



Guadalupe County Fire Marshal Office

Permitting Department

310 IH-10 West,
Seguin, Texas 78155
(830) 303-8856 opt.1



Permit Application Quick Reference

Once your Permit application and all required documents have been submitted, it will be reviewed for completeness. If the application is complete, it will then be forwarded to the Permitting Department for review. Review time averages 3-10 business days, depending on the complexity of the project. (The fire marshal’s office reserves the right to process permits within 30 days, however we strive to have permits reviewed and processed as quickly as possible.) When the application and documents have been approved, it will be noted in your City Works Portal, and the permit fees will be due. (see Permit Payment Instructions document) Once payment has been received it will then be forwarded to a permit technician, and a permit will be issued typically within 1-3 business days.

2024 International Fire Code Section 113.1 Unlawful acts. It shall be unlawful for a person, firm or corporation to erect, construct, alter, repair, remove, demolish or utilize a building, occupancy, premises or system regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of this code.

Permit Application Instructions

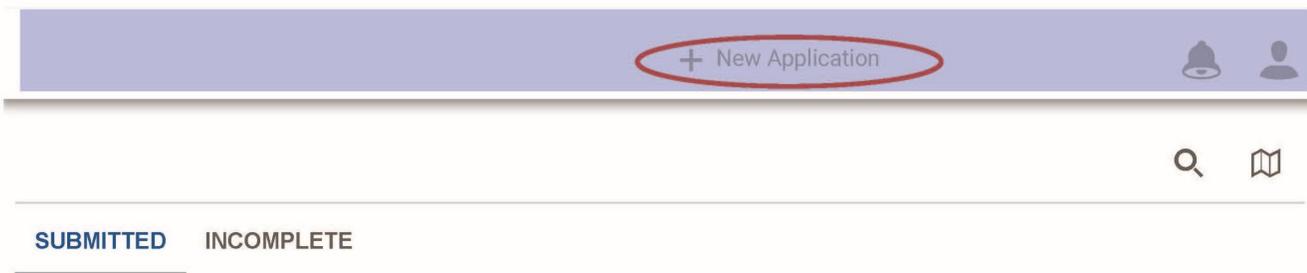
Go To: <https://www.guadalupetx.gov/page/fm.permitting>

Next: At the bottom of the page click on the “Permit Application and Information Page” button

Next: After reviewing the Permit Application Instructions, click on the "CITY WORKS PERMITTING PORTAL" button

Next: It will take you to Cityworks. You will need to create an account if you do not have one.

Next: Apply for a permit by selecting “+ New Application” at the top of the page



Next: Under Categories select “Fire Marshal’s Office”



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+ New Application



Categories

Case Categories

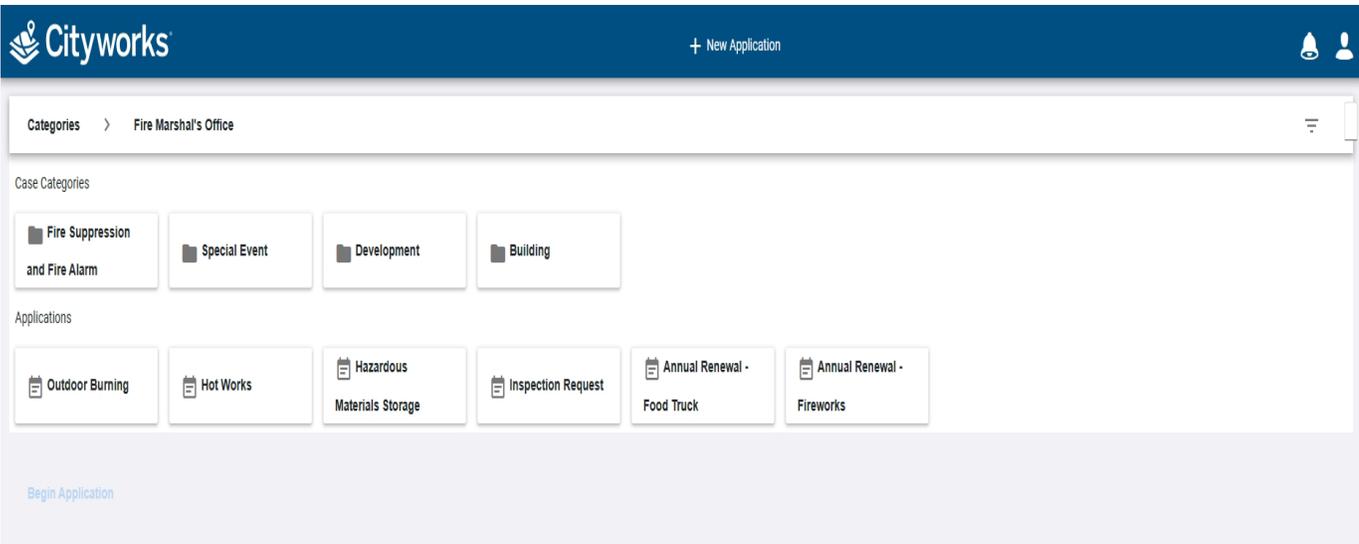
Fire Marshal's
Office

OSSF

Platting/IDP

Floodplain

Next: Select the Permit or Application you are applying for.



