



HARRIS COUNTY FIRE CODE *Standard*



This standard clarifies Harris County's policies and interpretations for Operation Permits.

Subject: Operational Permits

Revised New Issue February 1, 2020

Purpose: Operational permits are required under the 2018 International Fire Code, Section 105.6, as adopted by Harris County Commissioners Court. The operational permit, when issued, allows the applicant to legally conduct the operation or business permitted for a period of time.

Requirements: Each operational permit will be issued once an application has been completed appropriately, and all applicable documents have been uploaded. Some operational permits will not be issued until an inspection is passed however, the submission of an application for an operational permit does subject the operation or business to inspections from the Fire Marshal's Office.

Applications will be completed electronically, and all required documentation shall be uploaded electronically. There shall be no paper submissions for operational permits. Permit application shall be completed and submitted through the Harris County E-permits system, <https://epermits.harriscountytexas.gov/>. Once the application is received along with all required documentation, the Fire Code Official will conduct a review, and schedule an inspection if required. When the permit process is complete, and authorization is given, the applicant will be notified that the permit is issued, and the duration of the permit will be indicated for renewal.

All operational permit application will begin with generalized information requirements. This information will pertain to the business owner, operator, applicant, address, etc. Furthermore, all permit applications will require a written statement describing the operation or business to be permitted. Once the applicant completes the generalized information, a choice will be made for which type of permit will be needed. There are some businesses which will require multiple permits and an application will need to be completed for each type of operational permit. When a choice is made of which operational permit is being applied for, the applicant will be directed to additional questions as well as asked for documentation to be uploaded. The specifics for each type of permit is listed below. It should be noted that this standard is written to give generalized information about operational permits and upon review of any application, additional information may be requested prior to the approval of any permit.

Aerosol Products (105.6.1) – Aerosol Products operational permit is required to manufacture, store or handle an aggregate quantity of Level 2 or Level 3 aerosol products more than 500 pounds net weight. Aerosol Products permits shall be renewed on an annual basis. All Aerosol Products shall also meet the requirements of the Hazardous Materials Operation Permit if quantities or contents classify them as a Hazardous Material. If not classified as Hazardous Materials the storage of aerosol products must meet the requirements for the Aerosol Products operational permit. When applying for or renewing an Aerosol Products operational permit the applicant shall provide the following information:

- Written statement certifying compliance with Chapter 51 and all other applicable chapters of the adopted fire code as well as all other applicable codes and standards;

- Site/Floor plan for all buildings containing aerosol products including all exits, fire protection panel and riser locations, location and storage configuration of all aerosol products;
- Copy of inventory lists for all products packaged in aerosol form;
- Information on type of fire alarm system installed and last inspection date;
- Information on the installed sprinkler system and last inspection date.

Amusement Buildings (105.6.2) – Special Amusement Building operational permit is required due to the safety concerns as they pertain to the ability of occupants to readily exit in the event of an emergency. Amusement building operational permits shall be renewed annually or if the pathway or movement through the building changes. When applying for or renewing a special amusement building permit the applicant shall provide the following information:

- Information on type of fire alarm system installed and last inspection date;
- Information on the installed sprinkler system and last inspection date;
- A copy of the emergency plan, compliant with Chapter 4 of the International Fire Code, 2018ed.;
- A drawing/plans of building including all entrance and exits, location of exit routes, locations of fire protection system panels and risers, etc.

Aviation Facilities (105.6.3) – Aviation facilities require special permitting because of the highly flammable and combustible products utilized in aviation repairs and fueling. Aviation facility permits shall be renewed every three (3) years. When applying for or renewing an aviation facility operational permit the applicant shall provide the following information:

- Information on type of fire alarm system installed and last inspection date;
- Information on the installed sprinkler system and last inspection date;
- A copy of the emergency plan, compliant with Chapter 4 of the International Fire Code, 2018ed.;
- A drawing/plans of building including all entrance and exits, location of exit routes, locations of fire protection system panels and risers, etc.

Carnivals and Fairs (105.6.4) – See Special Events Operational Permit.

Combustible dust-producing operations (105.6.6) A Combustible dust-producing operational permit is required to operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, wood finishing, or other operations producing combustible dusts. Combustible dust-producing permits shall be renewed on an annual basis. When applying for or renewing a Combustible dust-producing operational permit the applicant shall provide the following information:

- Detailed written description of the on-site operation;
- Diagram or layout of the building(s) including all entrance and exits, location of exit routes, square footage of building, location of all dust collectors, locations of fire protection system panels and risers, location of all fire extinguishers, etc.;
- An overall site plan showing the layout of the site (Outdoor Site), indicating the location of all dust collectors;
- Information on type of fire alarm system installed and last inspection date;
- Information on the installed sprinkler system and last inspection date;
- Information on any type of alternate fire protection system installed and last inspection date;
- Indoor Dust Collectors:
 - Written documentation identifying the CFM of the dust collector;
 - Written documentation identifying the type of dust collector type:
 1. Cyclonic,

2. Enclosure-less,
 3. Bag House;
- Identify all types of equipment connected dust collector is hooked up to, and is it mechanically feed;
 - Identify the method of the exhaust ventilation;
 - Outdoor Dust Collector:
 - Written documentation identifying the CFM of the dust collector,
 - Identify the method of the exhaust ventilation.

