

The *Application* Form is at the end of this *Guidelines* document.

Please follow all instructions:

1. Use only the currently posted version of all Forms from:  
[www.cor.net/firepermits](http://www.cor.net/firepermits)
2. Download this document to your computer.
3. Open the downloaded document in Adobe Acrobat Reader DC or other compatible PDF software:
  - ◆ If needed, download, and install the free *Adobe Acrobat Reader DC* from:  
<https://get.adobe.com/reader/>
  - ◆ Do not complete the Forms in a web browser unless you can digitally sign them there.
4. Tab or mouse through the Forms to complete each field - all applicable information is required:
  - ◆ Some fields contain a drop-down box from which a selection can be made.
5. Digitally sign each Form after completion by clicking on the signature field and following the prompts.
6. Save the completed *Application Form* and *Signature Form* [if applicable] and email these with supporting documents:
  - ◆ Email to [firepermits@cor.gov](mailto:firepermits@cor.gov);
  - ◆ In the subject line, enter:

*New Permit Application*

OR

The existing permit number and type of resubmittal  
e.g., *23-023 Resubmittal*, in the subject line.



Operational Permit Guidelines  
Richardson Fire Department  
300 N. Greenville Avenue, Richardson, TX 75081  
Telephone: 972-744-5750 www.cor.net/firepermits

[Revised 11/27/2023 – significant change(s) are in red]

I. General:

- A. Operations shall comply with the *2021 International Fire Code* as amended and adopted by ord. 4462.
- B. Applications are reviewed in the order submitted.
- C. Permit is required before commencing operations unless approved in writing in advance.
- D. Separate Applications are required for the following:
  - i) Multiple addresses, including suite numbers.
  - ii) Multiple operation types – e.g.: An outdoor assembly event with tents requires both an “outdoor assembly event” and “temporary membrane structures and tents” permits.
  - iii) Multiple responsible parties [applicants].NOTE: A single Application can be submitted for similar operations at the same address by the same applicant – e.g.: Where two tents are proposed, one Application can be submitted, but two permits will be processed.

II. Permit Required:

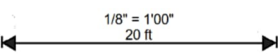
The following Operational Permits are required:

- A. Exhibits and Trade Shows
- B. Explosives [includes Pyrotechnics]
- C. Liquid- or Gas-fueled Vehicles or Equipment in Assembly Buildings
- D. Mobile Food Preparation Vehicles
- E. On-demand Mobile Fueling Operations
- F. Outdoor Assembly Event
- G. Plant Extraction Systems
- H. Temporary Membrane Structures and Tents
- I. Other Operations when requested by the Fire Code Official

III. Fees:

- A. For operations commenced prior to obtaining a required permit, an amount equal to the original permit fee [prior to exemptions], up to \$2,000, shall be added to the permit fee.
- B. Initial fee for each operational permit is \$100, with an annual fee of \$50 for each subsequent year of operation.
- C. Fees are due when Permit is issued, payable by check to “City of Richardson”, or credit card. Fees are not accepted in advance.
- D. After/before-normal business hours test/inspection [when approved] — Fifty dollars (\$50) per hour with a minimum charge of two hours. Normal business hours are 7:00 am through 5:00 pm, Monday thru Friday, excluding weekends and holidays.

IV. Submittals - [Includes, when applicable, Application, plans, details, data sheets, calculations, etc.]:

- A. Electronic submittals ONLY:
  - 1) Submit the original design file saved or printed to PDF file format. Please do not print and scan the file.
  - 2) Application and related submittals should be submitted together in a single email.
  - 3) The attachments should be a maximum size of approximately 10MB at 200 dpi – larger files are typically not necessary.
- B. Indicate scope and a detailed description of the proposed operation on plans or in a cover letter.
- C. Plans shall be drawn in a clearly legible, and professional manner.
- D. North shall be indicated, and plans shall be to drawn to scale – a graphic scale is REQUIRED, e.g.: 
- E. A legend identifying each symbol, component, make/model number & quantity shall be provided.
- F. Review Notes and approved and/or marked-up submittals, will be returned via email.

