



**CERTIFICATE OF OCCUPANCY APPLICATION \$75.00**

**APPLICATION TYPE** – check one       New Tenant       Ownership Change

SITE ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_  
BUSINESS NAME \_\_\_\_\_ FAX # \_\_\_\_\_  
USE OF BUILDING \_\_\_\_\_ SQ FOOTAGE \_\_\_\_\_  
ZONING \_\_\_\_\_  
FIRE ALARM SYSTEM  YES  NO

**TENANT INFORMATION**

**PROPERTY OWNER INFORMATION**

Name(s) \_\_\_\_\_ Name(s) \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Phone # \_\_\_\_\_  
Home Address \_\_\_\_\_ Address \_\_\_\_\_  
City/ST/Zip \_\_\_\_\_ City/ST/Zip \_\_\_\_\_  
Fax # \_\_\_\_\_ Fax # \_\_\_\_\_

**SITE USAGE**

**Check all that apply**

Flammable/Combustible Liquids      Site Alterations  
Spray Painting      Outside Use  
Hazardous Materials/Liquids      Food Prep Alarm  
Industrial Waste Discharged to Sewer System      Other

EXPLAIN \_\_\_\_\_

Signing of this application does not authorize occupancy of the space and/or structure. The work shall comply with all provisions of laws and ordinances whether specified or not. The Building Official may in writing suspend or revoke a Certificate of Occupancy if it is determined that the building or structure or portion thereof is in violation of any code, regulation or ordinance, is issued in error or on the basis of incorrect information supplied. I certify that the information is true and correct to the best of my knowledge.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT NAME (Please Print) \_\_\_\_\_

**OFFICE USE ONLY**

Occupancy Group \_\_\_\_\_ Construction Type \_\_\_\_\_  
Occupant Load \_\_\_\_\_ Zoning \_\_\_\_\_ Stories \_\_\_\_\_  
Addition \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Approved by Building Inspector \_\_\_\_\_ Date \_\_\_\_\_

Approved by Fire Inspector \_\_\_\_\_ Date \_\_\_\_\_

Required Parking \_\_\_\_\_ Zoning \_\_\_\_\_ Sign Permit \_\_\_\_\_



## CERTIFICATE OF OCCUPANCY APPLICATION AND INFORMATION PACKET

A building or tenant space may not be occupied, and the business may not be operated until the Certificate of Occupancy (CO) is issued.

### Submittal Information

- ❖ Application
  
- ❖ Site Plan to include:
  - Property lines and property area in acres or square feet
  - Address and street names
  - Structures and area of structures
  - Driveways with directional arrows
  - Setback dimensions from property lines to structure
  - All paved areas such as parking lots, walkways, loading areas outside storage, etc.
  - Show number of parking spaces
  - Show all landscaped areas and indicate trees, shrubs, and grass etc.
  - Show dumpster sites and enclosures
  - Show locations of all signs
  - Show location of all storage areas, fences, screening walls, etc.

NOTE: Approvals are granted based on the information submitted by the applicant, and failure to provide an accurate site plan may result in delays and/or non-issuance of an approval.

- ❖ Floor Plan to include:
  - Existing floor plan and proposed floor plan
  - Drawn to scale and room dimensions
  - Walls, built in seating, kitchen and equipment, restrooms and plumbing fixtures' etc
  - Door swings and window locations

Other permits may be required such as remodel/addition, plumbing, electrical, mechanical, health, sign, fence, contractor registration, alarm etc.

The Fire Department has included in this packet a checklist for CO inspections. This checklist is not a complete list of inspections to be done or what may be required.

