



## **Fire Prevention Division**

### ***El Paso County Emergency Services District #2***

100 S. San Elizario Rd. Suite N (P.O. Box 683) Clint, TX 79836

Phone (915) 851-0304 • Fax (915) 851-9000

## Permit & Inspection Process Overview

(This applies to the areas within El Paso County ESD #2 jurisdiction)

Before building a new commercial or public building, or remodeling an existing building for a new type of business, or constructing a multi-family dwelling that has four or more units, you will need to obtain a **BUILDING PERMIT**. \*A remodel to an existing building might also need a Building Permit.

To obtain a **BUILDING PERMIT** you will need to submit three (3) sets of building plans for the entire project being permitted, payment and the corresponding application. The Fire Marshal's Office cannot issue a **FIRE CODE PERMIT** prior to the review of the building plans.

Upon receiving payment (refer to fee schedule), application and plans to the Building Permit requested the Fire Marshal's Office will review the set of plans submitted and upon review determine if the plans adhere to IFC 2009 and are approved or rejected. If, in the case the plans are rejected the Fire Marshal's Office will advise the contact person listed on the Building Permit Application of any and all necessary changes. To which the customer must comply to, revise and resubmit to our office as indicated. Once resubmitted a Fire Marshal will review and ensure compliance, if and when approved two sets of the building plans will be returned to the customer, one of which shall be kept on the construction site, and customer will be issued a Building Permit. The Fire Marshal's Office is to keep one (1) set of building plans and the other is to be the customer's archival copy in addition to the plans required on site.

If the project under permit requires a fire suppression system or fire alarm system, the contractor installing that particular system, must contact the Fire Marshal's Office for a **FIRE PROTECTION SYSTEM PERMIT** (refer to fee schedule). When the fire suppression system or the fire alarm system is completed or is in need of a visual inspection, the Fire Marshal's Office must be contacted for an inspection.

Upon project completion, the Fire Marshal's Office must receive a Request for Final Inspection using the Final Inspection Application form found online at [www.epcountyesd2.org](http://www.epcountyesd2.org) which can be submitted via email or in person to our office. After a final inspection has taken place a **CERTIFICATE OF COMPLIANCE** will be issued. The business may not open for business without a **CERTIFICATE OF COMPLIANCE**.

\*Fee schedule and each permit's corresponding application can be found at: [www.epcountyesd2.org](http://www.epcountyesd2.org)

