



## Montgomery County Fire Marshal's Office

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

[www.mctx.org/fire](http://www.mctx.org/fire)

Email - [fire.codes@mctx.org](mailto:fire.codes@mctx.org)



# County Fire Code Permitting Information

### **Authority: Texas Local Government Code 233.061**

Under authority of State Law, Montgomery County has adopted a County Fire Code, based on model codes promulgated by the International Code Council and model codes adopted by the State of Texas. Adoption information, current versions and local amendments are available on our website. [www.mctx.org/fire](http://www.mctx.org/fire)

### **Applicability: New Construction and *Substantial Improvement* of Existing Buildings**

The Montgomery County Fire Code will apply to all public and commercial buildings and multi-family complexes with 4 or more units. An approved Fire Code Permit is required prior to any new construction, including interior build out of previously permitted buildings, and substantial improvement of existing buildings. *Substantial Improvement* is defined as the repair, restoration, reconstruction, improvement, or remodeling for which the cost exceeds 50% of the building's value according to the certified tax appraisal roll for the county for the year preceding the year in which the work was begun; or a change in occupancy classification involving a change in the purpose or level of activity in a building.

Projects less than 500 Sq. Ft do not require a fire code permit, but may require other permits for development, septic, health, etc. Regardless of the need for a permit beforehand, all construction in both new and existing buildings should be designed and constructed so as to comply with the County Fire Code.

### **Permitting: One Stop Permit Shop**

Montgomery County has adopted a "One Stop Permit Shop" where one can apply for any needed County Permit. The permit office website has specific information on each type of permit. Please go to the Official Montgomery County Website and select "Permits" from the drop down list on the left side of the page, or you may type in this link directly to your web browser.

[http://www.mctx.org/departments\\_d-k/departments\\_e/environmental\\_health/permitting.html](http://www.mctx.org/departments_d-k/departments_e/environmental_health/permitting.html)



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# County Fire Code Application Process

### ***Fire Code Application Process:***

Under State Law, specifically Local Government Code 233, Montgomery County must review your plans and either approve them or reject them within 30 business days. A rejection must be done in writing with the reasons for rejection outlined in the notice.

When your plans are nearing approval you will receive an email with a list of items to be addressed during the construction process. These items do not have to be addressed immediately, but rather at the appropriate time during construction. Fire Protection plans do not have to be submitted with the original fire code permit application, they should be submitted by the fire protection contractor once they are selected.

Once you have read the review comments sent by email and agree, please reply as soon as possible via return email indicating your acceptance of the stated conditions. Once you have done so, your permit will be approved based on this correspondence including the agreed "conditions of permit" outlined in our review and approved by you.

### ***Final Inspection Prior to Occupancy:***

Under LGC 233, a final inspection and "Certificate of Compliance" with the County Fire Code is required before the building may be occupied. The "Request for Final Inspection" form is found on both the Fire Marshal office website.

[http://www.mctx.org/departments\\_d-k/departments\\_e/fire\\_marshal/docs/Request\\_For\\_Final\\_Inspection.pdf](http://www.mctx.org/departments_d-k/departments_e/fire_marshal/docs/Request_For_Final_Inspection.pdf)

Once the request is submitted, we will contact you within 5 days and schedule the final inspection. Once the final inspection is done and the building is approved, it may be legally occupied, and a "Certificate of Compliance" will be issued for the building.

For additional information or for questions please email us at [fire.codes@mctx.org](mailto:fire.codes@mctx.org)