Combustible fibers (105.6.7) - A Combustible fibers operational permit is required for the storage and handling of combustible fibers in quantities greater than 100 cubic feet. Combustible fibers permits shall be renewed on an annual basis. When applying for or renewing a Combustible fibers operational permit the applicant shall provide the following information:

- Written documentation that ashes, waste, rubbish or sweepings shall not be placed in wood or other combustible receptacles and shall be removed daily from the structure;
- Written plan stating grass or weeds shall not be allowed to accumulate at any point on the premises;
- A site/building plans of building including all entrance and exits, location of exit routes, locations of fire protection system panels and risers, location/type (4-A) of fire extinguishers;
- Written documentation that loose combustible fibers in quantities of not more than 100 cubic feet located in a structure shall be stored in a metal or metal-lined bin equipped with self-closing cover;
- Written documentation that loose combustible fibers, not in suitable bales or packages and stored outdoors in the open or housed, shall not be stored within 100 feet of any structure;
- Written documentation that baled combustible fibers shall be limited to single blocks or piles not more than 25,000 cubic feet in volume, not including aisle or clearances. Blocks or piles of baled fiber shall be separated from adjacent storage by aisles not less than 5 feet wide, or by flash-fire barriers constructed of continuous sheets of non-combustible material extending from the floor to a minimum height of 1 foot above the highest point of the piles and projecting not less than 1 foot beyond the sides of the pile;
- Written documentation that sisal and other fibers in bales bound with combustible tie ropes, jute and other fibers that swell when wet, shall be stored to allow for expansion in any direction without affecting building walls, ceilings or columns. A minimum clearance of 3 feet shall be required between walls and sides of piles, except that where the storage compartment is not more than 30 feet wide, the minimum clearance at side walls shall be 1 foot, provided that a center aisle not less than 5 feet wide is maintained;
- Information on type of fire alarm system installed and last inspection date;
- Information on the installed sprinkler system and last inspection date;
- Information on any type of alternate fire protection system installed and last inspection date.

Compressed Gases (105.6.8) - See Hazardous Materials Operational Permit.

Covered and Open Mall Buildings (105.6.9) – Covered or open malls require special permitting due to the placement of kiosks, retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall. Covered or open mall facility permits shall be renewed annually or any time that kiosks or displays move in and out of the mall area. When applying for or renewing a covered or open mall facility operational permit the applicant shall provide the following information:

- Information on type of fire alarm system installed and last inspection date;
- Information on the installed sprinkler system and last inspection date;
- Information on any type of alternate fire protection system installed and last inspection date;
- A copy of the emergency plan, compliant with Chapter 4 of the International Fire Code, 2018ed.;
- A drawing/plans of building including all entrance and exits, location of exit routes, locations of fire protection system panels and risers, identifiers for each suite including business name and suite number for each suite and location of all displays and kiosks.

Cryogenic fluids (105.6.10) - See Hazardous Materials Operational Permit.

Cutting and Welding (105.6.11) - See Hot Work Operational Permit.

Dry Cleaning (105.6.12) Dry Cleaning operations require an operational permit to engage in the business of dry cleaning or to change to a more hazardous cleaning solvent used in existing dry-cleaning equipment. Dry cleaning permits shall be renewed on an annual basis. When applying for or renewing a Dry-cleaning operational permit the applicant shall provide the following information:

- Written documentation showing compliance with Chapter 21 of the 2018 IFC and NFPA 32;
- A up-to date copy of product information for all dry-cleaning solvents and a listing of quantities on-site;
- A up-to date copy of maintenance and operating practices to prevent leakage or accumulation of lint;
- If spotting or pre-treating operations occur, a letter of compliance with Chapter 21 Section 2106 of the 2018 IFC;
- Information on type of fire alarm system installed and last inspection date;
- Information on the installed sprinkler system and last inspection date;
- Information on any type of alternate fire protection system installed and last inspection date;
- A copy of the emergency plan, compliant with Chapter 4 of the International Fire Code, 2018ed.;
- A drawing/plans of building including all entrance and exits, location of exit routes, locations of fire protection system panels and risers, etc.

Exhibits and trade shows (105.6.13) – See Special Events Operational Permit.

Explosives (105.6.14) - An explosive operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of Chapter 56 of the 2018 IFC. Firework displays and use of pyrotechnic or flame effects for entertainment purposes shall be permitted under pyrotechnic special effects material operational permit. Explosive permits shall be renewed on an annual basis. When applying for or renewing an Explosive operational permit the applicant shall provide the following information:

Storage:

- Written details listing the types and amounts of explosives, blasting agents, smokeless powder or pyrotechnic devices and their intended uses;
- Copy of the proof of public liability insurance or a corporate surety bond in the amount of \$100,000;
- Written statement certifying compliance with Chapter 56 of the adopted fire code and other applicable codes and standards:
 - NFPA 495 – Explosive Materials Code,
 - NFPA 1123 – Code for Fireworks Display,
 - NFPA 1124 – Code for the Manufacturing, Transportation, and Storage of Fireworks and Pyrotechnic Articles;

- Site map including the magazine(s), other structures, property lines, locations of structures on other neighboring properties, and distance measurements between all structure locations from the magazine(s) as well as listings for each magazine for products, and quantities stored.

