Step One – Does the project/permit have any Pre-Inspection Document requirements?

Check your permit documents to see if there are any Pre-Inspection Document requirements. Examples are a Fire Code As-Built Certificate, a Harris County Foundation Certificate or an Elevation Certificate. These requirements will appear in the PRE-INSPECTION DOCUMENT(S) Section of your permit page similar to below. There may also be a SPECIAL REQUIREMENT(S) section on your permit that will provide additional instructions:

<table>
<thead>
<tr>
<th>PRE-INSPECTION DOCUMENT(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL PRE-INSPECTION DOCUMENTS MUST BE RECEIVED AND APPROVED BEFORE INSPECTIONS CAN BE REQUESTED</td>
</tr>
<tr>
<td>1 As-Built-Certificate Required</td>
</tr>
</tbody>
</table>

Pre-Inspection Documents, including the Fire Code As-Built Certificate, can be found here - http://www.eng.hctx.net/permits/Compliance or referenced on the Inspection Request form available by clicking on the Inspection Request hyperlink in Blue Box #3 at the main permits website - http://www.eng.hctx.net/permits/.

If there are no Pre-Inspection Document requirements for your permit, you may skip Step 2 and proceed to the Inspection Request Instructions in Step 3.

Step Two – Completing the Pre-Inspection Document Requirement

If there is a Pre-Inspection Document requirement, then you will need to complete the indicated form and submit the completed form as directed on the permit document. Most Pre-Inspection documents are available in the Quick Docs section of the main permits website or the All Documents and Forms section. There will likely be an email address indicating where the completed document should be sent for review. Some Pre-Inspection Documents, like the Fire Code As-Built Certificate may require submittal of additional supporting information or documents. Be sure to read the form, fill out completely and include any additional supporting information that it is requesting.

You may receive correspondence if there are any questions on the form that has been submitted or if the collecting department finds the submitted material insufficient or incomplete.
Harris County Fire Code  
*Procedure Document*  
Fire Code Final Inspection Process

Once the required form(s) have been submitted and approved, the collecting department will approve the Pre-Inspection Document requirement within the ePermits project and you will now be able to proceed to Step Three.

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**Instructions for Completing a Fire Code As-Built Certificate Form:**

*The as-built certificate ensures that the project is ready for its final inspection. It indicates that the building has been built per the approved plans, per the adopted Harris County Fire Code and that any fire protection features are installed, tested and ready for inspection.*

- The form should be completed by the design professional, the owner, or the contractor for the project.
- Please provide appropriate contact information for scheduling purposes or for any inquiries the Harris County Fire Marshal’s Office may have.
- The project and permit number need to be indicated on the form.
- If there are fire protection features that are a part of the building, those separate project/permit numbers need to be indicated on the as-built as well and the completed State Fire Marshal’s Office forms attached to the as-built.

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**Step Three – Inspection Request**

- Complete the inspection request form found at the “inspection Request” hyperlink in blue box #3 at the main permits website (http://www.eng.hctx.net/permits/) or from the dashboard of your ePermits account.
- If completing the Inspection Request form, make sure to provide contact information, your project information and select “Fire Marshal” for your inspection type.

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**IMPORTANT**

*You will not be able to request a final inspection if your permit has Pre-Inspection Documents that have not been submitted and approved.*