

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.



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

[Revised 05/09/2023 – significant changes in red]

I. Variance Required:

- A. *Richardson Fire Code section 104.9 Modifications. Where there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided that the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered in the files of the department of fire prevention.*
- B. Written variance approval is required before commencing work, operations, or other conditions that do not comply with Richardson Fire Code unless approved by the fire code official in writing in advance.

II. General:

- A. Separate variance Application is required for each address/suite and for each variance requested.
- B. A separate Permit (number) will be assigned for each variance.

III. Submittals [Electronic submittals ONLY]:

- A. MAX 10-20MB total is preferred at 200dpi resolution. Typically, fewer than 10 pages are necessary.
- B. The *Variance Application* must be complete, accurate, and signed with an original signature, or an approved digital signature:
  - 1) Approved digital signatures have verifiable "digital certificates". [[See "What is a digital signature?"](#)]
  - 2) Pasted/inserted & typed signatures are NOT approved.
- C. Email the *Variance Application* and supporting documents as a single PDF file to [fmo@cor.gov](mailto:fmo@cor.gov). Enter "Variance Application" and the complete project address in the subject line.
- D. Be sure to reference and specify the correct applicable Codes and Standards that apply – including, but not limited to:
  - 1) *International Fire Code, 2021 edition, as amended and adopted by City of Richardson ord. 4462.*
  - 2) NFPA 70/NEC, 2020 edition.
  - 3) Other NFPA Standards – the latest effective published editions of each NFPA Standard apply.



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

E-mail this COMPLETED Form and supporting .PDFs to [firepermits@cor.gov](mailto:firepermits@cor.gov) - with "variance application" and the address in the subject line.

Submittal Type [Initial, Resubmittal]:	
<b>TYPE</b>	SUBMITTAL TYPE: _____ IF "Resubmittal" enter the original Variance Application Number: IF the Variance affects a Fire Construction or Operational Permit, enter that Permit/Application Number [REQUIRED]:
	"Property" is the property for which the variance is requested and the owner/agent of the property:
<b>PROPERTY</b>	PROPERTY NAME [name of business or property]: _____ PROPERTY CONTACT TYPE [Not the Fire Protection Contractor]: _____
	PROPERTY OWNER/AGENT (A PERSON): _____ OWNER/AGENT PHONE: _____ OWNER/AGENT E-MAIL: _____
	PROPERTY COMPLETE AND CORRECT ADDRESS [Include direction, e.g.: N. S. E. W., and suite #, if applicable]: _____
	PROPERTY OWNER'S/AGENT'S COMPLETE AND CORRECT MAILING ADDRESS [IF DIFFERENT THAN ABOVE]: _____ OWNER/AGENT MAILING ADDRESS, IF DIFFERENT THAN THE ADDRESS ABOVE: _____
"Applicant" is the person responsible for compliance with Richardson Fire Code, e.g. property owner/agent, or business owner/agent.	
<b>APPLICANT</b>	APPLICANT COMPANY: _____ COMPANY'S PHONE: _____
	APPLICANT'S COMPANY MAILING ADDRESS [Include City, State and Zip]: _____
	APPLICANT'S NAME: _____ APPLICANT'S TITLE: _____ DIRECT PHONE: _____ APPLICANT'S E-MAIL ADDRESS: _____
"Variance" is a brief description of the variance requested - Submit a separate Application for each variance:	
<b>VARIANCE</b>	CODE/STANDARD: _____ EDITION: _____ SEC./ART.: _____
	SUMMARY: Attach additional pages if necessary.
Applicant has reviewed & complied with all guidelines and instructions and all information is complete and correct.	
<b>APPLICANT'S SIGNATURE*</b> [Must be signed by the Applicant named above.] <b>DATE</b> <small>*Approved digital signatures have verifiable "digital certificates". [See "What is a digital signature?"] Pasted/inserted &amp; 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.</small>	
- - - OFFICE USE ONLY - - -	
<b>This Variance is:</b>	
VARIANCE #: _____	BLDG. PERMIT #(s): _____ RELATED FIRE PERMIT #(s): _____
STATUS DATE: _____	REVIEWED BY [name & signature]: _____
	APPROVED BY [Asst. Chief]: _____
NOTES:	