

Vehicle Display Permit Information

In accordance with city policy, most permit, license and registration fees will be raised on January 1, 2024.

- ❑ Fire Prevention Permit Application must be completed
- ❑ Fees are as follows:

One (1) Vehicle \$156.64 + Administrative Fee \$31.32 = \$187.96

Two (2) Vehicle \$250.65 + Administrative Fee \$31.32 = \$281.97

Three (3) or more Vehicle \$375.97 + Administrative Fee \$31.32 = \$407.29

Please Note: If 15 + vehicles will be displayed (2) Fire Inspectors are required to inspect vehicles for proper fuel levels prior to entering the facility. The fees are as follows:

- ❑ Fees are as follows:

ESTIMATED TIME PER INSPECTOR: 4 HOURS (MINIMUM) \$350.90 + Administrative Fee(\$31.32)=\$382.22

Each additional hour or portion of an hour will be at the rate of \$78.32 per hour

*All paperwork requests must be received 5 business days prior to your move-in day or late fee will be applied.
The total cost is \$375.97 plus (administrative fee \$31.32) Total of \$407.29.

www.houstonpermittingcenter.org

Please contact your assigned Convention Services Manager for further questions.

Stand-By (Fire Watch) Information

In accordance with city policy, most permit, license and registration fees will be raised by on January 1, 2022.

- ❑ Fire Prevention Permit Application must be completed
- ❑ Affidavit must be signed and notarized
- ❑ Please make sure that the same “person responsible” name is used on both the application and the affidavit
- ❑ **15 vehicles or more require [2] Stand-By personnel Fire Watch.**
- ❑ Payment must be made as follows

Standby/Spec 0 – 4hrs minimum rate is \$341.80 + Admin. Fee \$31.32=\$372.31 Standby per person

Additional Hours or portion an hour the rate is (5 + hours) \$76.28 per person

Houston Fire Department (HFD) accepts credit cards (*American Express, Visa, and MasterCard*), cash & money orders. If you have any questions, please contact City of Houston Permit Office at 832-394-8811 or 832-394-9000.

*All paperwork requests must be received 5 business days prior to your move-in day or late fee will be applied. The total cost is \$375.97 plus (administrative fee \$31.32) Total of \$407.29.

- ❑ Paperwork and payment may be turned in by mail or in person

City of Houston –
Houston Fire Department
1002 Washington, 2nd Floor
Houston, TX 77002

www.houstonpermittingcenter.org

Fire Prevention Permit Form & Contact Information

Address (In-Person):
City of Houston – Permitting Office
1002 Washington Avenue, 2nd Floor
Houston, TX 77002

Houston Fire Department – Fire Permits & Standby Permits (832)-394-8811

Please click on the link below for the **Fire Prevention Permit**:

COH/Permit Office Website: www.houstonpermittingcenter.org

Houston Fire Department Fire Permits and Standby Permits: (832) 394-8811, or email:
hfd.permitoffice@houstontx.gov

City Fees: https://cohweb.houstontx.gov/FIN_FeeSchedule/default.aspx

CONTACTS

Earlene Day
832-394-9083
Email: Earlene.Day@houstontx.gov

Wendy Taylor
832-394-9458
Email: Wendy.Taylor@houstontx.gov

Monica Villanueva
832-394-9460
Email: Monica.Villanueva@houstontx.gov

Diane Ford
832-394-9014
Email: Diane.Ford@houstontx.gov

Mary Mirelez
832-394-9498
Email: Mary.Mirelez@houstontx.gov

Nina Rodriguez
832-394-9526
Email: Nina.Rodriguez@houstontx.gov

Finny Varghese
832-394-9497
Email: Finny.Varghese@houstontx.gov

Fire Prevention Permit Application

Fire Prevention

Permits issued within the City limits of Houston only. Make check or money order payable to the City of Houston –Fire Department.Or bring cash. Temporary/FMA permits Certified funds only. (Fees are not refundable) Mail to Fire Department; Permit Office,P. O. Box 3625, Houston, Texas 77253 or bring to 1002 Washington. Houston, Texas 77002. Notarized Affidavit required. Notary available at the office.Fees are available at https://cohweb.houstontx.gov/FIN_FeeSchedule/default.aspx**Application Type: (Please circle one):****New****Renewal****FMA****MAILING ADDRESS OF APPLICANT**