V. Submittals by Type of Operation:

- A. Exhibits and Trade Shows:
  - 1) An operational permit is required to operate exhibits and trade shows;
  - 2) Comply with [IFC Appendix N Indoor Trade Shows and Exhibitions](#).
  - 3) Applications shall include documentation described in Section *N101.3 Application*.
  - 4) Crowd managers shall comply with *N103.3 Crowd managers*.

B. Explosives:

- 1) An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of Chapter 56.  
Exception: Storage in Group R-3 occupancies of smokeless propellant, black powder and small arms primers for personal use, not for resale and in accordance with Section 5606.
- 2) Comply with [IFC Chapter 56 Explosives and Fireworks](#) AND COR Fire Code Amendments.
- 3) Applications shall include:
  - a) Documentation of compliance with *Section 5601.2.4 Financial Responsibility*.
  - b) Documentation described in *Section 5608.2 Permit application*. AND,
  - c) Documentation described in:
    - i. *Section 5608.2.1 Outdoor fireworks displays*. OR,
    - ii. *Section 5608.2.2 Use of pyrotechnics before a proximate audience*.

C. Liquid- or Gas-fueled Vehicles or Equipment in Assembly Buildings:

- 1) An operational permit is required to display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly buildings.
- 2) Comply with [IFC Section 314 Indoor Displays](#).

D. Mobile Food Preparation Vehicles [Submit Application Only]:

- 1) An operational permit is required for mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors.
- 2) Comply with [IFC Section 319 Mobile Food Preparation Vehicles](#).

E. On-demand Mobile Fueling Operations:

- 1) An operational permit is required to engage in on-demand mobile fueling operations in accordance with Section 5707.
- 2) Comply with [IFC Section 5707 On-Demand Mobile Fueling Operations](#) AND COR Fire Code Amendments.
- 3) Applications shall include documentation described in *IFC Section 5707.3 Required documents*.

F. Outdoor Assembly Event:

- 1) **An operational permit is required to cook under a tent of any kind or size.**
- 2) An operational permit is required to conduct an outdoor assembly event where planned attendance exceeds 1,000 persons.
- 3) Comply with [IFC Section 3106 Outdoor Assembly Events](#).
- 4) Applications shall include documentation described in *IFC Section 3106.4 Public safety for events* in accordance with [403.11.2 Public safety plan for gatherings](#).
- 5) Crowd managers shall comply with *3106.4.3 Crowd managers*.

G. Plant Extraction Systems:

- 1) An operational permit is required to use plant extraction systems.
- 2) Comply with [IFC Chapter 39 Processing and Extraction Facilities](#).
- 3) Applications shall include documentation described in *IFC Section 3904.2.2.3 Site inspection*.

H. Temporary Membrane Structures and Tents:

- 1) **An operational permit is required to operate a cooking tent of any size.**
- 2) An operational permit is required to operate an air-supported temporary membrane structure, a temporary special event structure or a tent having an area in excess of 400 square feet.  
Exceptions:
  - a) Tents used exclusively for recreational camping purposes;
  - b) Tents open on all sides, which comply with all of the following:
    - i. Individual tents having a maximum size of 700 square feet.
    - ii. The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet shall not exceed 700 square feet total.
    - iii. A minimum clearance of 12 feet to structures and other tents shall be provided.
- 3) "Applicant" is the installer and installing firm – not the end user;
- 4) Comply with [IFC Chapter 31 Tents, Temporary Special Event Structures and Other Membrane Structures](#).
- 5) Applications shall include documentation described in:
  - a) *IFC Section 3103.6 Construction documents*. AND,
  - b) *IFC Section 3104.2 Flame propagation performance treatment*. AND,
  - c) *IFC Section 3104.4 Affidavit*. [Note: The 2021 IFC use of the word "Affidavit" in this section seems to be an error and will refer to the "Certificate" referenced in 3104.2.]

I. Other [When requested by the fire code official]:

- 1) The fire code official is authorized to issue operational permits for the operations set forth in IFC Section 105.5.
- 2) Comply with the applicable IFC Chapter(s)/Section(s).

3) Applications shall include documentation described in the applicable Chapter(s).