Manufacturing, Assembly, and Testing:

- Copy of emergency plans for approval by the Fire Code Official;
- Copy of records of emergency drills and employee training records;
- Copy of hazardous materials management plans (HMMP);
- Copy of hazardous materials inventory statement (HMIS);
- Site plan including all buildings, magazines, and other structures with distance measurements;
- Written statement certifying compliance with Chapter 56 of the adopted fire code and other applicable codes and standards.

Small Arms Ammunition and Small Arms Components:

- Site plans including location of all storage including quantities and storage configuration;
- Written statement certifying compliance with Chapter 56 of the adopted fire code and other applicable codes and standards.

Blasting:

- Written plan for the blasting operation including a site plan with blasting locations noted;
- Written safety and emergency plan;
- Written misfire procedures;
- Written Post-blast procedures;
- Copy of all licenses or certifications.

Firework Displays – Firework displays and use of pyrotechnic or flame effects for entertainment purposes shall be permitted under pyrotechnic special effects material operational permit.

Fire Brigades (105.6.15) – Fire brigades operational permits are required for any facility that has trained personnel to respond to emergency incidents at the facility. All fire brigades shall comply with OSHA CFR 1910.156. In accordance with Local Government Code 233.062(b), an industrial facility can be exempted from the fire code for construction at that facility if the provided fire brigade meets the requirements to respond to a fire or emergency in the type of building being constructed. To receive exemption from the fire code the facility shall:

- Submit plans for the proposed project/construction;
- Submit for exemption in writing;
- Have a current fire brigade operational permit.

Fire brigade permits shall be renewed on an annual basis. When applying for or renewing a fire brigade operational permit the applicant shall provide the following information:

- Detailed written description of the fire brigade including level of brigade on-site;
- Detail written description for loss prevention statistics;
- Copy of the approved/up-to-date Emergency Plan for the facility being protected;
- Listing of all fire brigade personnel including training hours. Training records shall be available upon request;
- Written statement certifying compliance with OSHA standards (OSHA 29 CFR 1910.156) and NFPA (NFPA 600, 1081, 1500 etc.) standards.

Fire hydrants and valves (105.6.16) – Fire hydrants on public water mains are operated and maintained by Utility Districts. Use of a public fire hydrant shall be approved by the responsible Utility District, therefore not requiring an operational permit from Harris County. **This does not include fire hydrants on a private fire loop. For use of fire hydrants on a private fire loop, see “Private Fire Hydrants” (105.6.41).**

Flammable and Combustible liquids (105.6.17) - See Hazardous Materials Operational Permit.

Floor finishing (105.6.18) A Floor finishing operational permit is required for floor finishing or surfacing operations exceeding 350 square feet using Class I or Class II liquids. Floor finishing permits shall be issued to a company every two years and not for each job in the jurisdiction. When applying for or renewing a Floor finishing operational permit the applicant shall provide a copy of operational procedures that address the requirements set forth in Chapter 2410 of the adopted code as it pertains to the following:

- **Mechanical system operation.** Heating, ventilation and air-conditioning systems shall not be operated during resurfacing or refinishing operations or within 4 hours of the application of flammable or combustible liquids;
- **Business operation.** Floor surfacing and finishing operations shall not be conducted while an establishment is open to the public;
- **Ignition sources.** The power shall be shut down to all electrical sources of ignition within the flammable vapor area, unless those devices are classified for use in Class I, Division 1 hazardous locations;
- **Ventilation.** To prevent the accumulation of flammable vapors, mechanical ventilation at a minimum rate of 1 cubic foot per minute per square foot of area being finished shall be provided. Such exhaust shall be by approved temporary or portable means. Vapors shall be exhausted to the exterior of the building;
- **Emergency procedures.** Written procedures on what the employee(s) shall do in the event of an emergency related to fire or other incident from the finishing process;
- **Training.** Written records of employee(s) training on the company processes, procedures, and emergency plans.

Fruit and crop ripening (105.6.19) – A Fruit and crop ripening operational permit is required to operate a fruit- or crop-ripening facility or conduct a fruit-ripening process using ethylene gas. Fruit and crop ripening permits shall be renewed every 3 years. When applying for or renewing a Fruit and crop ripening operational permit the applicant shall provide the following information:

- Submit a floor plan/site plan showing location of fruit ripening activities;
- Identify the location of discharge of Ethylene gas (can only be done in approved rooms constructed for this purpose);
- Identify the valves controlling discharge of ethylene provide positive and fail-closed control of flow and are set to limit the concentration of gas in air below 1,000 parts per million (ppm);
- Identify how the sources of ignition are controlled or protected;
- Identify how containers, piping and equipment used to dispense ethylene are bonded and grounded to prevent the discharge of static sparks or arcs;
- Provide proof lightening is by approved electric lamps or luminaries and heating is by indirect means utilizing low-pressure steam, hot water, or warm air;
- Documentation that ethylene generators are listed and labeled by an approved testing laboratory.

Fumigation and insecticidal fogging (105.6.20) - See Hazardous Materials Operational Permit.

