



# Guadalupe County Fire Marshal Office

## Permitting Department

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



*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.*

## Inspection Request Instructions

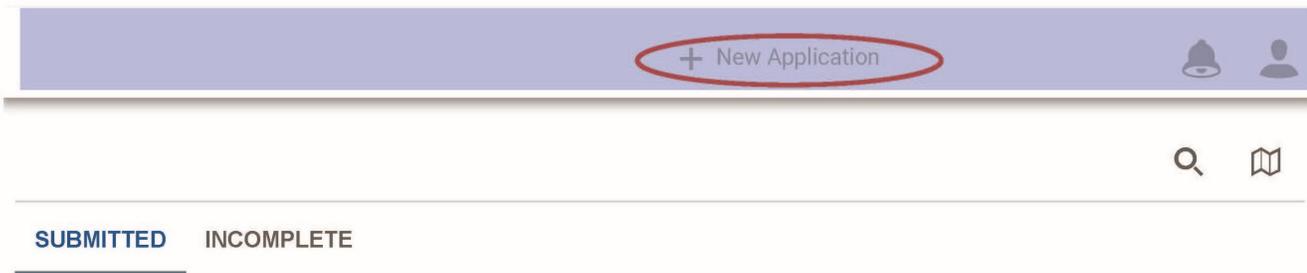
Go To: <https://www.guadalupe.tx.gov/page/fm.permitting>

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

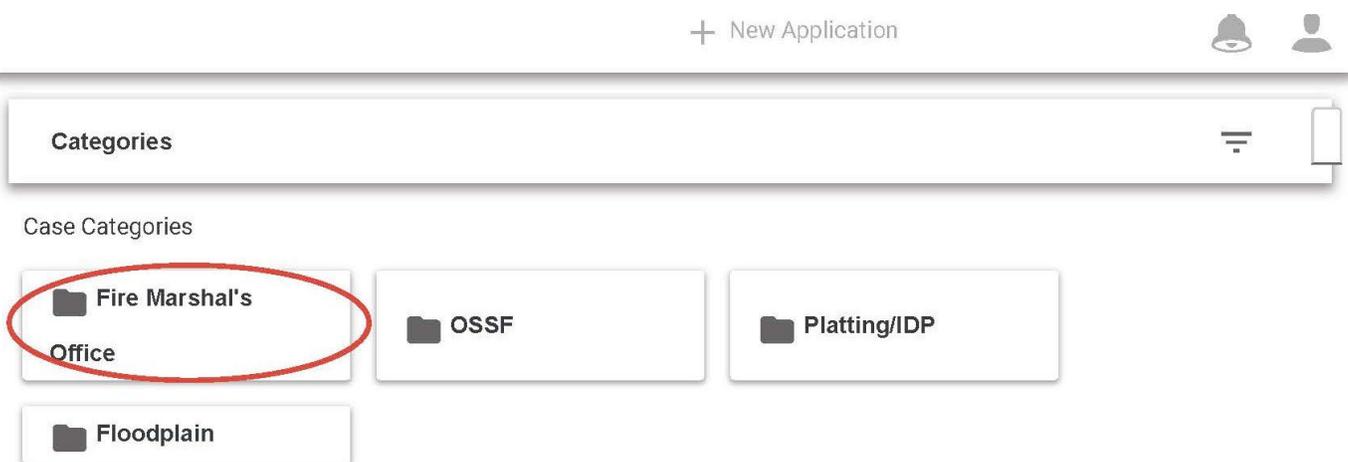
**Next:** After reviewing the Inspection Request Instructions, click on the “CITY WORKS PERMITTING PORTAL” button

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

**Next:** Begin by selecting “+ New Application” in the top banner



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



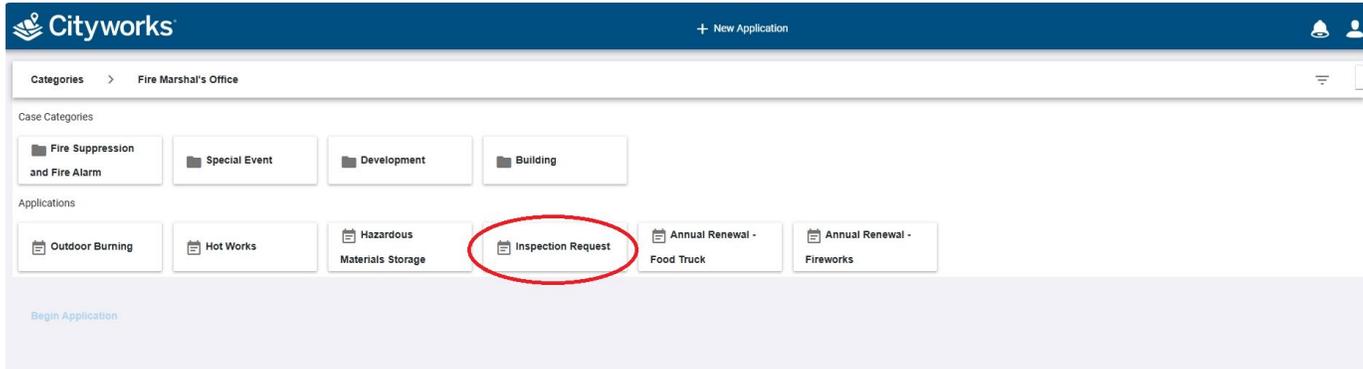
**Next:** Select “Inspection Request”



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**Inspection Request Comment Section** – include your original Permit # 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). ONLY request a final inspection if all construction or modifications are complete. (last step prior to opening for business) If your final inspection fails for any reason a \$50.00 re-inspection fee will be applied to your permit and must be paid prior to any other inspections being completed.



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**more...** **Remove** **Use My Info**

Roles  
APPLY : Applicant

Name 0 / 60

Address 0 / 60

City 0 / 60 State 0 / 2

Zip 0 / 15 Home Phone

Cell Phone

Email 0 / 256

Comment 0 / 2000  
Tell us what the Inspection Request is for. (FINAL, COVER-UP, UFL, UNDERGROUND PIPING/UTILITIES, Etc.)

- 3 DataGroup
- 4 Rel Docs
- 5 Payment