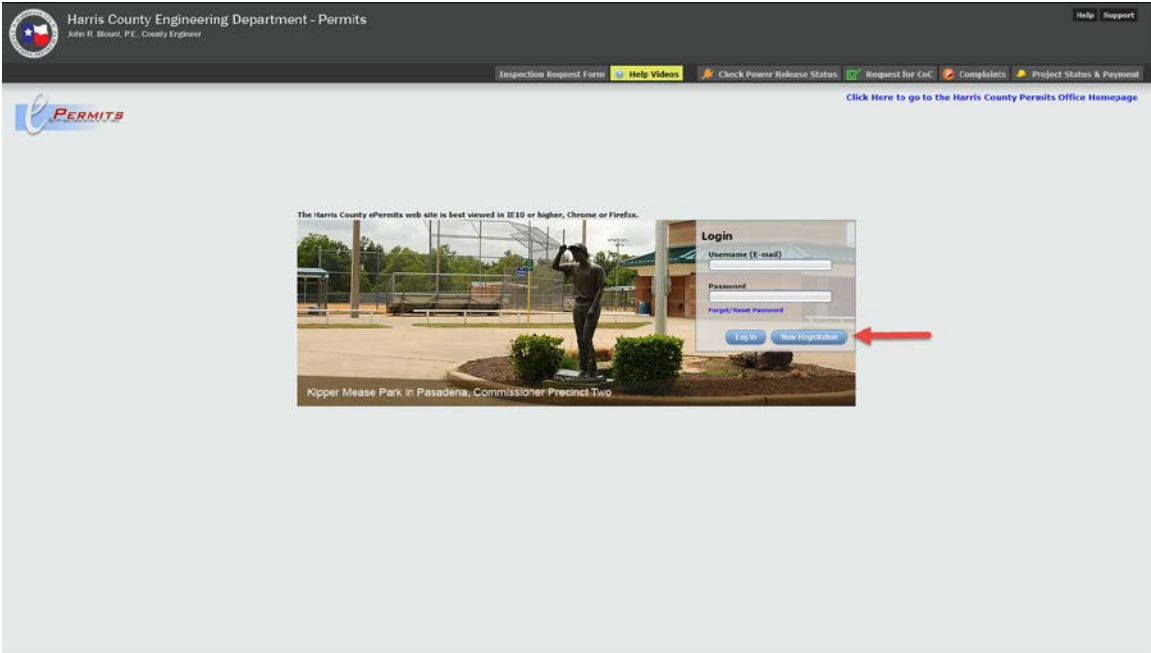
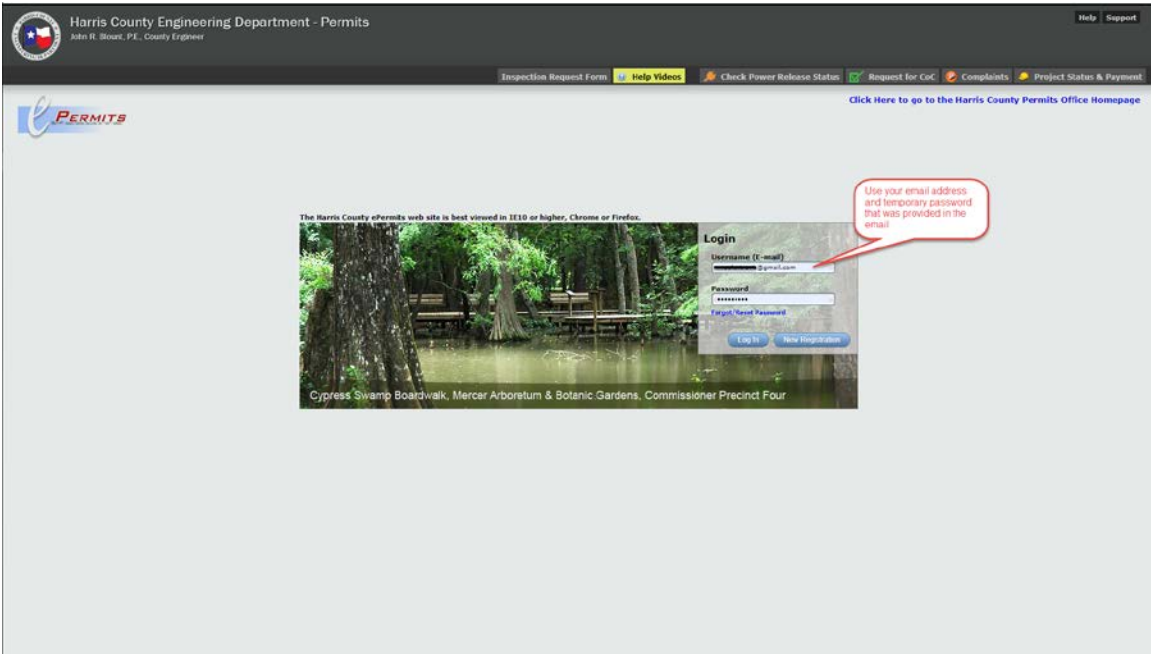


