



DEVELOPMENT SERVICES DEPARTMENT BUILDING PERMITS & INSPECTIONS DIVISION

**EXPRESS
Datasheet
Application**

Case # _____

(Not to be filled out by applicant, assigned by BP & I)

- 1.- PID # _____ (Central Appraisal Tax Identification Number)
2. Address _____ Space _____
Zoning Section of Planning, if Address has not been Designated
3. Legal Description: Subdivision/Survey _____
Lot _____ Block _____
Verify Flood Zone in Subdivision Plan Review, 5th Floor, City Hall, 915-541- 4970
- 4.- Contractor _____ Phone _____
Architect _____ Engineer _____
- 5.- Scope of work _____
New _____ Addition _____ Remodel _____
- 6.- Valuation _____
- 7.- Zone: _____ If SP or SC then provide Copy of Contract
- 8.- New Square Footage: (Heated/Unheated Area) _____ S.F.
- 9.- Side Yard Set-Back Minimum 5' between the Property Line and any
Refrigeration Equipment Adjacent to House.....Yes _____ No _____
10. Electronic submittal.....Yes _____ No _____

SUB-CONTRACTORS LIST FOR THIS PROJECT:

ELECTRIC _____ PHONE _____

MECHANIC _____ PHONE _____

PLUMBING _____ PHONE _____

Express Permits for but not limited to:

- ✓ Mobile Home Placement
- ✓ Portable Building Placement
- ✓ Rockwall (Walls not requiring Engineering Seal or Plans)
- ✓ Siding
- ✓ Swimming Pools
- ✓ Temp Placement
- ✓ Tents
- ✓ Window Replacement

“ ALL HIGHLIGHTED AREAS MUST BE COMPLETLY FILLED ”

Notice: A. This permit becomes null and void if work or construction authorized is not commenced and inspections called for and obtained within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

B. Separate Permits are required for electrical , mechanical and / or plumbing.

AFFIDAVIT:

I hereby certify that I have read and examined this application and know the same to be true and correct. All Provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction. I also hereby certify that the information on the site plan is true and correct and that all known easements have been properly shown. I also understand that I am required by city ordinance to notify a Texas "one call" system before starting any excavation or digging work.

SIGNATURE OR OWNER (IF OWNER IS CONTRACTOR)

DATE

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

DATE

TDLR (Architectural Barriers) 1-800-803-9202

Central Appraisal 1-915-780-2000

Required: TEXAS ONE CALL SYSTEM 1- 800- 344- 8377 OR 1- 800- DIG-TESS

http://www.elpasotexas.gov/development_services/

Must Be COMPLETELY Filled Out



Tent Permit

One 8 ½ x 11” hardcopy of plans or if larger, two (2) complete hardcopy plan set

Architectural / Structural:

1. IBC Express Permit Application www.elpasotexas.gov.
2. Site plan indicating all structures and required parking spaces.
3. Affidavit or affirmation of flame resistant treatment certifying that the structure is composed of flame resistant material or is treated with a flame retardant which meets the requirements of NFPA 701.
4. Fire Department review and approval of all tents in excess of 200 square feet (19m²), or a canopy in excess of 400 square feet (37 m²).
5. In addition if the structure does not qualify for the exceptions listed below, an Operational Permit will be required from the Fire Marshals Office.

International Fire Code 105.6.32 Temporary membrane structures, tents and canopies.

An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 200 square. ft

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Fabric canopies and awnings open on all sides which comply with all of the following:
 - a. Individual canopies shall have a maximum size of 700 square feet (65 m²).
 - b. The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet (3.7 m) shall not exceed 700 square feet (65 m²) total.
 - c. A minimum clearance of 12 feet (3.7 m) to structures and other tents shall be provided.

Mayor
John F. Cook

City Council

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Ann Morgan Lilly

District 2
Susannah M. Byrd

District 3
Emma Acosta

District 4
Melina Castro

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson



**El Paso Fire Department
Fire Prevention Division**

Fire Safety Compliance Requirements for Permitting Temporary Membrane Structures, Tents, and Canopies.

Below are the requirements based on the International Fire Code and NFPA for an operational permit, which is necessary to operate, maintain, or erect a temporary membrane structure, tent, or canopy within the City of El Paso. If any assistance is needed regarding this notice or for possible exceptions that may apply, please call 771-1090.

1. Structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. **EXCEPTIONS APPLY.**
2. An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of tents, canopies and membrane structures.
3. The floor surface inside tents, canopies or membrane structures and the grounds outside and within a 30 foot perimeter shall be kept clear of combustible waste and vegetation.
4. Generators or other internal combustion power sources shall be a minimum of 20 feet away from the structure and be isolated from contact with the public.
5. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside or within 20 feet. **EXCEPTIONS APPLY.**
6. Where firework displays have been approved, they shall not be used within 100 feet.
7. Smoking shall not be permitted in tents, canopies and membrane structures.
8. Fire extinguishers shall be provided as required by Section 906 of the IFC.
9. Exit size and space shall be in accordance with occupant load and section 2403 of the IFC.
10. Exits shall be clearly marked. Exit signs shall be of the self-luminous type or shall be internally illuminated.
11. Unobstructed aisle widths of not less than 44 inches are required inside the structure.
12. Motor vehicles used for display must have batteries disconnected and have a limit of 5 gallons of fuel or ¼ tank capacity whichever is less.
13. Heating and cooking equipment may be allowed in certain instances. Contact the Fire Prevention Division for requirements and limitations.

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Development Services Department

Victor Q. Torres - Director

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