



Fire Code Application



WALLER COUNTY FIRE MARSHAL OFFICE

775 Business 290 East
Hempstead, TX 77445
Phone: 979-826-7670

Email: planreview@wallercounty.us

Project Information

Type of Permit Submittal:

Date:

Project Name:

Address:

Contractor:

Contractor Email:

Arch/Engineer/RMS:

License #:

Contact Information

Design Company:

Contact Person:

Address:

City, State, Zip:

Contact Email:

Property Owner

Property Owner Email

Property Owner Phone:

All information is required to be filled out and payment received with Plans Prior, to Plan review and permit issued.

General Information

Have you submitted to Engineering:

Gross Square Feet of the Project:

Estimated Construction Cost of the Entire Project:

Description of the project:

Type of Construction:

Occupancy Type:

Type of fire protection system installed:

Hydrant Location

Number of Devices (Sprinkler/Alarm):

Building Length:

Building Heights:

Building Width:

WCAD# :

Number of Stories:

Stand Pipes Installed:

Fire Pump Installed:

Public Water Supply:

High Pile Storage:

Emergency Power Installed:

Other types of Water Supply:

Access Control on property:

Gate Access Installed:

Commercial Hood:

Other Forms that may be required for construction in Waller County. All forms are on the County Fire Marshal Website (<https://www.co.waller.tx.us/page/FireMarshal.Home>):

- ❖ *Hazardous Material Summary*
- ❖ *High Piled Storage*
- ❖ *Fire and Life Safety Application*
- ❖ *Knox Box*
- ❖ *New Owner/Occupancy Inspection*

Plan Review Procedures

- ❖ *Plans can be submitted electronically with a copy of a filled-out signed Fire Code Application.*
- ❖ *All permits will require a permit fee, and this will be calculated when the office receives the application and plans. To pay by credit card, please use the Make a Payment link (<https://certifiedpayments.net/index.aspx?BureauCode=6806548>).*
- ❖ *In the reference number box, enter the permit number listed above. Once you pay, email the receipt as a PDF attachment to planreview@wallercounty.us. If you do not want to pay the convenience fee, you may mail us a check made out to Waller County. Our address is 836 Austin Street, Ste. 103, Hempstead, Texas 77445. If you send a check, please email us to keep us informed.*



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- ❖ A Texas SFMO licensed contractor must sign all plan submittals, TBAE registered architect/approved professional engineer, TCEQ licensed contractor, or qualified and licensed Fire Protection Engineer as applicable. Any submittal submitted by individuals not authorized to design the specific system will not be reviewed.
- ❖ Copies of all relevant licenses shall be provided at the time of the plan submittal.
- ❖ The contractor is responsible for ensuring that the submittal complies with all locally adopted codes, applicable NFPA standards, and Waller County Fire Marshal Office amendments. The contractor is responsible for verifying any “deferred submittal” that has been or will be submitted to the overall scope of the project.
- ❖ All installations shall concur with the associated Waller County Fire Marshal's Office approved plan. Any deviation from the approved requirements will require a re-submittal to Fire Marshal's Office before the inspection.
- ❖ It is the goal of the Waller County Fire Marshal's Office to complete plan reviews as efficiently as possible within the shortest amount of time after receiving a complete plan submittal. Waller County Fire Marshal's Office will make every attempt to issue a response within 14 business days of the submittal date.
- ❖ Each Building site will require an approved plan set pertaining to the item(s) being reviewed by Waller County Fire Marshal Office.
- ❖ Where applicable, product cut sheets only for specific materials used shall be provided. Please do not submit complete product line manuals.
- ❖ To aid in an efficient review process, please ensure the plan(s) meet the specific submittal requirements for the type of installation (e.g. site, underground fire line, building/architectural, sprinkler, fire alarm, hood extinguishing, above-ground tanks, LPG, HPS, special extinguishing systems) and applicable Waller County Fire Marshal Office requirements before submittal.
- ❖ Plans approved by Waller County Fire Marshal Office give authorization for construction. Final installation approvals are subject to field verification. Any approval issued by Waller County Fire Marshal Office does not alleviate the contractor or property owner from the responsibility of full compliance with all adopted codes, applicable NFPA standards, and Waller County Fire Marshal Office requirements relating to the project.
- ❖ Any construction before obtaining the Waller County Fire Marshal Office approval/permit shall incur additional fees. In addition, a stop work order may be issued for the project if deemed necessary by the Waller County Fire Marshal's Office Fire Marshal.
- ❖ Plans shall be submitted electronically (via Flash Drive or Email). Upon submission of the plan and receiving confirmation of payment, Waller County Fire Marshal's Office will review the submittal. If corrections are needed, the plan reviewer will notify the applicant via email listed on this application. It is the responsibility of the applicant to forward or include the emails of all individuals that need to be notified of the status of the plan.
- ❖ Once the Waller County Fire Marshal Office reviewer has reviewed the plan, the applicant will be emailed about disapproval or pending approval.
- ❖ If notified of disapproval, the applicant shall make the necessary corrections and resubmit the plan, which starts over the process and could take up to 15 business days.
- ❖ Only the pages with a Waller County Fire Marshal Office approval stamp will be considered reviewed and approved.

Fire Code Inspection

As part of the Fire Code compliance process, we will need to inspect the project according to the requirements to ensure that the functionality of the life safety systems are in compliance. To request an inspection, the request should go through the general contractor; please use firecodeinspections@wallercounty.us to request the inspection or have questions during the project's build phase. If any deficiencies are identified during the inspection, you will be given a reasonable time frame to correct them. Failure to correct the deficiencies may result in a delay in the approval of a Certificate of Compliance.

I certify that, to the best of my knowledge and belief, the fire code plan review permit application accompanying this statement is complete, accurate, and in compliance with all applicable fire codes and regulations. I further acknowledge that any false statement made herein may subject me to penalties and legal liability.

Signature of Applicant

Date