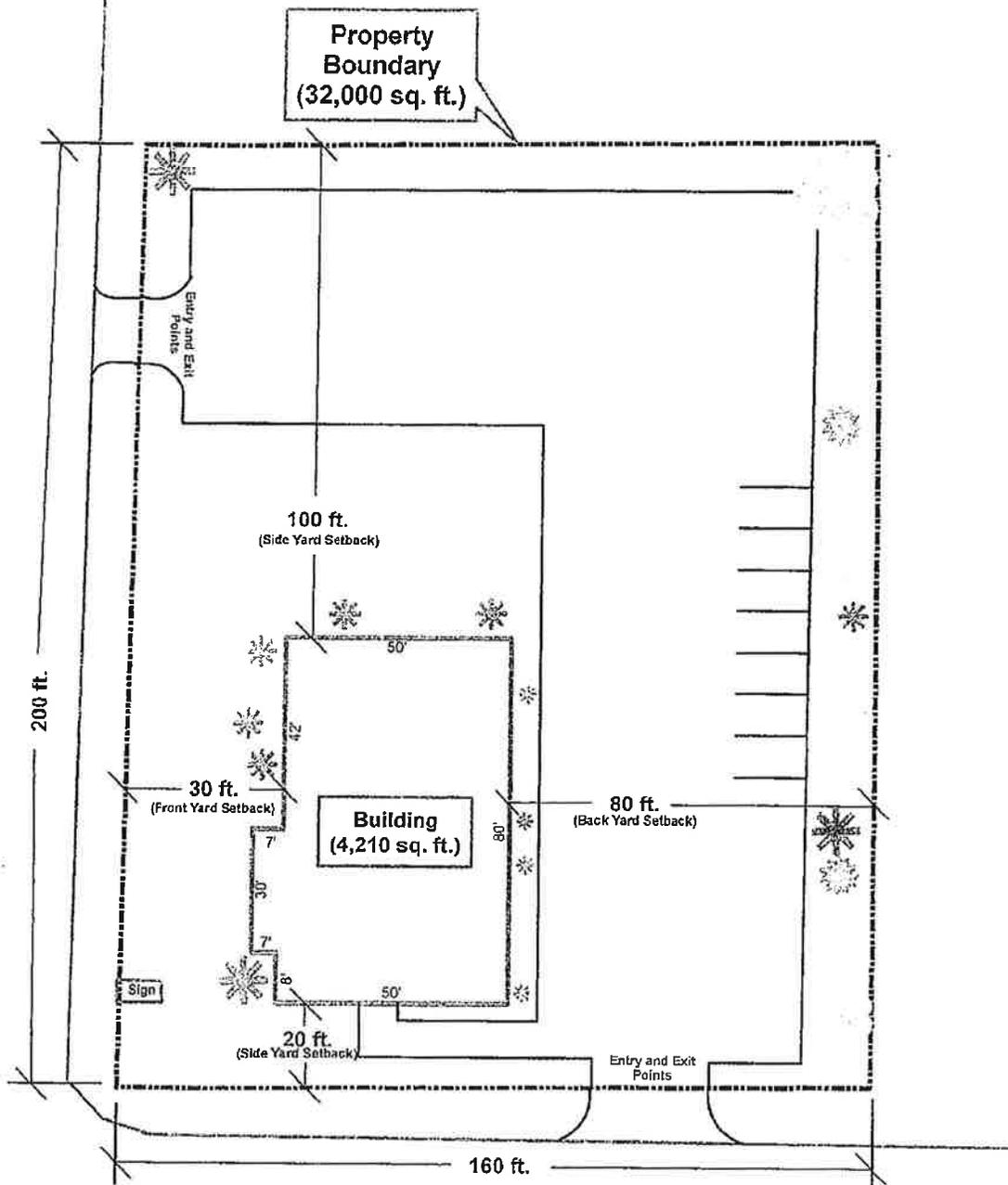
I, \_\_\_\_\_ have read the above information and acknowledge that all required documents have been provided.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Staff cannot accept incomplete or illegible documents

# Site Map Example



Total Acreage of Site = 200' x 160' (32,000 sq. ft.)

Square Footage of Building = 4,210 sq. ft. (80' x 50' + 30' x 7')

Lot Coverage = Estimate parking area + other impervious areas + square feet of building  
 $14,746 + 304 + 4,210 = 19,260$  sq. ft.

