



Montgomery County Fire Marshal's Office

501 N. Thompson, Suite #102 • Conroe, TX 77301 • P. (936) 538-8288 • F. (936) 538-8277

www.mctx.org/fire

fire.codes@mctx.org



MONTGOMERY COUNTY

CHECK LIST FOR FIRE CODE COMPLIANCE

_____ Completed **Permit Application** (Montgomery County Permit Office)

_____ Comply with all County Development Permit Guidelines

_____ Submit plans for Fire Code review as required for jurisdiction

Plan Submission Guidelines

Unincorporated Montgomery County

Submit 3 sets of all site design and construction plans to County Permit Office. Two sets of paper plans will be needed for review and approval. A third set should be submitted in electronic PDF format on a CD disc or other acceptable electronic storage device. *Fire Protection System plans are not required at the time of initial permit application.*

The two sets of paper plans will be reviewed, stamped and returned with approval. One stamped set should be at the job site during the construction process. Additional required fire protection plans not available at the time of initial permitting should be submitted directly to the Montgomery County Fire Marshal's Office by a licensed fire protection contractor.

At the conclusion of the review process, application for permit will be approved or applicant will be notified of reasons for rejection in writing.

During the construction process periodic site inspections may be conducted as necessary.

_____ Request Final Inspection at the conclusion of all work, using the Montgomery County "Request for Final Inspection Form" included with the permit packet.

_____ After Final Inspection Approval a "Certificate of Compliance" or "COC" will be issued through the Montgomery County Fire Marshal's Office. A COC is required before a building may be occupied.

Note: The Certificate of Compliance will be emailed from the Montgomery County Fire Marshal's Office within 3 business days.

Permit # _____

Montgomery County
Development Permit Application - STRUCTURE

Old Permit # _____

TO BE FILLED OUT BY COUNTY OFFICIAL

DATE ISSUED: _____

DEVELOPMENT PERMIT

TYPE/FEE: _____

SEPTIC PERMIT

TYPE/FEE: _____

OTHER: _____

PRECINCT # _____ ZONE _____

CENSUS TRACT # _____

CLASS A _____ CLASS B _____ CODE _____

IS PROPERTY IN FLOODPLAIN? _____

FLOODWAY? _____

R# _____

PERMIT ASSISTANT _____

- (Phone) _____
 (Email) _____
1. Applicant's Name: _____
- Mailing Address: _____ City _____ State _____ Zip _____
- Owner's Name: _____ (W/H) _____
- Mailing Address: _____ City _____ State _____ Zip _____

2. LOCATION

Subdivision _____

Section _____ Block _____ Lot _____ Acreage/Lot Size _____

Defined Location _____

Property Address _____

City _____ State _____ Zip _____

Survey Name/Abstract # _____ Closest Major Road _____

3. **RESIDENTIAL** ☐ **COMMERCIAL** ☐
- A. Manufactured Home ☐ A. Industrial/Manufacturing _____
- B. Single Family House ☐ B. Business/Office _____
- C. Other _____ C. Retail/Wholesale _____
- D. Multi Family _____ /# of Units _____ D. Other _____
- E. # Residences/Buildings on Property? _____

of People/ Residents per day _____ # Bedrooms _____ # Restrooms _____

Square Foot of Living Area _____ Square Foot of Structure _____

4. ELECTRIC COMPANYCenterpoint ☐ Entergy ☐ Mid-South ☐ Sheco ☐ Acct# (If known) _____**5. WATER SYSTEM**Private Well ☐ Water District _____ Other _____**6. SEWAGE TREATMENT**Installing Septic ☐ Existing Septic ☐ Public System _____**NOTICE**

*If the permit applicant is a corporation, partnership, or other legal entity other than a natural person, state the name of one or more natural persons who will be responsible to Commissioner's Court to see that all provisions of the Development Permit and Septic Permit will be faithfully complied with.

* Notice of Approval will not be Issued until a final inspection and approval of the septic system is given by Montgomery County Environmental Health Department.

* Any person securing a permit does so on the representation to Commissioner's Court that he/she will comply with all requirements and county regulations, and obtain all necessary permits required for this property.

Signature _____ Date _____

**Guideline for Commercial Permits
In Montgomery County**

Permit # _____

Name of project being permitted: _____
Address of property being permitted: _____
Suite _____ City _____ State _____ Zip _____
Type of business _____ Property ID R # _____
Open to public use? _____ Hours open _____ # of employees _____

Is this an Existing Development?

