



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. Two complete sets of construction plans for each building, drawn to scale 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. Two complete sets of site plans 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, Cashier's Check, Money Order or Company Check are accepted, payable to Tarrant County.

The plans will be reviewed by the Fire Code Official and, if necessary, revisions will be marked up on the plans. Upon approval, the plans will be stamped and one (1) set of plans will be retained at the Fire Marshal's Office. The remaining set must be kept at the construction site. A Building Permit will also be issued and must remain at the construction site and must be visible from the roadway. ***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, a "Request a Certificate of Compliance" application must be completed. Once the application and correct fee have been received by the Fire Code Official, a final inspection will be scheduled.

A building cannot be occupied until it has passed a 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.



Application for 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

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