



El Paso County Emergency Services District #2

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EL PASO COUNTY E.S.D. #2 -- FIRE MARSHAL'S OFFICE

Permit & Inspection Process Overview

(This applies to the areas within El Paso County ESD #2 jurisdiction.)

Before building a **new commercial** or **public building** or remodeling an existing building for a new type of **business** or constructing a **multi-family dwelling that has four or more units**, you will need to obtain a BUILDING PERMIT. * A remodel to an existing building might also need a permit. *

To obtain a BUILDING PERMIT you will need to submit four (4) set of building plans (Arch D 24x36) for the entire project being permitted that includes the original set of plans with the architect/engineer seal and signature, payment and the corresponding application. The Fire Marshal's Office cannot issue a FIRE CODE PERMIT prior to the review of the building plans.

Upon receiving payment (refer to fee schedule), application and plans to the Building Permit requested the Fire Marshal's Office will review the set of plans submitted and upon review determine if the plans adhere to **2015 International FC** and approved or rejected. If, in the case the plans are rejected the Fire Marshal's Office will advise the contact person listed on the Builder Permit Application of any and all necessary changes. To which the customer must comply to, revise and resubmit to our office as indicated. Once resubmitted, a Fire Marshal will review and ensure compliance, if and when approved two sets of the building plans will be returned to the customer, one of which shall be kept on the construction site, and customer will be issued a Building Permit. The Fire Marshal's Office is to keep one (1) set of building plans and the other is to be the customer's archival copy in addition to the plans required on site.

If the project under permit requires a fire suppression system or fire alarm system, the contractor installing that particular system, must contact the Fire Marshal's Office for a FIRE PROTECTION SYSTEM PERMIT (refer to fee schedule). When the fire suppression system or the fire alarm system is completed or is in need of visual inspection, the Fire Marshal's Office must be contacted for an inspection.

Upon project completion, the Fire Marshal's Office must receive a Request for Final Inspection using the Final Inspection Application form found online at www.epcountyesd2.org which can be submitted via email or in person to our office.

*Fee schedule and each permit's corresponding application can be found at www.epcountyesd2.org

Fire Marshal: Roger Esparza | **Assistant Fire Marshal:** Joe Saucedo

Fire Marshal's Assistants: Angie Hernandez | Rosie Edwards

Deputy Fire Marshals: Marco Herrera | Juan Medina | Marcos Rodriguez | Paul Solis III

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