



FIRE LICENSE REQUIREMENTS

New

Applicant must register their business name with the County Clerk at the County Courthouse located at 500 E. San Antonio, El Paso, Texas 79901 (915) 546-2071. <http://www.epcounty.com/records.htm>

Applicant will bring a copy of the Assume Name Certificate to the Development Services Department, located at City Hall 5th floor, 2 Civic Center Plaza, El Paso, Texas 79901.

Applicants that require a Fire License for assembly or hazardous materials are referred to the Fire Department at 771-1090 <http://www.elpasotexas.gov/fire/>

Applicant can submit payment for the Fire License, in person or by mail, and an inspection request is forwarded to the Fire Department.

Applicant is given a receipt of the transaction and informed that the license will not be issued until the Fire Department has done the inspection.

Fire License can only be issued by meeting one of the two requirements listed below:

Fire Department personnel RTI (Ready To Issue) the license on the system once they have approved the inspection.

Applicant brings in, faxes in, or mails in a copy of the pink application which reads "Permit Application" which is issued to the applicant by the Fire Department personnel once the inspection has passed.

Fire license is issued.

RENEWAL

Applicants that require a Fire License for assembly or hazardous materials are referred to the Fire Department at 771-1090 <http://www.elpasotexas.gov/fire/>

Business Center mail out renewal notices one month before license expires.

Late renewals will incur a penalty fee.

Applicant can renew the Fire license by mail, or in person.

Business Center clerk issues license and customer is issued and/or mailed license and receipt.

Fire License expires one year from date of issuance.

Mayor
John F. Cook

City Council

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Rachel Quintana

District 6
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District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

Development Services Department

Victor Q. Torres - Director

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