# Quick Guide for Applying for an Operational Permit within e-Permits

Step One: Register for an account with e-Permit. <https://epermits.harriscountytexas.gov/Login.aspx>



Step Two: Once you have registered for your account please log into e-Permits



### Step Three: Select "Projects" in the Navigation Bar

**Harris County Engineering Department - Permits**  
John R. Blount, P.E., County Engineer

My Dashboard | **Projects** | Inspection | Payment | Calendar | Request for CoC | Check Power Release Status

Welcome to the Harris County ePermits Application

Start Date: 1/1/2012 End Date: 1/19/2020 Refresh

**Permit Application Queue**

Total Number of Applications

Month	Count
1-2012	23
2-2012	27
3-2012	3
4-2012	11
5-2012	58
6-2012	42
7-2012	51
8-2012	12
9-2012	14
10-2012	24
11-2012	14
12-2012	28

**Total Application By Status Queue**

Total Number of Applications By Status

Status	Count
Cancelled	143
Assigned	19
In Progress	4
Submitted	24
Returned to Customer	80
Paid	6
Final Approval	2
Issued	33

**Issued Permits Queue**

Total Number of Issued Permits

Month	Count
Home County Test	80
USA	0

**Approved/Not Paid Permits Queue**

Total Number of Permits

Month	Count
1-2012	1
2-2012	1

**Notifications:**

- Plan Review/Processing: 750 Incomplete
- 41 In Progress
- 60 Disapproved & Returned
- Payment: 8 Ready for Payment, 4 Pending Orders
- Inspections: 33 Pending Inspections, 35 Requested Inspections, 1 3rd Party Inspections
- Administration: Pending User Access

### Step Four: Select "Apply" from the selection below

**Harris County Engineering Department - Permits**  
John R. Blount, P.E., County Engineer

My Dashboard | **Projects** | Inspection | Payment | Calendar | Request for CoC | Check Power Release Status

