



CITY OF ABILENE FIRE DEPARTMENT



ABILENE FIRE CODE PERMIT APPLICATION INSTRUCTIONS

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Permits Required

The *Abilene Fire Code* contains permit requirements for specific activities, operations, practices or functions as prescribed by the code.

Application Required

Complete the attached application form and return it to the Fire Prevention Division at least 10 working days prior to proposed starting date. At the time of application, attach all additional information required for permit review, such as: plans, drawings, details, specifications, equipment lists, event schedules/routes, licenses, proof of insurance/bond, etc. Consult with Fire Prevention staff concerning information required for a particular activity, operation, practice or function. **Note: applications received with less than 10 working days notice will be processed as scheduling allows.**

No permit will be issued without an approved application.

Inspections Required

Before a permit is issued, Fire Prevention must inspect and approve all receptacles, vehicles, buildings, devices, premises, storage spaces, or areas to be used. In instances where laws or regulations are enforced by departments other than the Fire Department, joint approval must be obtained from all departments concerned. It is the responsibility of the proponent to secure all other required approvals.

Retention of Permits

Permits must be kept on the designated premises at all times and must be posted in a conspicuous location or kept in a location approved by Fire Prevention. Permits are subject to inspection at all times by a member of the fire or police departments.

Insurance and Bond Requirements

The responsible party must provide proof of liability insurance and/or bond in order to receive a permit for the following activities, operations, practices and functions.

- Carnivals and Fairs
- Explosives or Blasting Agents
- Fireworks
- Fueled Vehicles at Place of Assembly
- Racing Fuel Dispensing
- Pyrotechnic Special Effects
- Sprinkler, Fire Alarm, and Extinguishing System Installation or Modification
- AST, UST, Piping, and Dispenser Installation, Removal or Modification

Proof of insurance and/or bond may be required for other permits at the discretion of the City Risk Manager.

Permit and Inspection Fees

Subsection 105.6	Required operational permits	\$25.00
Subsection 105.7	Required construction permits	\$50.00

Permit fees will be invoiced after approval.