Floor Area Ratio = Square footage of building / total acreage of site  
 $4,210/32,000 = 0.132\%$

Number of Parking = 6

**CERTIFICATE OF OCCUPANCY**  
**BUILDING INSPECTION DEPARTMENT REQUIREMENTS**

**Exterior Inspection:**

- Check parking requirements
- Check for posted address
- Check for striped parking
- Check for handicap parking space(s)
- Check overall exterior building condition
- Check for dumpster screening if required
- Check for t&p line if required
- Check for secondary condensate line
- Check hose bib for vacuum breakers
- Check for sewer cleanout caps
- Check for any exposed or unsafe wiring
- Check condition of electrical service
- Check for marked meter base if required
- Check all exterior equipment

**Interior Inspection:**

- Check interior breaker panel for labeling and proper cover
- Check for any faulty or incorrect wiring
- Check for proper exit lights and emergency lighting
- Check for TAS approved restroom
- Check for proper panic hardware on all required exits
- Check for missing ceiling tile
- Check interior plumbing for proper installation
- Check for restroom exhaust fans
- Check all mechanical equipment for proper installation
- Check for backflow protection if required

**THIS DOES NOT CONSTITUTE A COMPLETE LIST OF INSPECTIONS TO BE DONE**

## CAD BUSINESS LISTING

<b>BUSINESS NAME:</b>	
<b>ADDRESS:</b>	<b>CITY:</b>
<b>BUSINESS PHONE:</b>	
<b>BUSINESS HOURS:</b>	

<b>ALARM COMPANY NAME:</b>			
<b>TYPE OF ALARM:</b>	<input type="checkbox"/> BURGLARY	<input type="checkbox"/> HOLD UP	<input type="checkbox"/> FIRE
<b>ALERT TONE:</b>	<input type="checkbox"/> SILENT	<input type="checkbox"/> AUDIBLE	<input type="checkbox"/> BOTH

<b>EMERGENCY CONTACTS (IN ORDER OF NOTIFICATION):</b>	
1.	<b>PHONE:</b>
2.	<b>PHONE:</b>
3.	<b>PHONE:</b>
4.	<b>PHONE:</b>

<b>CUSTODIAL FIRM:</b>
<b>NORMAL SCHEDULE:</b>

<b>OWNER NAME:</b>	
<b>HOME ADDRESS:</b>	<b>CITY/STATE/ZIP:</b>
<b>HOME PHONE:</b>	<b>ALTERNATE PHONE:</b>
<b>ADDITIONAL INFORMATION:</b>	

City of Krum  
 102 W. McCart/P.O. Box 217  
 Krum, Texas 76249  
 940-482-3491  
 940-482-3020 Fax



Krum Fire Department  
 333 W. Lake  
 Krum, Texas 76249  
 940-482-6257

## Application for Construction Permit

Project Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Submitting Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact: Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Permit Information

Construction Documents  Site Plans Conditional Permit

### Plans Type

Automatic Sprinkler System <input type="checkbox"/>	Fire Alarm/Detection System <input type="checkbox"/>	Fire Hydrants/Fire Pumps <input type="checkbox"/>
<input type="checkbox"/> Fire Extinguisher Placement	<input type="checkbox"/> Fire Lanes/Emergency Access	<input type="checkbox"/> Fixed Extinguishing Systems
Fire Protection/Barriers <input type="checkbox"/>	HVAC/Smoke Control <input type="checkbox"/>	Egress/Emergency Lighting <input type="checkbox"/>

### Construction Method

New Occupancy  Existing Occupancy  Addition to Existing

### Occupancy Type

<input type="checkbox"/> Assembly	<input type="checkbox"/> Educational
<input type="checkbox"/> Health Care	<input type="checkbox"/> Detention and Correctional
<input type="checkbox"/> Residential	<input type="checkbox"/> Mercantile
<input type="checkbox"/> Business	<input type="checkbox"/> Industrial
<input type="checkbox"/> Storage	<input type="checkbox"/> Mixed / Other _____

### Construction Type

Type I  Type II  Type III  Type IV  Type V

### Special Features

<input type="checkbox"/> Occupancy Change	<input type="checkbox"/> Renovation Plans	<input type="checkbox"/> Other
<input type="checkbox"/> Multi-Story	<input type="checkbox"/> Temporary Structure	<input type="checkbox"/> Special Hazards

Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

Applicant verifies that he/she has signed this application in the capacity designated, if any, and further attests that he/she has read this document, and that the statements contained herein and any attachments are true, accurate and factual.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

### To be completed by County Office

Permit Number: \_\_\_\_\_

Fees Paid:  Yes  No

Received by: \_\_\_\_\_

First Submission

Date: \_\_\_\_\_

Second Submission

Time: \_\_\_\_\_



## Certificate of Occupancy Fire Inspection Check List

The following items if applicable to the business you are requesting to have inspected must be completed to pass a fire inspection for Certificate of Occupancy. If you should have any questions or you are ready for the fire inspection, you must call the City of Krum at **(940) 482-3491 ext. 3**. This is the only number you should call for a fire inspection. Please allow a minimum of 48 hours notice to schedule the inspection. All commercial occupancies shall have an approved manual, automatic, or manual and automatic fire alarm system. The systems shall be monitored by an approved remote supervising station.