Apply | Incomplete | Returns | Project Status | Issued Permits | Approved Plans

### Step Five: Search by address or you can zoom into the map and double click to place the pin.

**Harris County Engineering Department - Permits**  
John R. Blount, P.E., County Engineer

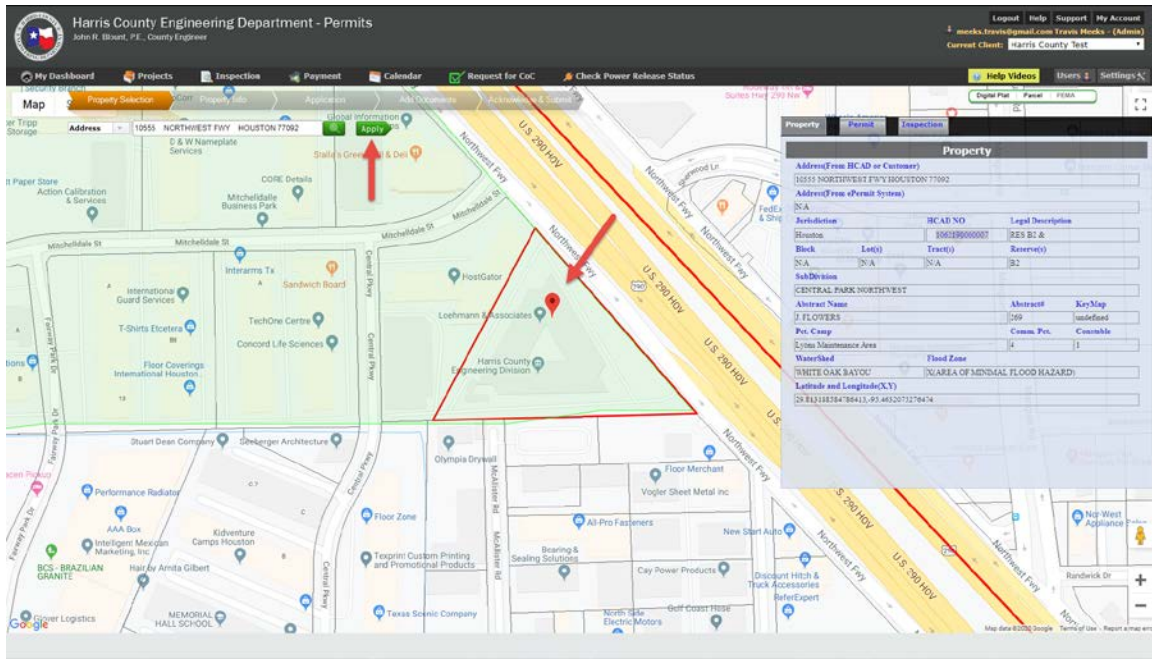
My Dashboard | **Projects** | Inspection | Payment | Calendar | Request for CoC | Check Power Release Status

Map

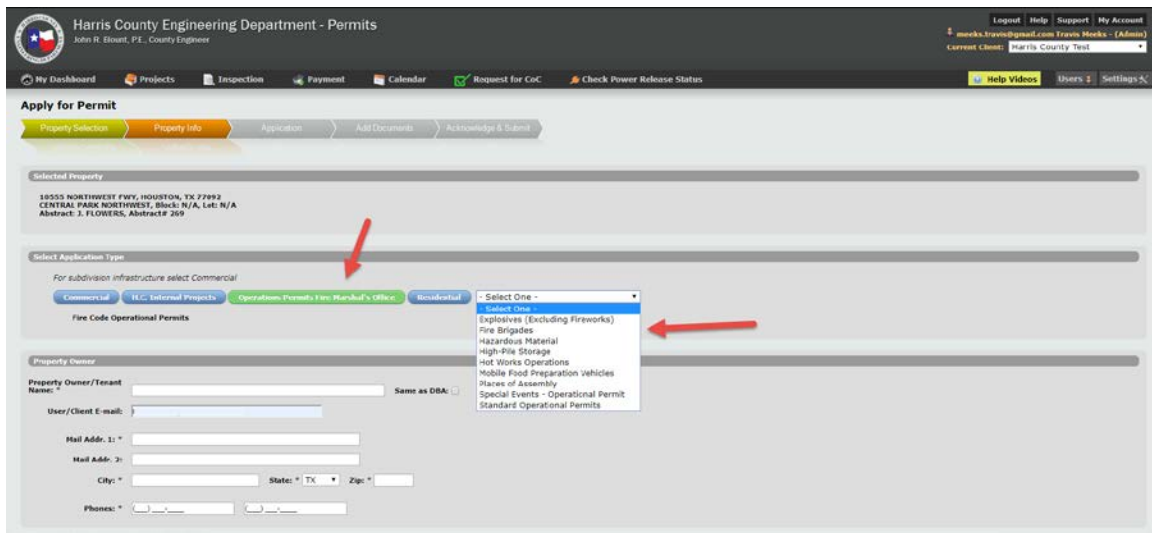
Address: 10555 north

- 10555 Northwest Freeway Houston, TX, USA
- 10555 North Freeway Houston, TX, USA
- 10555 North Sam Houston Parkway West...
- 10555 North Sam Houston Parkway East...
- 10555 North Eldridge Parkway...

