



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
ALL PERMITTING FEES ARE NON-REFUNDABLE

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 _____

1. Applicant's Name: _____ (Email) _____

Mailing Address: _____ (Phone) _____

City _____ State _____ Zip _____

Owner's Name: _____ (Email) _____

Mailing Address: _____ (Phone) _____

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

A. Manufactured Home _____

B. Single Family House _____

C. Other _____

D. Multi Family _____ /# of Units _____

E. # Residences/Buildings on Property? _____

COMMERCIAL

A. Industrial/Manufacturing _____

B. Business/Office _____

C. Retail/Wholesale _____

D. Other _____

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

Square Foot of Living Area _____ Square Foot of Structure _____

4. ELECTRIC COMPANY

Centerpoint _____ 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.

*Once a permit has been generated, information cannot be changed. To change information, a new permit must be purchased.

* 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.

* Development permits expire 180 days from the date they are entered into our permitting system, regardless of their review status (pending, approved, or denied).

* 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.

*All permitting fees are non-refundable, no exceptions.

Signature _____ Date _____

Revised July 18, 2024

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.)

Is this a New Development?

YES OR NO

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
NFPA 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.