(Please Type or Print)

Name of Business: _____

Street/P.O.Box _____

City/State: _____

Zip: _____

Print Name of Person Responsible as it should appear on the Permit and notarized affidavit:

Business Phone (_____) _____ Ex _____ Emergency Phone (_____) _____ Ex _____

Permit Address _____

Permit Needed for? _____

Permit Start Date: _____ / _____ / _____ Estimated Job Completion Date: _____ / _____ / _____

List identification number(s) and capacity if this permit is for a tank installation or tank vehicle. Also list **project number:** _____

Type of Permit (Refer to Instructions): _____ Permit Fee \$ _____

For an inspection mandated by another regulatory entity and the permit(s) is not required by this code, a fee based on the square footage of the facility will be assessed. If the inspection must be at a specific time; Priority Fee (Special Handling) and/or Stand-by fees may be applicable.

\$ _____

Priority Fee (Special Handling) there is a minimum charge for the 1st four hours and a charge for each additional hour. (CERTIFIED FUNDS ONLY)

(For applications submitted requesting an inspector to perform duties or inspections specified in the Fire Code at a specific time, rather than at the convenience of the city, include this fee)

\$ _____

If the requested inspection is on weekends or at night, include fees for inspection outside regular working hours. Minimum of 4 hours, there is charge for each additional hour or portion of an hour (CERTIFIED FUNDS ONLY) _____

\$ _____

Administrative Fee per permit..... **PER PERMIT** \$ _____**FEES PAID WITH THIS APPLICATION ARE NOT REFUNDABLE.**

Call 832-394-8811 for further information.

TOTAL \$ _____

I understand that the permit I have applied for may be revoked at any time for violation of the terms and conditions under which same is granted or for any violation of the City of Houston Fire Codes and Ordinance pertaining thereto. I also understand that this permit must be posted at the location indicated as the permitted premises.

Person Responsible Signature: _____ Date: _____ / _____ / _____**THE STATE OF TEXAS**

\$

Deed Restrictions

\$

and Law Compliance

\$

Affidavit

COUNTY OF HARRIS
Before me the undersigned authority on the day personally appeared _____

Who being first duly sworn by me

deposed and said:

Type or legibly print name of affiant

I understand and agree that it is my responsibility to comply with all deed restrictions and city, state, and federal laws, regulations or ordinances concerning any activity authorized by the permit(s) requested in the application (s) to which this affidavit appertains and concerning any land or place where such activities may be conducted.

I also understand and agree that the City of Houston, by issuing the permits(s) for which I am applying, does not excuse or approve of any violation of deed restrictions, or of city, state or federal laws, regulations or ordinances and that any permit will be void in the event that it is issued in violation thereof.

I fully understand that if any permit for which I am applying is issued, the City of Houston or any other appropriated entity may institute legal proceedings against me if I violate any deed restriction, or any city, state or federal law, regulations or ordinance.

To the extent that this affidavit is made on behalf of a Corporation or for the benefit of a corporation or for the benefit of any persons other than myself I certify that I have fully advised them of the content of this affidavit and that I am duly authorized to execute the same as the act and deed of the applicant or persons.

NOTARY SEAL

To certify which, witness my hand and seal of office _____ this _____

Day of _____, 20 — Date

City of Houston Permits Office

Address:

City of Houston – Permitting Office
1002 Washington Avenue, 2nd Floor
Houston, TX 77002

Phone Number

832-394-8811

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1. Go to the **TICKET KIOSK** located on 1st Floor
 2. Click on the screen **PERMITS** (you will see different options)
 3. Click **FIRE MARSHAL**
 4. Pull your ticket (ticket will have letter & number)
 5. Proceed to the **ELEVATOR go to 2nd Floor**
 6. Go to the **FRONT RECEPTIONIST DESK** and **SCAN** your ticket
 7. Have a seat until your ticket number has been called
 8. A **CUSTOMER SERVICE REPRESENTATIVE** will call your ticket
 9. Give the **CSR** your permit application for process. The **CSR** will give you **WORK ORDER**
 10. Proceed to the **1st Floor to the CASHIER WINDOW** & give them your **WORK ORDER** and pay
 11. You will receive your **RECEIPT**
 12. Please make sure to send your **CONVENTION SERVICE MANAGER** a **copy** of your **PAID RECEIPT**