Step Six: Once the pin is located at the correct location, please select the “Apply” button.



Step Seven: Select - “Operational Permits Fire Marshal’s Office” and choose from the dropdown list.



Each Operational Permit type has a description below when you select. Please read and select the best option.



## Step Eight: Complete Property Information Page.

**Apply for Permit**

Property Selection → **Property Info** → Application → Add Documents → Acknowledge & Submit

**Selected Property:**  
10555 NORTHWEST FWY, HOUSTON, TX 77062  
CENTRAL PARK NORTHWEST, Block: N/A, Lot: N/A  
Abstract: J. FLOWERS, Abstract# 209

**Select Application Type:**  
For subdivision infrastructure select Commercial  
Commercial | **H.C. Internal Projects** | Operations Permits Fire Marshal's Office | Residential | Special Events - Operational Permit  
This Operational Permit is for Special Events which includes but not limited to: Carnivals, Fairs, Exhibits, Trade Shows, Outdoor Assembly Events, Tents, Temporary Event Structures, and Pyrotechnic Special Events and Displays.  
Project Name: [text input]

**Property Owner:**  
Property Owner/Tenant Name: Harris County Test Same as DBA:   
User/Client E-mail: [text input]  
Mail Addr. 1: 10555 Northwest Freeway Ste 120  
Mail Addr. 2: [text input]  
City: Houston State: TX Zip: 77062  
Phones: (281) 636-4000

**Property Location:**  
If you will require an additional meter on the same property, please confirm address with Centertap at (713) 237-4400 before you apply.  
Street No.: 10555 Prefix: Not Applicable Street Name: NORTHWEST Suffix: Freeway  
Building #: [text input] Trailer #: [text input] Suites: [text input]  
Application and phone address should match address assigned for the power release. (e.g. Northwest Freeway, Bldg. #34 71)  
Please make sure ALL address information is correct. Failure to enter the correct address (including street number) will result in your application being rejected, and could prevent you from being able to resubmit your application with the correct address.  
City: HOUSTON State: TX Zip: 77062  
HCAD No.: 106-210-000-0007 [HCAD Site](#)  
This is NOT required.

*If the street number or address from the map is incorrect, you can input the correct street number or address manually.*

Back Cancel Next

## Step Nine: Please complete Application page.

Harris County Engineering Department - Permits  
John R. Board, PE., County Engineer

Log out | Help | Support | My Account  
mehs.frem@gmail.com | Travis Mack - Admin |  
Current Client: HARRIS COUNTY TEST

My Dashboard | Projects | Inspection | Payment | Calendar | Request for CoC | Check Power Release Status | [Help Videos](#) | Users | Settings

**Permit Application Questions**  
Application for: 10555 Northwest Freeway Houston TX 77062 Abstract: Harris County Permits, Number: 0

Property Selection → Property Info → **Application** → Add Documents → Acknowledge & Submit

Special Events - Operational Permit > Operations Permits Fire Marshal's Office

**Required Operational Permits**  
Special Event Based Operational Permit Fees will be generated by the Fire Marshal's Office based on anticipated occupancy  
Please see Harris County Operational Permit Fee Structure: [http://www.eng.hctx.net/Portals/23/FC/fee-schedule-w-fmo-operation-permits.pdf](#)  
Please select one or more of the following that is applicable to your special event.  
Outdoor Assemblies Events with an attendance less than 100 are exempt.

- Carnivals
- Exhibits
- Fairs
- Outdoor Assembly Event
- Pyrotechnics
- Temporary Membrane Structures and Tents
- Trade Shows

**Special Events & Mass Gatherings**

**Temporary Membrane Structures and Tents**

**Pyrotechnic Special Event Materials**  
Please select one or more of the following:

- Fireworks 1.3G
- Fireworks 1.4G Display
- Flame Effects
- Indoor/Proscenium
- Observer (Required for 1.3G, Indoor, or Proscenium)
- Other Inspection Service

**Estimated Permit Cost**  
OP42 - Pyrotechnic Special Effects Material  
0.00  
Total Cost: \$0.00  
\* All fees listed are estimates and are subject to change.