### Electric service must be available to conduct all inspections.

- If fire lanes are provided and the applicant is the owner of the building, the fire lane markings must be easily identified as a fire lane. Non legible words or faded red lines will require repainting and remarking. All fire lane paint must be of traffic grade quality that meets Texas Department of Transportation specifications.
- The business or building must have a minimum height of 6 inch address numbers on the surface of the building that faces the roadway. The numbers must contrast in color with the mounting surface.
- If the business occupies a suite, the suite number shall be on the exterior side of the front and rear door, gas meters and electric meters and must contrast in color with the mounting surface.
- Electric exit signs if required or provided must work in normal and loss of power mode. If self illuminating exit signs are approved, a light fixture must be available near the location of the self illuminating sign so the sign stays energized at all times.. *(self illuminating exit signs are not allowed in high rise buildings or any other occupancy greater than 1500 square feet)*
- Emergency light units if required or provided must work in loss of power mode.
- All exposed electrical wiring or connections must be properly concealed in approved conduit or closed junction boxes..
- No extension cords shall be used as a permanent power source.
- No exit door shall have a key lock installed on the egress side of the door.
- No exit door shall have more than one lock installed. Slide bolt locks are **NOT** allowed.
- The business must have the appropriate amount and type of fire extinguishers. Each one must be hung on the wall at locations not to exceed 75 feet of foot travel in any direction. The

minimum required type shall be a 3A20:BC and shall have a current Texas State Fire Marshals Inspection tag or if new, the purchase receipt is good for the first 12 months. The receipt must be provided for verification. Different occupancies may require a different classification of fire extinguisher. If your occupancy is classified as other than an A, B, or I occupancy you should contact the Fire Marshal's Office for information about additional fire extinguisher types.

- No flammable or combustible liquids or products are allowed in A, B, E, and I occupancies.
- All natural gas heating appliances must be properly vented to the exterior of the building.
- All nail salons must have ventilation systems that ventilate to the exterior of the building.
- The occupant is required to provide a master key to be placed into the building **Knox box** for fire department emergency access.

### **Occupancies with Fire Protection Systems**

- All fire sprinkler systems and fire alarm systems must have a current and approved Texas State Fire Marshal's Inspection tag. New systems must have previously passed all required inspections and acceptance tests.
- All tenant remodel work must have the fire sprinkler system and fire alarm system devices relocated if necessary to meet proper coverage of all areas. Permits must be obtained to do this work and the systems must have previously passed all inspections and acceptance tests.
- All commercial kitchens must have the proper fire suppression cooking system coverage and the system must have a current and approved Texas State Fire Marshal's Inspection tag. If not provided, a Type:K cooking area fire extinguisher shall be installed. New systems must have previously passed the acceptance test.

**CITY OF KRUM, TEXAS  
ORDINANCE NO. 2011-11-24**

**AN ORDINANCE OF THE CITY OF KRUM, TEXAS AMENDING THE CODE OF ORDINANCES FOR THE CITY OF KRUM BY AMENDING CHAPTER 5 FIRE PREVENTION AND PROTECTION, SECTION 5.05001 FIRE CODE ADOPTED, BY ADDING ATTACHMENT "A" FIRE DEPARTMENT AMENDMENTS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Krum, Texas, is a Type A General Law Municipality located in Denton County, created in accordance with provisions of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, after due consideration, the Mayor and City Council of the City of Krum have determined that the fire protection and prevention rules and regulations contained in the City Code should be updated to improve public safety by promoting the control of fire hazards and other emergencies, regulating the installation, use and maintenance of equipment; regulating the use of structures, premises and open areas; providing for the abatement of fire hazards; and establishing the responsibilities and procedures for fire code enforcement, and setting for the standards for compliance and achievement of all of these objectives; and

