

Montgomery County Fire Marshal's Office

2247 N. First St.
Suite 200
Conroe, TX 77301

Office: (936) 538-8288
Fax: (936) 538-8277

Code questions?: mcfmo@mctx.org

MONTGOMERY COUNTY

CHECK LIST FOR FIRE CODE COMPLIANCE

_____ Completed **Permit Application** (Montgomery County Permit Office)

_____ Comply with all County Building Permit Guidelines

_____ Submit plans for Fire Code review as required for jurisdiction

Plan Submission Guidelines

Unincorporated Montgomery County

Submit 3 set's of original plans to County Permit Office, including site plan and plans for any fire protection systems. Two sets of paper plans will be needed for review and approval. A third set must be submitted in electronic PDF format, (disk required).

The two sets of paper plans will be reviewed, stamped and returned with approval. One stamped set should be at the jobsite during the construction process.

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 "Certificate of Compliance" will be issued through the Montgomery County Fire Marshal's Office. "Certificate of Compliance" is required before building may be occupied.

Note: The Certificate of Compliance will normally be mailed from the Montgomery County Fire Marshal's Office, but it may be obtained immediately by bringing a copy of the Final Inspection Approval to the MCFMO, located at 2247 N. First Street, Suite 200, Conroe, TX during normal business hours.

Additional information and forms are available online through the Montgomery County Permit Office and Fire Marshal's Office websites.

<http://www.co.montgomery.tx.us/>