



# Montgomery County Fire Marshal's Office

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

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## 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 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 County Fire Marshal's Office at 501 N. Thompson, Suite 102, Conroe, Tx 77301, 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.mctx.org/>