Hazardous Material (105.6.21) - A hazardous material operational permit is required to store, transport on site, dispense, use or handle hazardous materials more than the amounts listed in Table 105.6.20. Hazardous materials operational permits shall be renewed on an annual basis. Hazardous material operational permits will cover the following code sections:

- Aerosol Products (105.6.1);
- Compressed Gases (105.6.8);
- Cryogenic fluids (105.6.10);
- Flammable and Combustible liquids (105.6.16);
- Fumigation and insecticidal fogging (105.6.19);
- HPM facilities (105.6.21);
- LP-gas (105.6.27);
- Magnesium (105.6.28);
- Motor fuel-dispensing facilities/Mobile Re-fueling (105.6.31);
- Organic coating (105.6.35);
- Pyroxylin plastics (105.6.41);
- Refrigeration equipment (105.6.42);
- Spraying or dipping (105.6.45).

When applying for or renewing a hazardous material facility operational permit the applicant shall provide the following information:

- Detailed written description of the on-site operation;
- Site or floor plan identifying all hazardous materials being stored, including maximum quantity and storage configuration. Also identify hazardous monitoring locations, location of all on-site fire suppression to include fire pumps, ponds, and water supplies;
- Copy of the emergency plan, compliant with Chapter 4 of the International Fire Code, 2018ed.;
- Copy of the approved/up-to-date Hazardous Materials Management Plan and Spill Control Plan;
- Copy of the approved/up-to-date Hazardous Materials Inventory Statement;
- Copy of the approved/up-to-date Written documentation of operating procedures and procedures for emergency shut down in a safe manner;
- Copy of the approved/up-to-date Emergency Plan;
- Copy of all Safety Data Sheets for all products on-site;
- Conformation that a Process hazards analyses was conducted to ensure reasonably protection of people and property from dangerous conditions involving on-site hazardous materials;
- Information on type of fire alarm system installed and last inspection date;
- Information on the installed sprinkler system and last inspection date;
- Information on any type of alternate fire protection system installed and last inspection date;
- A drawing/plans of building including all entrance and exits, location of exit routes, locations of fire protection system panels and risers, etc.;
- A facility closure plan is required to terminate storage, dispensing, handling or use of hazardous materials, it shall be submitted to the *fire code official* not less than 30 days prior to facility closure. The plan shall demonstrate that hazardous materials that are stored, dispensed, handled or used in the facility will be transported, disposed of or reused in a manner that eliminates the need for further maintenance and any threat to public health and safety;
- A statement certifying storage and use of hazardous materials is in compliance with 2018 International Fire Code (IFC) Chapters 50-67.

HPM Facilities (105.6.22) - See Hazardous Materials Operational Permit.

High-piled storage (105.6.23) - High-piled storage buildings require an operational permit because of the safety concerns as they pertain to the ability of occupants to readily exit in the event of an emergency. High-piled storage building permits shall be renewed on an annual basis or if the pathway or movement through the building changes. When applying for or renewing a high-piled storage permit the applicant shall provide the following information:

- A site/floor plans of building including all entrance and exits, location of exit routes, locations of fire protection equipment, location of product being stored and the configuration of storage;
- Identify on the site/floor plan the height of the product being stored;
- Information on type of fire alarm system installed and last inspection date;
- Information on the installed sprinkler system and last inspection date;
- Information on any type of alternate fire protection system installed and last inspection date;
- A copy of the emergency plan, compliant with Chapter 4 of the International Fire Code, 2018ed.;
- A statement certifying compliance with International Fire Code Chapter 32.

Hot work operations (105.6.24) - Hot work operational permits are required for cutting, welding, brazing, soldering, thawing pipe, and installation of torch-applied roof systems. Permitting is for the use of open flame and in some cases LP-Gas (Roofing). Hot work permits shall be issued to a company on an annual basis to conduct hot work operations in the unincorporated areas of the county and not for each job site or hot work operation in the jurisdiction. This permit shall not be required in an industrial setting where a hot work program is in place and permits are already issued for each job inside of a plant or industrial facility. When applying for or renewing a hot work operational permit the applicant shall provide the following information:

- Written processes and procedures addressing;
 - Employee safety,
 - Site safety,
 - Use of appropriate fire protection equipment,
 - Use of proper signage,
 - Allowing for adequate cool-time period(s);
- Emergency plan addressing the employee(s) procedures in the event of a fire or other emergency related to the hot work operation;
- Training records for all employees demonstrating that all employees have been trained on the company processes, procedures, and emergency plans.

Industrial ovens (105.6.25) – An Industrial ovens operational permit is required for operation of industrial ovens regulated by Chapter 30. Industrial ovens operational permits shall be renewed on an annual basis. When applying for or renewing an Industrial ovens operational permit the applicant shall provide the following information:

- Written statement certifying the installation and use of industrial oven or furnace is in compliance with chapter 30 of the adopted fire code and all other applicable codes, standards, and manufacturer's instructions;
- Copy of emergency plan for approval by the Fire Code Official;
- Copy of all personnel training records for all employees on safe operations of ovens or furnaces;
- Copy of all personnel training records for emergency processes and procedures;
- Information on type of fire alarm system installed and last inspection date;
- Information on the installed sprinkler system and last inspection date;
- Information on any type of alternate fire protection system installed and last inspection date.