VI. Inspections:

- A. Complete and check all work before requesting inspections – all conditions must be met.
- B. Permit holder shall request inspections by calling (972) 744-5750. Inspections will be scheduled based on availability.
- C. Person(s) familiar with the specific work under each permit [installer, operation manager, etc.] must be present during inspection.

I. Referenced Publications:

- A. City of Richardson Fire Code Amendments – [www.cor.net/firepermits](http://www.cor.net/firepermits).
- B. International Fire Code, 2021 edition - <https://codes.iccsafe.org/content/IFC2021P2>.



# Operational Permit Application

Richardson Fire Department

300 N. Greenville Avenue, Richardson, TX 75081

Telephone: 972-744-5750 Fax: 972-744-5796 [www.cor.net/fire](http://www.cor.net/fire)  
[Updated 10/30/2023]

Fire Department Permit Forms and Information are available at [www.cor.net/fire/permits](http://www.cor.net/fire/permits).

## APPLICATIONS THAT DO NOT COMPLY WITH THE FOLLOWING MAY NOT BE REVIEWED:

E-mail this COMPLETED Form and supporting .PDFs to [firepermits@cor.gov](mailto:firepermits@cor.gov) with the original Application/Permit Number [if applicable] and submittal type in the subject line [E.g.: New Permit Application or 20-123 Resubmittal].

- Select "Highlight Fields" if available to show fields in this Form;
- Use ONLY the current version of all Forms;
- Comply with ALL instructions and guidelines;
- Submit a separate Application for each address/suite#;
- Submit a separate Application for each operation type;
- COMPLETE and CORRECT address must match Building Permit or Certificate of Occupancy;
- Forms must be complete, correct, readable, and signed;
- Submit ONLY documents applicable to the proposed use.

Submittal Type [Initial, Resubmittal, Renewal, Modification, or As-builts]:

<b>TYPE</b>	SUBMITTAL TYPE: _____
	Except "Initial Application" - enter the original FIRE DEPT. Application/Permit Number: _____

"Location" is the business or property where the proposed operation will occur, and its Owner, Manager, or Agent:

<b>LOCATION</b>	PROPERTY or BUSINESS NAME: _____	PROPERTY CONTACT TYPE: _____	
	PROPERTY CONTACT (A PERSON): _____	CONTACT'S PHONE: _____	CONTACT'S E-MAIL: _____
	PROPERTY COMPLETE AND CORRECT ADDRESS [Include direction, e.g.: N. S. E. W., and suite #, if applicable]: _____		
	BRIEF Description of Proposed Location: _____		

"Applicant" is the company and/or the person RESPONSIBLE FOR ALL OPERATIONS UNDER THE PERMIT:

<b>APPLICANT</b>	APPLICANT'S COMPANY: _____	COMPANY'S PHONE: _____		
	COMPANY'S OWNER/MANAGER: _____	POSITION: _____	PHONE: _____	EMAIL: _____
	COMPANY'S MAILING ADDRESS [Include City, State and Zip]: _____			
	APPLICANT'S NAME: _____	APPLICANT'S TITLE: _____	DIRECT 24HOUR PHONE: _____	APPLICANT'S E-MAIL ADDRESS: _____

"OPERATION" is the type of Operational Permit applied for. A separate Application is required for each location:

<b>OPERATION</b>	OPERATION TYPE: _____
	DATE(S) OF OPERATION: From: _____ To: _____ DESCRIBE OPERATION BELOW [e.g.: Hours; audience; materials; etc.]: _____

Applicant has reviewed & complied with all guidelines and instructions and all information is complete and correct.

**APPLICANT'S SIGNATURE\*** [Must be signed by the Applicant named above.] \_\_\_\_\_

**DATE** \_\_\_\_\_

\*Approved digital signatures have verifiable "digital certificates". [See "[What is a digital signature?](#)"] Pasted/inserted & typed signatures are NOT approved. If you cannot digitally sign: Print this page, sign in ink, scan signed document and submit as .pdf. Do NOT "lock" Form when digitally signing.

--- OFFICE USE ONLY ---

PERMIT #: _____	BLDG. PERMIT #: _____	FEE: \$ _____	EXEMPT: _____
DATE ISSUED: _____	CC or Check #: _____	PERMIT ISSUED BY: _____	
NOTES: _____			