



# Guadalupe County Fire Marshal's Office

101 E Court St.

Seguin, TX 78155

## How to obtain a Certificate of Compliance

A "Certificate of Compliance" means a certificate issued by the County Fire Marshal indicating Construction or Substantial Improvement is in compliance with the Guadalupe County Fire Code as of a specific date and for a specific occupancy. A Certificate of Compliance under this Fire Code shall not be construed as authorizing the owner or operator of any building to afterward operate or maintain such building in such a way as to create, Cause or allow the existence of a fire or life safety condition, which condition shall be subject to the independent enforcement authority of the County Fire Marshal.

No.	Guidelines	Completed
1	If you are constructing (new building), remodeling or opening as a new business in an existing location you will need to obtain a Building Permit (Unincorporated areas).	
2	Submit 2 copies of building plans along with Building Permit Application to the Fire Marshal's Office at 101 E Court Street, Seguin, TX 78155, for a plan review (see Building Plan Check Information Sheet).	
3	Once construction or remodeling begins post the permit on-site as required by the Fire Code – it is likely an inspector will check by to verify this facility has a permit.	
4	If you have any type of fire alarm or suppression system in your facility, you must have the installer call for a system inspection prior to your final building inspection.	
5	Upon completion of each permit a "Request for Final Inspection" must be submitted to the Fire Marshal's Office.	
6	Once you have submitted all documentation you will be contacted by a Guadalupe County Fire Inspector to schedule your inspection.  Please allow up to (5) days; you must allow time for scheduling and an inspection when planning the date to open your business. You may <b>NOT OPEN</b> for business without a Certificate of Compliance.	
7	The inspector will require the final approved revised as-built drawings on site for the facility and any fire protection systems installed.	
8	If you have questions you may call the Guadalupe County Fire Marshal's Office at 830-303-8856.	