occupancy classification involving a change in the purpose or level of activity in a building.***

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

1. A completed Construction Permit Application.
2. An electronic copy of construction plans for each building that has been approved by a **Third Party Reviewer** and must include:
 - a) The types of construction materials.
 - b) The location of all exits, the distance between exits and the exit dimensions.
 - c) The location of any fire alarm equipment, automatic sprinklers, emergency lighting, fire extinguishers, exit signs and smoke detectors required to meet the Fire Code.
3. An electronic copy of 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. The correct permit fee(s) as outlined on the Fee Schedule, in accordance with Section 8.3, Table I of the Fire Code. **Cash, Company Check, Cashier's Check or Money Order are accepted, payable to Tarrant County.**

All permits issued must remain at the construction site and must be available upon request. ***Address numbers assigned by the 911 Coordinator must also be visible and legible from the roadway during the entire construction process.***

When the construction process is completed and the building is ready to be occupied and before a Certificate of Compliance is issued, a "Request for Inspection" application must be completed. Once the application and correct fee have been received by the Fire Code Official, a fire final inspection will be scheduled.

A building cannot be occupied until it has passed a fire final inspection and received a Certificate of Compliance.

The Tarrant County Fire Code consists of the 2015 International Fire Code and all its references, and the 2015 NFPA Life & Safety Code 101. If you have any questions, please contact our office at 817-838-4660 or at firemarshal@tarrantcountytx.gov.

Tarrant County Fire Marshal
2750 Premier Street
Fort Worth, Texas 76111



Phone: 817-838-4660
Fax: 817-831-2007
firemarshal@tarrantcountytexas.gov

Application for Building / Construction Permit

Important: Please print legibly and complete all requested information below.

Building Information		
Project/Business Name:		
Project address:		
City:	State:	ZIP Code:
Property Owner Information		
Property Owner (Business or Individual)		
Owner address:		
City:	State:	ZIP Code:
Phone:	E-mail:	Fax:
Permit Applicant		
Applicant Name (Business):		
Applicant address:		
City:	State:	ZIP Code:
Contact Name:	Phone:	
Email:		

Type of Permit Requested and Plan(s) Submitted

Building/Construction	
GROSS Square Feet _____	
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Commercial Project Mixed Use
<input type="checkbox"/> Existing Structure/Tenant Finish-Out	<input type="checkbox"/> Single Building Use
<input type="checkbox"/> Fire Sprinkler System	<input type="checkbox"/> Change of Occupancy/Use
<input type="checkbox"/> Underground Fire Line	<input type="checkbox"/> Change of Ownership Only
<input type="checkbox"/> Fire Pump	<input type="checkbox"/> Construction Site Trailers
<input type="checkbox"/> Fire Extinguishing System	<input type="checkbox"/> Private Hydrants
<input type="checkbox"/> Fire Alarm System	<input type="checkbox"/> Other _____

Applicant Signature	
Print Name:	Title:
Signature:	Date:

Office Use Only	
Permit number: _____	Fee amount received \$ _____ Date received _____
Receipt# _____ Cash _____ Check # _____ Other# _____	Received by: _____