Case Categories

Fire Suppression and Fire Alarm:

Fire Alarm Other - for fire alarm modifications or repairs.

Fire Alarm System – for new fire alarm installations.

Sprinkler – for new sprinkler installations and modifications (example- moving sprinkler head locations).

Chemical Spray – for commercial kitchen hood and powder coating/spray booth suppression systems.

Standpipe – for sprinkler standpipes, underground fire lines, remote FDC connections, above ground Water Storage Tanks



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Special Event – for mass gatherings or outside festivals.

Development:

RV Park – for RV park developments with more than 2 RVs.

Multi Family Home – 4 or more dwelling units in 1 building, each with its own entrance, kitchen, and other living facilities.

Condominium – developments created under Chapter 82 Texas Property Code (Uniform Condominium Act).

Other – for residential subdivisions.

Building:

New - NEW building construction, making structural changes to a building, changing the current layout or floor plan of the existing building, suite or office (moving/adding walls, additions, electrical, finish out), and temporary portable buildings and construction trailers. Cell Phone Towers.

Modification - if “updating” or renovating a pre-existing building or structure.

Removal – for demolition or removal of a building or structure used for commercial use.

Replacement – only use as directed by the Fire Marshal Permitting Department.

Change of Occupancy – for all businesses using a location, conducting business operations, or occupying a building in the UNINCORPARTED territory of Guadalupe County.

Solar – for solar system installations and modifications. (not required for battery replacements).

Applications

Outdoor Burning - for burning during a County Burn Ban. Permit is required unless burning household trash in a metal barrel with a metal-mesh screen cover. Burn rules still apply even with permit.

Hot Works – for outdoor work using open flame cutting tools or welding equipment during a Burn Ban.

Hazardous Materials Storage – for above or below ground fuel storage systems, generators with fuel storage tanks, and any other hazardous materials stored during the course of business operations.

Inspection Request – when requesting an inspection be sure to state what the inspection is for in the comment section at the bottom of step 2 in the application. (electrical cover up, foster home, building final, change of occupancy, etc.)

Food Truck – for mobile food vendor annual renewals. (inspections are conducted at the Guadalupe County Development Center)

Fireworks Stand – for fireworks stand annual renewals. Payment is good for calendar year, and an inspection will be completed within 14 days of each holiday. 2 inspections for each season. (4th of July and New Years)



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Next: Fill out the information for the Permit Application starting with;

1. Main: Business Name and Location

+ New Application



Application: Change of Occupancy

1 Main

Name 16 / 80

Name of Business if you dont have a business name use your name.

Location 30 / 100

310 IH 10 W, SEGUIN, TX, 78155 The street adress, building number, and suite number if applicable



2 People: Enter the information for the Business Owner and Property Owner at a minimum.

+ New Application



2 People

Add Person

more...

Remove

Use

more...

Remove

Use My Info

Roles

APPLY : Applicant

BUSOWNER : Business Owner

Select individual rolls from the drop down menu. One person can have multiple roles.

OWNER : Property Owner

Name 0 / 60

Name 0 / 60

Address 0 / 60

Address 0 / 60

- Contractor: Complete this section if you are the contractor or if you have a contractor.
 - not applicable for Change of Occupancy applications if you are moving into an existing building and doing any construction to it.
- Data Group: Fill out the information about the Building and Business. At the bottom you will see “Briefly explain the use of the building/suite.” The more information you provide the better.



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Does the building/suite have emergency lighting?

Yes No

Briefly explain the use of the building/suite.

Comment

Tell us what your business you will be doing. The more detail you provide will allow us to process the application more efficiently without having to request additional information.

- **Related Documents:** Upload all related documents for the permit application. Required Documents are 1. Floor Plan(show exits), 2. Elevation plan showing building heights, 3. Electrical Plan(show electrical panel location), 4. Site Plan showing the location of all the structures on the property and nearest Fire Hydrant. Most of these documents can be obtained from the building owner. If not available, the Floor Plan and Electrical Plan can be hand drawn.

5 Rel Docs

Attach: Floor plan, Electrical plan/layout, Site plan with nearest Fire Hydrant (can use google maps or other mapping program -or- obtain from building owner if available)
Drop Here

No attachments.



Cancel Previous Next

- **Payment:** This section will be filled out by our staff once your Application and all documents have been Reviewed and Approved. **DO NOT MAKE ANY PAYMENTS UNTIL YOUR APPLICATION HAS BEEN ACCEPTED.**

6 Payment

Deposits

Deposit	Amount	Amount Paid	Amount Due
No records found			
Total:	\$0.00	\$0.00	\$0.00

Fees

Fee	Waived	Amount	Amount Paid	Amount Due
No records found				
Total:		\$0.00	\$0.00	\$0.00

- **Check your CityWorks portal DAILY for status changes, notes, or requests for more documents or information.**