Lumber yards and woodworking plants (105.6.26) - An operational permit is required to store lumber in excess of one hundred thousand board feet or to store fire wood in excess of ten cords; or to conduct woodworking operations involving mass production or involving more than one of each type of machine, or where machines are used continuously, or substantial products of sawdust may be a problem. Lumberyards, woodworking operational permits shall be renewed on an annual basis. When applying for or renewing a Lumberyards, woodworking operational permit the applicant shall provide the following information:

- Written statement certifying the compliance with Chapter 28 of the adopted fire code and all other codes, standards, and manufacturer's recommendations for equipment;
- Site plan/map identifying all wood storage including:
 - Location of all stacks or piles,
 - Quantity in each stack or pile,
 - Configuration of stack or piles,
 - Location of all structures on property,
 - Location of all fire protection systems (fire alarms, fire sprinklers, fixed fire systems, etc.),
 - Location of hydrants, hose lines, and extinguishers;
- Listing of all fire protection systems with last inspection/testing date;
- Copy of emergency plans for approval by the Fire Code Official.

Storage of wood chips and hogged material at production facilities – See wood products operational permits.

Liquid-or-gas-fueled vehicles or equipment in assembly buildings (105.6.27) - Special Events Operational Permit.

LP-gas (105.6.28) - See Hazardous Materials Operational Permit.

Magnesium (105.6.29) - See Hazardous Materials Operational Permit.

Miscellaneous combustible storage (105.6.30) - Miscellaneous combustible storage operational permit is required to store in any building or upon any premises more than 2,500 cubic feet gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material. Miscellaneous combustible storage permits shall be renewed on an annual basis or if the vehicle has any change from the approved inspection. When applying for or renewing a miscellaneous combustible storage permit the applicant shall provide the following information:

- Written statement certifying compliance with the adopted fire code and all other codes and standards;
- A site/floor plans of building including all entrance and exits, location of exit routes, locations of fire protection equipment, location of product being stored and the configuration of storage;
- Copy of emergency plan for approval by the Fire Code Official;
- Identify on the site/floor plan the height of the product being stored;
- Information on type of fire alarm system installed and last inspection date;
- Information on the installed sprinkler system and last inspection date;
- Information on any type of alternate fire protection system installed and last inspection date.

Mobile food preparation vehicles (105.6.31) – Mobile food preparation vehicles (MFU's) require an operational permit to operate in unincorporated Harris County. This includes those vehicles that operate in a fixed location or mobile from location to location. Mobile food vehicles permits shall be renewed on an annual basis or if the vehicle has any change from the approved inspection. When applying for or renewing a mobile food unit permit the applicant shall provide the following information:

Owner and MFU information (required for permit):

- Mobile food unit name;
- Type of MFU:
 - Truck,
 - Trailer,
 - Pushcart;
- Texas License Plate Number and MFU VIN (if motorized vehicle);
- Owner information: Name (as printed on ID or DL);
- Texas Driver's License Number;
- Address of operation (if operating at a fixed location);
- Residency (Home) address;
- Phone Number (Cell, Home, Best point of contact);
- Current E-mail address.

If the MFU vehicle is NOT operated by the owner:

- Operator information Name (as printed on ID or DL);
- Texas Driver's License Number;
- Residency (Home) address;
- Phone Number (Cell, Home, Best point of contact);
- Current E-mail address.

Required documentation needed to be submitted with application:

- Valid Vehicle/trailer registration;
- Valid vehicle registration for tow vehicle if trailer;
- Owner's current picture ID:
 - Texas Driver's License (TXDL),
 - Government issued identification.
 - ***All drivers of vehicles must have a valid Texas Driver's License.***
- Copies of all fire protection systems maintenance, testing;
- Copy of current gas test for all gas appliances;
- Copy of Vent Hood cleaning receipt (within a 6-month time frame);
- Vent hood extinguishing system inspection (within a 6-month time frame);
- A State of Texas Sales Tax Permit Taxpayer ID;
- State Fire Marshal's form SF-205 (Extinguishing system install);
- Drawn site plan of MFU's working location (if not mobile event MFU).

Motor fuel-dispensing facilities (105.6.32) - See Hazardous Materials Operational Permit.

Mobile Re-fueling (105.6.33) – Mobile re-fueling or On-Demand Mobile Fueling Operations shall be approved and permitted. Operational permits for this operation shall be issued to the company performing the operation at approved locations. When applying for or renewing a mobile re-fueling operational permit the applicant shall provide the following information:

- Written statement certifying compliance with Chapter 57 of the adopted fire code and all other applicable codes, standards, and laws;
- Listing of all approved and permitted locations for the fueling operations;
- Copy of specification for all vehicles intended to be used for fueling operations;
- Copy of the process and procedures for fueling operations including safety and emergency response plan documents for approval by the Fire Code Official;

- Training records for all employees conducting fueling operations in reference to procedures, safety plan, and emergency response plan.

Open Burning (105.6.34) – Regulated by Harris County Pollution Control and the Texas Commission on Environmental Quality and does not currently require an operational permit.