☐ YES OR NO ☐

Sq. ft. of build out/lease space/remodel space for existing structure _____

Sq. ft. of all existing structures on property _____

Sq. ft. of all existing impervious cover.
(Concrete, asphalt, crushed rock, limestone, driveways, etc.) _____

☐ YES OR NO ☐

Is this a New Development?

Sq. ft. of this new structure or addition _____

Sq. ft. of all new impervious cover.
(Concrete, asphalt, crushed rock, limestone, driveways, etc.) _____

Total Development

Total sq. ft. of all structures and all impervious cover on entire property _____

Will there be any proposed work in the County Road Right Of Way? _____

☐ YES or NO ☐

***If yes to above, have plans been submitted to Engineering?**

☐ YES or NO ☐

If not, must provide separate plans on thumb drive with this submittal

Will there be new or modified driveway access on TXDOT road? _____

Septic system on property? _____ How many? _____

If different addresses, please list _____

Water well to be used? _____ If yes, for public consumption? _____ Future expansion planned? _____

Food preparation? ☐ Y or ☐ N Foods to be served _____

****OTHER PERMITS MAY BE REQUIRED****

SEE - Dev Structure Permit, Fire Code Permit, Septic Permit, Food Permit or Non-Structure Permit

I understand that this department is relying on information provided by me at the time of permitting to satisfy the Montgomery County Permit Requirements. I also understand that failure to provide correct information will result in this permits immediately becoming null and void. If there are any changes in these plans, I will contact this department immediately.

Signature

Date



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Guidelines for Fire Code Permitting in Montgomery County

Name of Business: _____

Property Address: _____ City: _____

Zip Code: _____ Email Address: _____

Phone: _____ Contractor: Name: _____

Contractor: Email: _____ Phone: _____

Description of Business: _____

Occupancy Type: _____

Type of Construction: Type I - Type II (Metal/Concrete) - Type III - Type IV - Type V (Wood Frame)

Square Footage of New Construction or Build-out: _____

Square footage of Entire Structure: _____

Height of Building: _____

Number of Stories: _____

Hours Open Per Day: _____

Occupancy Load: _____

Number of Employees: _____

On Site Fire Protection Water Provided: Fire Hydrant (400 feet of property) Yes ☐ No ☐
NFA 1142 Onsite Fire Water: Gallons _____ Tank ☐ or Dry Hydrant ☐

Will Food Be Prepared? Yes ☐ No ☐ Explain: _____

Installation of Fire Walls/Barriers: Yes ☐ No ☐ Explain: _____

Will a Sprinkler System be Installed: Yes ☐ No ☐ Existing Type of Sprinkler System: 13 ☐ 13R ☐ 13D ☐

Will a Fire Alarm System be Installed: Yes ☐ No ☐ Existing

Installation of Standpipes: Yes ☐ No ☐ Existing

Are Fire Lanes Designated: Yes ☐ No ☐ Existing If No, Explain: _____

Plans Submitted: (2 Paper Copies, 1 Electronic - CD or Flash Drive)

Architectural or Floor Plan: ☐ Yes ☐ No

Site Plan: ☐ Yes ☐ No

Mechanical, Electrical, Plumbing ☐ Yes ☐ No

Plans Prepared By: ☐ Architect ☐ Engineer ☐ Designer Other: _____

Contact Information: (Name, Phone and Email Address)

All plans are designed based upon the current adopted Montgomery County Fire Code and Building Code, and Comply with all State Adopted Fire Safety Standards, Rules and Regulations: ☐ Yes ☐ No

I understand that this department is relying on information provided by me at the time of permitting to determine compliance with Montgomery County requirements. I also understand that failure to provide correct information will result in this permit immediately becoming null and void. If there are any changes in these plans, I will contact this department immediately.

Signature of Owner _____

Date _____

In accordance with Local Government Code Chapter 352.016, all Fire and Life Safety Inspections in unincorporated Montgomery County must be performed by a Fire Inspector. All code references have been use from the Current Adopted Montgomery County Fire Code and Current NFPA 101. The Montgomery County Fire Marshal's Office reserves the right to make any changes or errors overlooked in the plans review or inspection process, and shall require the corrections of the errors in construction documents, other data, or on-site installation to be fixed.