**WHEREAS**, Section 51.001 of the Texas Local Government Code gives municipalities authority to amend, repeal, or change such regulations as deemed to be in the best interest and general welfare of the City, and

**WHEREAS**, the City Council for the City of Krum has decided that amending the *Code of Ordinances Chapter 5, Fire Prevention and Protection, Section 5.05001 Fire Code Adopted* by adoption of this Ordinance is in the best interest of the health, safety and welfare of the citizens of the City of Krum.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KRUM, TEXAS:**

**SECTION ONE**

That all of above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

**SECTION TWO**

The City of Krum Code of Ordinances Chapter 5, Fire Prevention and Protection, Section 5.05001 Fire Code Adopted is hereby amended to include Attachment "A", and shall be interpreted therein for all intents and purposes.

**SECTION THREE**

It is the intention of the City Council that this ordinance, and every provision hereof, shall be considered severable, and the invalidity or unconstitutionality of any of any section, clause, provision or portion of this ordinance shall not affect the validity or constitutionality of any portion of this ordinance.

**SECTION FOUR**

The repeal of any ordinance or part of ordinances, effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions of any ordinances at the time of passage of this ordinance

**SECTION FIVE**

This ordinance shall become effective immediately upon its passage.

IT IS SO ORDAINED.

PASSED AND APPROVED this 21<sup>st</sup> day of November, 2011.

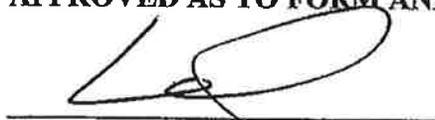
  
\_\_\_\_\_  
Terri Wilson, Mayor

ATTEST:

  
\_\_\_\_\_  
Mindy Bruce, City Secretary



APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
CITY ATTORNEY

## ATTACHMENT "A"

*Section 104.1* of the International Fire Code, 2009 edition, is hereby amended to add a second paragraph to read as follows:

### *Section 5.05.001 Amendments*

*Section 104.1.* Under the fire chief's direction, the fire department is authorized to enforce all ordinances of the city pertaining to:

1. the prevention of fires;
2. the suppression or extinguishment of dangerous or hazardous fires;
3. the storage, use and handling of hazardous materials;
4. the installation and maintenance of automatic manual and other private fire alarm systems and fire extinguishing equipment;
5. the maintenance and regulation of fire escapes;
6. the elimination of fire hazards on land and in buildings, structures and other property, including those under construction;
7. the maintenance of means of ingress and egress;
8. the investigation of the cause, origin and circumstances of fire and unauthorized releases of hazardous materials; and
9. the investigation of the cause, origin and circumstances of explosions.

*Section 903.2.8 Group R.* Changed to read – *An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area, with the exception of the following:*

1. *single family dwelling units*
2. *duplex family dwelling units*

*All Apartments (multi-family dwelling greater than two units)* regardless of height shall have an automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings.

*Section 507.5.1* of the International Fire Code, 2009 edition, is hereby amended to read as follows:

*Section 507.5.1. Where required in Commercial Development.* Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 300 feet from a hydrant on a fire apparatus access road, as measured by an *approved* route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the *fire code official*.

*Where required in Residential Development.* Construction shall have installation of fire hydrants at 600 feet spacing or where approved by the fire code official.

A minimum of one fire hydrant shall be located within 50 feet of the fire department connection and on the same side of the roadway as the facility or building.

**Exception:** For buildings equipped throughout with an *approved automatic sprinkler system* installed in accordance with Section 903.3.1.1 or 903.3.1.2, the distance requirement shall be 600 feet.

*Section 907.1.3* of the International Fire Code, 2009 edition, is hereby amended to create and add a new section to read as follows:

*Section 907.1.3 Design Standards.* All alarm systems, new or replacement, serving 20 or more alarm actuating devices shall be addressable fire detection systems. Alarm systems serving more than 40 smoke detectors or more than 100 total alarm activating devices shall be analog intelligent addressable fire detection systems.

