



Guadalupe County Fire Marshal Office

Patrick Pinder, Fire Marshal

101 E. Court Street, Suite 208

Seguin, Texas 78155

(830) 303-8856



Review Submittal Requirements

1. The person making this application acknowledges that no construction work or operation may be performed prior to the issuance of approved plans and possession of an approved permit.
2. Submittal packages that are determined to be incomplete shall not be accepted for plan review or issued a permit until such time as the submittal package is determined to be complete.
3. Guadalupe County, in accordance with State Laws, has a maximum of 30 days to review plans and issue or deny a building permit. If plans are rejected and denied, there will be no additional cost for the secondary review, however, the secondary review must be appropriately scheduled for re-submission. If plans are denied upon a second review, they must be submitted as a "new" project, with all applicable permit fees being required at the time of the third submission.
4. Plan Review Time Waiver: If a plan review, due to the size or complexity of the building design will require more than 30 days to review, a time waiver extension may be requested by the Fire Marshal's Office. If agreed upon by the submitter and the Fire Marshal's Office, a maximum date for completion of the plan review will be established, and a time extension waiver will be signed by both parties. Once signed, the date indicated on the waiver will then establish the requirement listed in item #3.

The plan submittal package shall contain, as a minimum, the following:

- Completed permit application, including a description of the use of the building, area, and space.
- Code analysis sheet, to include:
 - occupancy classification
 - occupant load for each space and the total building
 - permissible building area and height
 - area increases utilized
 - required exit/corridor/stair widths and provided exit/corridor/stair widths
- Material Safety Data Sheet (MSDS for all chemicals to be used and/or stored in the structure. Also, statement from the owner, on business letterhead, indicating the quantity of each material to be used or stored.
- Two sets of construction drawings*, drawn to an appropriate scale, sealed and signed by a licensed Architect/Engineer in accordance with the Texas Architects and/or Engineers Practice Act.
- Plan size shall not be larger than 36" X 42", bound on left side, rolled separately.
- Floor plan drawing(s)
- Plumbing drawing(s) (if gas appliances are used or medical gas will be routed through structure)
- Reflective ceiling drawing(s)
- HVAC drawings, including Electrical load analysis Electrical riser diagrams Ground/Arc Fault Interrupter locations
- Site plan, showing relationship of the proposed building to property lines, streets, and other structures.
 - Occupancy Classification Letter detailing the following, if utilized in the building:
 - (a) Warehousing or retail storage
 - (b) Rack storage
 - (c) Manufacturing
 - (d) Sales of upholstered furniture

One set of printed drawings and one CD (to include all of the above information) may be submitted as an alternate. The CD case shall be a label with the project name, project address, and the Architect/Engineer seal.



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