



Guadalupe County Fire Marshal Office

Permitting Department

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



Permit & Inspection Process Overview

(This applies to the unincorporated areas of Guadalupe County.)

The Guadalupe Commissioner’s Court has adopted the International Fire Code, 2018 edition (IFC), as the Guadalupe County Fire Code (CFC). The court also adopted amendments to the IFC. The amendments and court order adopting the CFC are available on-line for review. The fees associated with each of the permit types can be found in the “Schedule of Fees”, on-line.

A “Permit” is required to construct a new commercial or public building; remodel an existing building for a new type of business; to Occupy a location for the purpose of conducting business; or, construct a multi-family dwelling that has five or more units. To obtain a “Permit” you will need to submit a “Permit Application” using our online portal and include full set of building plans and/or Occupancy information for the entire project being permitted. The Fire Marshal’s office cannot issue a “Fire Code Permit” prior to the review of the building plans or required documents.

After reviewing the “Permit Application”, the Fire Marshal’s Office will contact the person on the “Permit Application” to discuss plan changes, if any. After the application review is complete and “Approved”, upon receipt of the payment of permit fees, the permit will be issued and one set of plans and/or occupancy documents stamped “Approved” and uploaded to your application. Per the IFC, the “Building Permit” MUST remain on the construction site.

If the project under permit requires a fire suppression system or fire alarm system, the contractor installing that specific system must contact the Fire Marshal’s office for a “Fire Protection System Permit”. When the fire suppression system or fire alarm system is completed or ready for an inspection, an “Inspection Request” must be submitted in the portal for that specific system. When the entire project is completed the Fire Marshal’s office must receive a “Request for Final Inspection” form. After the final inspection, a CERTIFICATE OF COMPLIANCE will then be issued. The business may not open for business without a CERTIFICATE OF COMPLIANCE.

Feel free to contact the Fire Marshal’s Office at the phone number or address above.

Permit Application Workflow