Open flames and torches (105.6.35) – Open flames and torches operational permit is required to remove paint with a torch; or to use a torch or open-flame device in a hazardous fire area. Open flames and torches operational permits shall be issued to companies who perform these operations in unincorporated Harris County and not for each job or operation location. When applying for or renewing an Open flames and torches permit the applicant shall provide the following information:

- Written statement certifying compliance with applicable chapters of the adopted fire code:
 - Chapter 3 – *Section 308.1 through 308.4.1- Open Flames,*
 - Chapter 6 – *Section 603.1, 603.2, 603.5, and 603.6- Fuel- Fired Appliances,*
 - Chapter 35 – *Welding;*
- Written processes and procedures for the proper and safe operations when using open flames and torches including:
 - Ensuring proper extinguishers on site, compliant with chapter 906,
 - Requiring employee remains on premise 1 hour after operation;
- Copy of emergency and safety plans.

Open flames and candles (105.6.36) - An Open flames and candles operational permit is required to use open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments. Open flames and candles operational permits shall be renewed on an annual basis. The use of fireworks, pyrotechnics, or flame effects is not included in this operational permit. Those devices are permitted under pyrotechnics special effects operational permits. This operational permit does include champagne/birthday sparklers. When applying for or renewing an Open flames and candles permit the applicant shall provide the following information:

- Identify the type of candles or open flame to be used;
- Written plan detailing:
 - Candles shall be secured in a nonflammable solid holding device and protected by an enclosure,
 - How to protect public from accidental contact (measures shall be taken to prohibit and limit the holding device from being tipped over),
 - When used as part of a decoration or centerpiece, the flame of the candle shall not be within 6 inches of cut fresh foliage, or within 12 inches of dry foliage or other combustibles at any time,
 - Candle wicks shall be trimmed to ¼ inch or less;
- Copy of evacuation plan and training records for all employees;
- Emergency plan and training records for all employees;
- A site/floor plans of building including all entrance and exits, location of exit routes, locations of fire protection equipment;
- Information on the installed sprinkler system and last inspection date;
- Information on the installed fire alarm system and last inspection date;
- Listing of all Occupant Load for the entire building, or individual rooms.

Organic coating (105.6. 37) - See Hazardous Materials Operational Permit.

Outdoor assembly events (105.6.38) – See Special Events Operational Permit.

Places of assembly (105.6.39) Places of Assembly require an operational permit because of the safety concerns as they pertain to the ability of occupants to readily exit in the event of an emergency. Places of Assembly operational permits shall be renewed on an annual basis or if the pathway or movement through the building changes. When applying for or renewing a Places of Assembly permit the applicant shall provide the following information:

- An overall site plan identifying the layout of fire lanes, KNOX® box location, gas meter, water supply, and identifying the address;
- Listing of all Occupant Load for the entire building, or individual rooms;
- Identify if Alcohol is being served, and hours of operation;
- An up-to date copy of the approved TABC permit;
- A floor plan of all building(s) including all entrance and exits, location of exit routes, locations of fire protection equipment, location of all fire extinguishers;
- Information on type of fire alarm system installed and last inspection date;
- Information on the installed sprinkler system and last inspection date;
- Information on any type of alternate fire protection system installed and last inspection date;
- A copy of the emergency plan, compliant with Chapter 4 of the International Fire Code, 2018ed.

Plant Extraction Systems (105.6.40) – Plant extraction operations require permits. When applying for or renewing a plant extraction system operational permit the applicant shall provide the following information:

- Written statement certifying compliance with Chapter 39 of the adopted fire code and all other applicable chapters, codes, and standards;
- Written explanation of the process utilized for extraction;
- Site/Floor plan including all exits, locations of all extraction processes, location of any required emergency shutoffs;
- Copy of emergency plans for Fire Code Official approval;
- Information on any gas detection systems, the designed operation of the detection system, and the last date of testing/maintenance.

Private fire hydrants (105.6.41) Private fire hydrants operational permit is required for the removal from service, use or operation of private fire hydrants. Any of these factors raise safety concerns as they pertain to life safety for occupants in the event of an emergency. Private fire hydrants operational permits shall be issued each time that a hydrant on a private fire loop is removed from service or any utilization other than use during an emergency or when being inspected or tested. If when the hydrant is tested or inspected and is found to need repair or service, shall require an operational permit. When applying for or renewing a Private fire hydrant permit the applicant shall provide the following information:

- An overall site plan identifying the layout of all fire hydrants on-site, and water supply;
- Information for the:
 - Company performing service work on any hydrant or using hydrant for purpose other than an emergency, along with contact information for responsible person,
 - Detail for all repairs or service needed or the purpose for use of hydrant,
 - Details on proposed time of out of service;
- An up-to date record of all maintenance performed for a 12-month period.

