

Buda Fire Department

Hays County Emergency Services District # 8

P.O. Box 1159, Buda, TX 78610

Administration: (512) 295-2232

Fax: (512) 295-2848



Change of Occupancy Requirements

Fill out and submit the Fire Protection **Plan Review/Permit Application** - Found at www.budafire.org - click on **code enforcement** - scroll to bottom of page, click on **Plan Review Permit Application**. On the application, find the box **Other (towards the bottom of page)** - Check the box and enter = **Change of Occupancy** on the line to the right. Additional information required are as follows: Please submit the completed application and other required information to: Buda Fire Department, 209 FM 2770, Buda Texas, 78610

Building owner Information -

- Name
- Phone Numbers

Floor Plan / Site Plan Diagram with dimensions -

- exits/doors
- offices/work rooms
- storage rooms
- fire extinguishers
- additional storage buildings/areas
- chemical storage cabinets

Type of business/work being conducted -

- types of materials/chemicals used in the building

Utilities -

- Gas - meter location
- Electrical - service panel location
- Water - meter location

Building Modifications If Applicably

- Additional - walls, doors, storage tanks, roofing (covered carports, walkways), electrical service meters, security fences/gates, fire sprinkler systems, fire alarm systems, etc...
- Removal - walls, doors, stairs, fire sprinkler systems, fire alarm systems, etc...

The fees assessed for this submittal are as follows:

- \$50 - Change of Occupancy
- \$100 - Certificate of Compliance Inspection