



# Fort Bend County Fire Marshal's Office

1521 Eugene Heimann Circle, #114  
Richmond, Tx 77469  
(281) 238-1500

**Email:**

[firemarshal@Fortbendcountytexas.gov](mailto:firemarshal@Fortbendcountytexas.gov)

FMO PERMIT NUMBER: \_\_\_\_\_  
 DEVELOPMENT PERMIT NUMBER: \_\_\_\_\_  
 DATE PAYMENT RECEIVED: \_\_\_\_\_  
 PAYMENT NUMBER: \_\_\_\_\_  
 TOTAL AMOUNT: \_\_\_\_\_  
 RECEIVED BY: \_\_\_\_\_

## BUILDING PERMITS AND COMMERCIAL OCCUPANCIES

**EFFECTIVE 2/22/2022**

The following fees are hereby established for obtaining permits from the Fort Bend County Fire Marshal's Office. Acceptable forms of payment are paper checks or money orders (made out to Fort Bend County). Fees will be paid prior to the start of the particular process for which the fee is charged. All fees paid to the Fort Bend County Fire Marshal's Office are non-refundable. A submittal is not considered complete until all required documentation, including payment, is received. The total fee for commercial building permits is made up from three separate fees; the plan review fee, the building permit and inspection fee, and the final inspection and Certificate of Compliance fee.

|   |                                   |
|---|-----------------------------------|
| <b>New Construction</b>   | <b>New Owner (COC Inspection)</b> |
| <b>Remodel</b>  | <b>Build Out</b>                  |
| <b>Re-Inspection:</b> Re-inspection fee will be paid prior to re-scheduling next inspection. The fee also covers failure to show up for a scheduled fire inspection without prior notice or if a scheduled fire, inspection is not canceled within 1/2-business day of the scheduled time and date. <b>-\$250</b> |                                   |

| BUILDING PERMITS AND COMMERCIAL OCCUPANCIES   | Cost                         | Quantity | Total |
|---|------------------------------|----------|-------|
| <b>Construction/Building Fee (all occupancy types): Per 1000 sq ft of Structure (Round UP to the nearest 1000)</b><br>This fee includes the plan review of submitted building plans to ensure compliance with the adopted fire and includes the fee for processing approved building plans, issuance of permit and a maximum of each construction site visits and/or inspections that will be listed on plan review. This fee also includes a \$150 fee for the final inspection and Certificate of Compliance.   | <b>\$150 per 1000 Sq.ft.</b> |          |       |
| <b>Re-Submittal of Plans After a Construction Permit Has Been Issued</b><br>If changes are done after the initial plan review approval.   | <b>\$150</b>                 |          |       |
| <b>Re-Submittal of Plans During the Construction Permit Process</b><br>If changes are done before the initial plan review approval.   | <b>No Charge</b>             |          |       |
| <b>Site/Civil Plans Submittal</b>   | <b>\$150</b>                 |          |       |
| <b>Work Done without Permit</b><br>3 X Regular Permit Fee   | <b>\$****</b>                |          |       |
| <b>Certificate of Compliance for Change of Use</b><br>Fire Final Inspection or Certificate (for existing structure without certificate)   | <b>\$150</b>                 |          |       |
| <b>Certificate of Compliance for Change of Ownership</b><br>This fee applies when the owner name or business name on a Certificate of Compliance is changed from one owner to another or a change in business name occurs. It is for a new Certificate of Compliance and includes an associated inspection.   | <b>\$150</b>                 |          |       |
| <b>Conditional Certificate of Compliance (CCC):</b><br>If circumstances warrant, the Fire Marshal may grant limited use of a structure or portion of a building under permit, provided the area has been inspected and found to be in compliance with the adopted Fire Codes. A written request (accompanied by a floor plan drawing) must be submitted by the contractor or the owner's representative indicating the area of the building requested to be occupied. All required fire protection systems, as indicated on the original building permit, must be fully operational and tested. This fee must accompany the written request. This CCC is valid for up to 30 days, and a final Certificate of Compliance must be obtained within this 30-day period. | <b>\$250</b>                 |          |       |
| <b>Expedited Plan Review</b><br>If a plan review is needed within 5 business days, an expedited fee can be requested. The Fire Marshal shall approve this additional fee. Fire Marshal has the right to deny this option if the current staffing or operations will not allow. Posting in the office and website will show if this fee is allowed <b>prior</b> to submitting application.   | <b>2X Permit Fee</b>         |          |       |

|                                     |                                       |
|-------------------------------------|---------------------------------------|
| Project/Facility Name: _____        | Submitting Company: _____             |
| Address: _____                      | Address: _____                        |
| City: _____ State: _____ Zip: _____ | City: _____ State: _____ Zip: _____   |
| Phone: _____                        | Contact/Phone: _____                  |
| Email: _____                        | Email: _____                          |
| Site Contact (Print Name) _____     | Person Submitting (Print Name): _____ |