Back Delete Application Save and Exit Next



## Step Ten: Upload all required documents.

Harris County Engineering Department - Permits  
John R. Blount, P.E., County Engineer

Logout Help Support My Account  
meeks.travis@gmail.com Travis Meeks (Admin)  
Current Client: Harris County Test

My Dashboard Projects Inspection Payment Calendar Request for CoC Check Power Release Status Help Videos Users Settings

### Permit Application Add Documents

Application for: 10555 Northwest Fry Houston TX 77092 Abstract: Harris County Permit, Number: 0

Property Selection Property Info Application Add Documents Acknowledge & Submit

Document Upload Instructions

Please provide the following:

1. Site Plan including fire department access, booths for vendors, rides, cooking locations, supply and storage areas, access gates, stages, temporary structures, exit signs and lights, fire extinguishers, hydrants, first aid station, street closures.
2. Emergency/Medical and Safety Plans
3. Road Closures/Traffic Control
4. Site Security/Crowd Control

Pyrotechnics:

1. Site plan indicating discharge area and spectator area
2. Proof of insurance compliant with Occupation Code 2154
3. Copy of Licenses for all shooters with proof of identification

Please ensure that you provide all required documentation as specified.

Upload Files

Preferred file type is PDF. Maximum File Size is 50 mb.  
Files greater than 50 mb should be separated into multiple files or the file can be submitted via CD/DVD.

Allowed file types: pdf, txt, doc, docx, xls, xlsx, ppt, pptx, bmp, gif, png, tif, tiff, zip, jpeg

File names rules:

1. = \* % & ' ( ) \ | < > ? / \ " ' " not allowed.
2. You cannot use the period character consecutively in the middle of a file name.
3. You cannot use the period character at the end of a file name.
4. You cannot start a file name by using the period character.
5. You cannot start a file name by using the underscore character.

Please use the add button to add a new file for upload.

Add Upload

File(s) to be uploaded:

1. File Name: AshBallCert (1).pdf (51 KB)

File Description: "Test"

Choose File AshBallCert (1).pdf

Doc. Type	File Name	Description	File Size	Created Date
-----------	-----------	-------------	-----------	--------------

Upload Files

Back Cancel Application Save and Exit Next

## Step Eleven: Submit your application

Harris County Engineering Department - Permits  
John R. Blount, P.E., County Engineer

Logout Help Support My Account  
meeks.travis@gmail.com Travis Meeks (Admin)  
Current Client: Harris County Test

My Dashboard Projects Inspection Payment Calendar Request for CoC Check Power Release Status Help Videos Users Settings

### Acknowledgement

Application for: 10555 Northwest Fry Houston TX 77092 Abstract: Harris County Permit, Number: 0

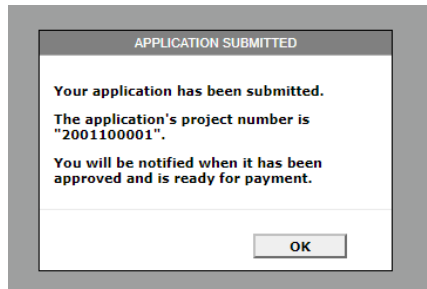
Property Selection Property Info Application Add Documents Acknowledge & Submit

All operations shall be conducted in a safe and compliant manner as set forth in the adopted fire code of Harris County with amendments. The Applicant hereby acknowledges and agrees to be strictly bound to Commissioners' Court of Harris County in ensuring that all provisions, conditions and requirements attached to the issuance of the operational permit(s) under the Regulations of Harris County, Texas for fire safety and operations, will be faithfully and fully complied with. The permit applicant understands and agrees that the County Fire Code Official may make scheduled or unscheduled inspections of the property upon the application for or the issuance of this permit. If the permit applicant is a corporation, partnership or other legal entity other than a natural person, then the undersigned acting as the authorized representative of said entity will be responsible for ensuring the entity's compliance with all provisions, conditions and requirements of the Operational Permit. I have carefully reviewed this application and my answers to all questions. To the best of my knowledge, the answers are all true and correct.