**Exception:** Existing alarm systems need not comply with this section unless the total building remodel or expansion initiated after the effective date of this code, as adopted, exceeds 30% of the building area. When cumulative building remodel or expansion exceeds 50% of the building area, the entire building must comply with this code within 18 months of permit application and prior grant of a certificate of occupancy for such expansion.

*Section 907.2* of the International Fire Code, 2009 edition, is hereby amended to create and add a new section to read as follows:

*Section 907.2 Required Installations.* All commercial occupancies shall be protected by an approved manual, automatic, or manual and automatic fire alarm system. The system shall be monitored by an approved remote supervising station. Approved systems shall include full audio/visual notification services and manual pull stations at all exits.

*Section 2703.3.1.4* of the International Fire Code, 2009 edition, is hereby amended to read as follows:

*Section 2703.3.1.4 Responsibility for hazardous materials(s) incident.* Any party(ies) who accidentally, negligently, or intentionally causes or is responsible for a hazardous material(s) incident within the city shall institute and complete all actions necessary to abate and remediate the effects of such an event at its sole cost. In addition any such party(ies) shall be liable for the payment of all costs incurred by the fire department, police department, health department, public works department, and all other departments or agencies which respond to and assist to abate such an event. The remedy provided by this section shall be in addition to any other remedies provided by law.

*Section 2703.3.1.4.1* of the International Fire Code, 2009 edition, is hereby amended to create and add a new section to read as follows:

*Section 2703.3.1.4.1. Costs Incurred.* Costs incurred by the fire department, police department, health department, public works department, or other departments of the City shall include, but not be limited to, expenses attributable to the abatement or cleanup of any hazardous materials incident, including costs of personnel, costs of equipment

operations, costs of materials and supplies, costs of specialists, experts or other contract labor not in the full-time employment of the city, disposal costs, overhead costs, overtime costs and any incidental costs incurred by the city. Basic costs associated with the fire department services shall be \$300.00 per hour for each engine or truck company and \$150.00 per hour for each medical unit or utility vehicle. The responsible party(ies) shall be billed for the recovery of the costs described above as follows:

- 1 For the first hour of an incident, measured from the time the first fire department vehicle arrives at the incident scene, only the cost of materials, supplies, disposal and specialist/experts not in the full-time employment of the city shall be billed.
- 2 Beginning one hour after the first fire department vehicle arrives at the incident scene, all costs described in this section shall be billed.

*Section 2703.3.1.4.2* of the International Fire Code, 2009 edition, is hereby amended to create and add a new section to read as follows:

*Section 2703.3.1.4.2 Legal Action and Collection of Damages.* Notwithstanding any penal provision of this article, the City Attorney is authorized to file suit on behalf of the City, the fire chief or his authorized representative or both as may be necessary to enforce the provisions of this article and for the collection of damages as provided herein.



City of Krum  
102 W. McCart/P.O. Box 217  
Krum, TX 76249  
940-482-3491  
940-482-3020 Fax

Krum Fire Department  
333 Lake Street  
Krum, TX 76249  
940-482-6257



## **CONSTRUCTION AND OPERATIONAL PERMIT APPLICATION REQUIREMENTS**

### **GENERAL REQUIREMENTS**

- All plans review may take up to ten working days.
- The Permit Application must be completed, signed and dated by the submitting individual. (Only completed and signed applications will be processed)
- Upon completion of the plans review the individual on the application will be contacted.
- A minimum of three sets of drawings are to be submitted (One will be kept by reviewer).
- Plans to be either blue or black line drawings, clear and legible.
- The plans are to be prepared by a registered design professional.
- Provide list of contractors with a copy of their licenses.
- Provide list of sub-contractors with a copy of their licenses.
- Projects may proceed above grade level when all fire lanes and required fire protection lines have been reviewed and released by the Krum Fire Department.
- A separate permit is required for all temporary construction trailers.
- Payments for Plans Review will be due upon submission of Plans Sets and the Application for Permit.
- Check are to be made payable to "City of Krum".
- The Permit Fee Schedule will have the fee amount for each listed Construction Permit.