Pyrotechnic special effects material (105.6.42) – A Pyrotechnic special effects material operational permit is required for the use of pyrotechnics, flame effects, or firework displays, 1.4G with an audience of 50 or more spectators, and firework displays using 1.3G fireworks. This includes the use of any product which produces heat, spark, flames, or smoke of any kind for entertaining an audience. Pyrotechnic special effects material

operational permit is for single event and each usage shall require an additional permit. When applying for a Pyrotechnic special effects material operational permit the applicant shall provide the following information:

- All permit applications for the use of pyrotechnics, flame effects, or firework displays 1.4G with an audience of 50 or more spectators and 1.3G shall be submitted no later than 15 business days, excluding holidays and weekends, before the scheduled day of use. Failure to submit the application within 15 business days can result in the denial of the permit;
- All application packets for use of pyrotechnics, flame effects, or firework displays 1.4G with an audience of 50 or more spectators and 1.3G shall be completed by a Texas Licensed Shooter or the representative company to be considered for review;
- All applications for the use of pyrotechnics, flame effects, or firework displays 1.4G with an audience of 50 or more spectators and 1.3G shall be accompanied by:
 - Detailed written description of the on-site operation,
 - Date of the display, including exact anticipated start and end times,
 - Site plan indicating the discharge area, fall out radius/area, and spectator area,
 - Copy of the proof of insurance compliant with Occupation Code 2154,
 - Identifiers for all shooters, assistants, name (first and last), contact numbers, and e-mail address,
 - Written description of all products to be used and the Safety Data Sheets for each product,
 - Copy of State Licenses for all shooters and proof of identification.

Pyroxylin plastics (105.6.43) - See Hazardous Materials Operational Permit.

Refrigeration equipment (105.6.44) - See Hazardous Materials Operational Permit.

Repair garages and motor fuel-dispensing facilities (105.6.45) – Repair garages and motor fuel-dispensing facilities operational permit is required for operation of repair garages and automotive, marine and fleet motor fuel-dispensing facilities, including fueling with flammable or combustible liquids, liquefied petroleum gases, compressed natural gas, liquefied natural gas, or hydrogen. Repair garages and motor fuel-dispensing facilities operational permits shall be renewed every two years. When applying for or renewing a repair garage and motor fuel-dispensing facilities permit the applicant shall provide the following information:

Fuel Dispensing:

- Written statement certifying compliance with the adopted fire code and all applicable codes and standards;
- Copy of emergency plan and spill containment plan;
- Site/Floor plan for the facility including locations of all exits, emergency shutoff switches, fire sprinkler risers, alarm control panels, fire extinguishers, etc.;
- Training records for all employees on emergency plans and spill containment;
- Information on type of fire alarm system installed and last inspection date;
- Information on the installed sprinkler system and last inspection date;
- Information on any type of alternate fire protection system installed and last inspection date.

Rooftop heliports (105.6.46) – A Rooftop heliports operational permits are required for the operation of a rooftop heliport. Rooftop heliports operational permits shall be renewed every five years. When applying for or renewing a Rooftop heliports plant permit the applicant shall provide the following information:

- Written statement certifying compliance with Sections 2007.2 through 2007.8 of the 2018 International Fire Code and all other applicable chapters, codes, and standards;
- Detail drawing showing/stating:
 - The touchdown area shall be surrounded on all sides by a clear area having minimum average width at roof level of 15 feet but no width less than 5 feet at any point,

- The landing areas on structures shall be maintained so as to confine flammable or Class II combustible liquid spillage to the landing area itself, and provisions shall be made to drain such spillage away from exits or stairways serving the helicopter landing area or from a structure housing such exit or stairway,
- Exits and stairways maintained in accordance with Section 2007.4;
- Written documentation stating that where a building with a rooftop helistop or heliport is equipped with a standpipe system, the system shall be extended to the roof level on which the helistop or heliport is located. All portions of the helistop and heliport area shall be within 150 feet of a 2.5-inch outlet on a Class I or III standpipe;
- Written documentation stating that foam fire-protection capabilities shall be provided for rooftop heliports. Such systems shall be designed, installed and maintained in accordance with the applicable provisions of Sections 903, 904 and 905;
- A minimum of one portable fire extinguisher having a minimum 80-B:C rating shall be provided, and last inspection date;
- A copy of the approval from the Federal Aviation Administration;
- Information on type of fire alarm system installed and last inspection date.

Special Events – Special Events Permits are required for any organized, temporary event with an estimated number of participants and spectators of 100 or more people set up outdoors in a parking lot, side of the road, open land, or any outdoor venue not generally used for an assembly or using a building for an event with an anticipated occupancy load of 50 or more if the building is not permitted and constructed as an assembly occupancy. These operational permits are unique in nature and usually operate for a short period of time. Special Event permits are for a single use and cannot be renewed. Each new event shall require a new application and permit. Special Event operational permits will cover the following code sections:

- Carnivals and Fairs (105.6.4);
- Exhibits and Trade Shows (105.6.13);
- Outdoor Assembly Events (105.6.36);
- Temporary Membrane Structures (105.6.47);
- Tents, and Canopies (105.6.47);
- Liquid-or Gas fueled vehicles in assembly buildings (105.6.26);
- Fireworks/Pyrotechnics – If an event includes the use of pyrotechnics, flame effects, or a firework display 1.4G or 1.3G, a pyrotechnics operational permit is required. A separate application shall be completed by the licensed pyrotechnics shooter or representative company and all required information and documentation as outlined under the pyrotechnic operational permits section (105.6.40) shall be compliant.