Agree  Disagree

Submit Application Save and Exit Cancel Application

Congratulation, you have successfully submitted your project.



**Payment** - Most Operational Permits will require payment prior to submission of application. However, Special Event – Operational Permits will require payment after all documentation has been reviewed and approved. You can pay for Operational Permits in your Shopping cart within e-permit by going to “Payment” – Cart.

Harris County Engineering Department - Permits  
John R. Board, P.E., County Engineer

Logout Help Support My Account  
meeks.eric@harriscountytx.gov Eric Meeks - (Admin)  
Current Client: Harris County Test

My Dashboard Projects Inspection Payment Calendar Request for CoC Check Power Release Status Help Videos Users Settings

Harris County ePermits: Shopping Cart  
Special Event-Based Operational Permits, under the same project number, have to be purchased all together

Permit item groups, e.g. 'PID' must be paid for separately. Permit's Office Fire Marshal's Office

Amount	Description
Project #: 1912190014 - 406 E Caroline Aly Houston TX 77002	
<input checked="" type="checkbox"/>	\$65.00 Outdoor Assembly Event
<input checked="" type="checkbox"/>	\$65.00 Carnivals and Fairs
Project #: 2001030004 - 11443 Sagewhite Dr Houston TX 77099	
<input checked="" type="checkbox"/>	\$2,540.00 Civil Site Work (Fill, Detention, Utility, Paving, Unenclosed Structures)
Project #: 2001030010 - 11350 Supercanyon Dr Houston TX 77089	
<input checked="" type="checkbox"/>	\$1,246.00 Residential Subdivision Infrastructure Phase II With Public Roads
Project #: 2001070002 - 8561 Telegraph Rd Houston TX 77061	
<input checked="" type="checkbox"/>	\$155.00 Mobile Food Vehicles
Project #: 2001090002-FO1 - 8013 East Skyline Dr Houston TX 77063	
<input checked="" type="checkbox"/>	\$200.00 Commercial Phase I Permit Fee

By selecting your project(s) they will appear for payment

Amount	Description
Project #: 1912090002 - 7527 Coachwood Dr Houston TX 77071	
<input checked="" type="checkbox"/>	\$130.00 FMO Operational Inspection 3 (\$130)

Amount	Permit Code	Description	Units
\$300.00	REINSC - Stormwater Quality Re-Inspection (Commercial)	Test	1.00x
\$75.00	REINSR - Stormwater Quality Re-Inspection (Residential)	Test	1.00x

Order Items

- Harris County Test  
Project #: 1912190014 Project Name: DianaT - Special events  
406 E Caroline Aly Houston TX 77002  
OP30: Outdoor Assembly Event \$ 65.00
- Harris County Test  
Project #: 1912190014 Project Name: DianaT - Special events  
406 E Caroline Aly Houston TX 77002  
OP4: Carnivals and Fairs \$ 65.00

Order Total: \$ 130.00

Select Payment Method -  
Select Payment Method -  
Credit Card  
E-Check

# Frequently Asked Questions

1. **Q:** What options are there for submission of an Operational Permit Application(s)?

**A:** All applications must be submitted online via the e-Permits system.

<https://epermits.harriscountytexas.gov/Login.aspx>

2. **Q:** Where can I submit my payment for my Operational Permit?

**A:** All payments can be made online (e-Permits) or at the Harris County Permits Office located at 10555 Northwest Freeway Suite 120 Houston TX 77092

3. **Q:** Do I request my inspection online?

**A:** No, the Harris County Fire Marshal's Office will coordinate all on-site inspections.

4. **Q:** How will I receive my Operational Permit?

**A:** You will receive your Operational Permit via email once authorized by the Harris County Fire Marshal's Office.