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### CONSTRUCTION PERMITS

Site and Building Plans. (Review of Emergency Access, Fire Hydrant locations, Means of Egress, Building Construction and locations of Fire Control Systems)

- Automatic Fire-extinguishing Systems
- Compressed Gases
- Fire Alarm and Detection Systems and related Equipment
- Fire Pumps and Related Equipment
- Flammable and Combustible Liquids
- Hazardous Materials
- Industrial Ovens
- LP-Gas
- Private Fire Hydrants
- Spraying or Dipping
- Standpipe Systems
- Temporary Membrane Structures, Tents and Canopies

### SITE AND BUILDING PLAN SUBMITTALS

- Plans shall include interior walls and rooms, with the use of all rooms identified on plan.
- All submittals shall include a site plan. (Three copies)
- Site plan shall include building orientation.
- Construction documents for proposed fire apparatus access, location of fire lanes, types of construction, fire-resistance rated construction, location of fire hydrants, fire protection systems, hydraulic calculations for fire hydrant systems and fire protection systems, fire hazards and means of egress shall be submitted for review and approval.

Inquiries should be made for any additional requirements to the following processes involved in the construction project:

- Flammable & Combustible Liquids Storage and Usage
- Hazardous Materials
- LP-Gas Storage and Usage
- Spraying or Dipping



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### FIRE SYSTEMS PLAN SUBMITTALS

- Fire Alarm Systems
- Automatic Fire Extinguishing Systems
- Fixed Extinguishing Systems
- Standpipe Systems
- Private Fire Hydrant Systems
- Only one set of specification/submittal book for fire alarm systems calculations and equipment specifications is required.
- Only one set of specification/submittal book for fire suppression systems hydraulic calculations and equipment specifications is required.
- Type of construction and occupancy classification shall be indicated.
- All submissions shall be signed by a certified design professional.

### PROJECT INSPECTION REQUIREMENTS

#### **Inspection Phases**

- Fire Lanes and Emergency Access
- Framing/Brick, Rough-in
- Sheetrock inspection (Fire Walls Only)
- Fire Prevention Systems
  - Visual/Hydro acceptance testing
  - Fire Alarm acceptance testing
  - Fixed Extinguishing System acceptance testing
  - Underground Fire Systems Visual/Hydro, witness Flush of System prior to Riser connection.
- Fire Prevention Final Walk-through, Building Fire Final for Certificate of Occupancy

## **FEE SCHEDULE**

### **Krum Fire Department Permit Fee Schedule**

#### **Certificate of Occupancy**

Fire - Final Inspection \$25.00

#### **Open Burning**

One Time Open Burning (Bon Fire) Filed Permit Required \$25.00

Private (Annual for Individual) Filed Permit Required \$25.00

Commercial (per project) < 20 Acres \$250.00

Commercial (per project) > 20 Acres \$500.00

#### **Construction Permits**

Building and Site Plans per 1000 sq ft of Structure \$100.00

Automatic Fire-extinguishing Systems 1 to 20 heads \$100.00

Automatic Fire-extinguishing Systems 21 to 250 heads \$175.00

Automatic Fire-extinguishing Systems 251 to 499 heads \$250.00

Automatic Fire-extinguishing Systems 500 heads \$350.00

Automatic Fire-extinguishing Systems >500 + .50¢/head additional \$350.00

Automatic Fire-extinguishing Systems (CommercialCooking) Fixed Systems \$50.00

Fire Alarm/Detection Related Equipment 1 to 10 devices \$100.00

Fire Alarm/Detection Related Equipment 11 to 25 devices \$175.00

Fire Alarm/Detection Related Equipment 26 to 150 devices \$250.00

Fire Alarm/Detection Related Equipment 151 to 499 devices \$350.00

Fire Alarm/Detection Related Equipment 500 devices \$350.00

Fire Alarm/Detection Related Equipment >500 + .50¢/device additional \$350.00

Standpipe Systems \$50.00

Private Fire Hydrants \$50.00

Flammable and Combustible Liquids \$100.00

Oil/Gas Well Drilling Construction Site \$1,000.00

Oil/Gas Well Workover/Recompletions Construction Site \$500.00

Hazardous Materials \$100.00

LP-Gas \$100.00

Temporary Membrane Structures, Tents and Canopies (per unit) \$25.00

Re-Inspections (After 2nd Re-Inspection) 50% of Total Cost \$\*\*\*\*\*

Fire Suppression Underground Installation Inspection \$25

Fire Suppression Above Ground Installation Inspection \$25

Mechanical Exhaust Hood System Inspection \$25

Construction Reinspection (after 2nd reinspection) 50% of total cost \$\*\*\*\*\*