Any event that is anticipated to affect a public roadway including road closures, SHALL have the application, including road closure plans, submitted no later than 90 days prior to the intended start date of the event. The application packet will be forwarded to the Harris County Traffic Division for review and approval. However, it is recommended that the event coordinator contact the Traffic Division, to answer any additional questions or provide further information if needed. **A failure to turn in the Special Event application involving public roadway impact, with less than 90 days' notice could result in the special event application being denied or permit fees doubled.**

All other special events which do not anticipate public roadway impact, SHALL have application packet submitted a minimum of 30 days prior to the event start date. **A failure to turn in a special event application 30 days prior to the anticipated start date of the event, could result in a denial of permit or double permit fees.**

When applying for a Special Event operational permit the applicant shall provide the following information:

- Contact information for the promoter, coordinator, and property owner (Name, Address, Phone, and E-Mail);
- Detailed written description of the on-site operation including dates and time of operation and the estimated number of attendees, total;
- Site plan identifying all event entrances, fire department access, layout of vendors, rides, cooking locations including LP gas storage or solid fuel storage, access gates, storage areas, tent(s), placement of Stages, Bleachers, or Grandstands, use of portable toilets, and fire extinguisher, temporary structures, all exit signs, water supply (fire hydrants, tanks), first aid stations, medical tent(s), and all street closures around the event;
- Copy of the site security plan, crowd management plan, the emergency plan, medical and safety plan, compliant with Chapter 4 of the International Fire Code, 2018ed.;
- Written statement identifying number of cylinders, volume of cylinders, amount of LP-gas on-site, type of LP-gas used [Liquid propane (LP) and natural gas];
- Detailed information on any Tent or Temporary structure on-site;
- Written documentation stating if alcohol is going to be sold, served, or consumed;
- Written documentation stating if food is to be served.

Spraying or dipping (105.6.47) - See Hazardous Materials Operational Permit.

Storage of scrap tires and tire byproducts (105.6.48) - An operational permit is required for Storage of scrap tires and tire byproducts to establish, conduct or maintain outdoor storage of tires, scrap tires and tire byproducts that exceeds one thousand cubic feet of total volume of scrap tires and for indoor storage of tires and tire byproducts. Storage of scrap tires and tire byproducts operational permits shall be renewed on an annual basis or if the pathway or movement through the plant changes. When applying for or renewing a Storage of scrap tires and tire byproducts permit the applicant shall provide the following information:

- Written documentation stating that tires shall be restricted to individual piles not exceeding 5,000 square feet of continuous area. Piles shall not exceed 50,000 cubic feet in height;
- Written documentation stating that there is a clear space of least 40 feet between piles. The clear space shall not contain flammable or combustible material or vegetation. Tire storage shall not be located within 10 feet of any property line or building and shall not exceed 6 feet in height when within 20 feet of any property line or building;
- Buildings and structures where the area for the storage of tires exceeds 20,000 cubic feet, they shall be equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1;
- Detail drawing of how the tires are to be stored. (Where tires are stored on-tread, the dimensions of the pile in the direction of the wheel hole shall not be more than 50 feet. Tires stored adjacent to or along one wall shall not extend more than 25 feet from that wall. Other piles shall not be more than 50 feet in width);
- Fire safety plan including provisions for fire department vehicle access;
- An overall site plan identifying the layout of all fire hydrants on-site, water supply, location of fire extinguishers, and the telephone number of the fire department.

Temporary membrane structures and tents (105.6.49) - See Special Events Operational Permit.

Tire-rebuilding plants (105.6.50) - Tire-rebuilding plants require an operational permit. Tire-rebuilding plants operational permits shall be renewed every two years. When applying for or renewing a Tire-rebuilding plant permit the applicant shall provide the following information:


- Written statement certifying compliance with Chapter 34 of the adopted fire code and all other applicable chapters, codes, standards, regulations, and laws;
- Copy of all safety and emergency plans;

- Drawings/site plans detailing location(s) of where and how tires are to be stored, and the locations of:
 - Fire hydrants,
 - Water supply,
 - Location of fire extinguishers;
- Fire safety plan including provisions for fire department vehicle access. At least one copy of the fire safety plan shall be prominently posted and maintained at the storage yard;
- Information on any type of alternate fire protection system installed and last inspection date.

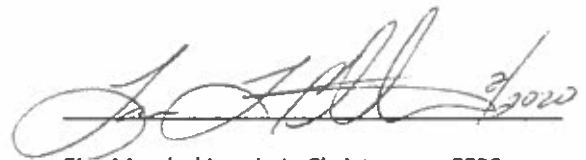
Waste handling (105.6.51) – Waste handling is subject to other county regulations and an operational permit is not currently required.

Wood products (105.6.52) – Wood Products operational permit to store chips, hogged material, lumber or plywood more than 200 cubic feet (6 m3). Wood Products operational permits shall be renewed on an annual basis or if the wood products have changed in there storage/handling arrangements. When applying for or renewing a Wood Products permit the applicant shall provide the following information:

- An overall site plan identifying the entrances, exits to the property, pile locations, windrows, fire extinguisher location, structures on-site layout of fire lanes, water supply;
- A copy of the emergency plan, compliant with Chapter 4 of the International Fire Code, 2018ed.;
- An up-to date copy of the past 12 months of temperature readings.

Handwritten signature of Travis Meeks in black ink, written over a horizontal line. The signature is stylized and includes the year '2020' at the end.

Building Official Travis Meeks, CBO
Harris County Texas

Handwritten signature of Laurie L. Christensen in black ink, written over a horizontal line. The signature is stylized and includes the year '2020' at the end.

Fire Marshal Laurie L. Christensen, CFPS
Harris County Texas