



# places of assembly

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New Issue January 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, but the applicant should realize that 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 will be required to 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, a review will be conducted by the fire code official and an inspection scheduled 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.



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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 places of assembly operational 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.

OPERATIONAL PERMITS