#### **Annual Inspections**

Commercial/Public 1 - 5000 sq ft \$25.00

Commercial/Public 5001 - 12,000 sq ft \$50.00

Commercial/Public 12,001 - 25,000 sq ft \$75.00

Commercial/Public 25,001 - 50,000 sq ft \$100.00

Commercial/Public 50,001 - 100,000 sq ft \$125.00

Commercial/Public 100,001 - 250,000 sq ft \$175.00

Commercial/Public >250,000 each 10,000 sq ft \$25.00

Multi-family Residences per building \$50.00

Re-Inspections (After 2nd Re-Inspection) 50% of Total Cost \$\*\*\*\*\*

**Operational Permits**

Aerosol Products \$50.00  
Amusement Building \$75.00  
Aviation Facilities \$50.00  
Carnivals & Fairs \$100.00  
Battery Systems \$50.00  
Combustible Dust-Producing Operations \$50.00  
Combustible Fibers \$50.00  
Compressed Gases \$50.00  
Cutting and Welding \$50.00  
Exhibits and Trade Shows \$75.00  
Explosives \$50.00  
Fire Hydrant and Valves \$50.00  
Flammable and Combustible Liquids \$75.00  
Floor Finishing \$50.00  
Fumigation and Thermal Insecticide Fogging \$50.00  
Hazardous Materials \$50.00  
Hazardous Materials Manufacturing Facilities \$50.00  
High-piled Storage \$50.00  
Hot work Operations \$50.00  
Industrial Ovens \$50.00  
Lumber Yards and Woodworking Plants \$50.00  
Liquid/Gas-fueled Vehicles/Equipment in Assembly Building \$50.00  
LP Gas \$100.00  
Miscellaneous Combustible Storage \$50.00  
Open Flames and Torches \$50.00  
Open Flames and Candles \$50.00  
Organic Coatings \$50.00  
Places of Assembly \$50.00  
Private Fire Hydrants \$50.00  
Pyrotechnic Special Effects Material \$50.00  
Refrigeration Equipment \$50.00  
Repair Garages and Motor Fuel-dispensing Facilities \$50.00

## Q&A for Construction and Operational Permits

What permits are required?

- A. Operational - allows the applicant to conduct an operation or a business for either a specified length of time or until renewed or revoked.
- B. Construction - allows the applicant to erect, install, or modify a structure, fire protection system, or fire alarm system.
- C. Oil and gas well drilling.
- D. Fireworks – Stands, displays/shows
- E. Open burning.

What needs to be submitted for a construction permit?

- A. A minimum of three sets of drawings are to be submitted.
- B. Plans to be either blue or black line drawings, clear and legible.
- C. Plans shall include interior walls and rooms, with the use of all rooms identified on plan.
- D. All submittals shall include a site plan. (three copies)
- E. Site plan shall include building orientation, fire lanes, fire hydrants, and access.
- F. Only one set of specification/submittal book for fire alarm or calculations is required.
- G. Type of construction and occupancy classification shall be indicated.
- H. All submissions shall be signed by a certified design professional.
- I. List of sub-contractors with a copy of their licenses.

What inspections are required?

- 1. Fire sprinkler underground:
  - a. Visual - all underground piping and joints must be exposed, with the labeling of the pipe legible from grade. All thrust blocks uncovered and exposed to grade.
  - b. Hydrostatic test - minimum of 200 psi for two hours. No pressure drop allowed. Testing is from the gate valve to the top of the spigot.
  - c. Flush - must be witnessed by the Fire Marshal's office. Flushing must be completed prior to stacking the riser to the overhead piping.
- 2. Fire sprinkler above ground:
  - a. Verify completion of underground inspections before stacking riser.
  - b. Hydrostatic test - minimum of 200 psi for two hours. No pressure drop allowed.
  - c. System must be uncovered and visible from the floor.
  - d. All ceiling grid and framing must be in place with all drops cut to length and sprinkler heads installed.