



MATAGORDA COUNTY FIRE MARSHAL'S OFFICE

2200 7TH Street Suite 301 Bay City, Texas 77414

979-241-0180 MCFMO@matagordatx.gov

Commercial Construction Procedure

The following is the submittal procedure for commercial new construction, build outs, and remodels in Matagorda County.

All plans must be stamped and signed by engineers if over 2,000 sf., or state licensed professionals for their prospective discipline(s).

Plans must be submitted with Application and one paper copy and one digital copy in PDF format. Electronic submittals must be one file. Not separate files for each page of the submittal.

1. Pre-development meeting, in person, with Fire Marshal if project exceeds 5,000 sf.
2. Submit Civil Plans ONLY. Civil Plans must show the following:
 - Fire Lanes. Must be established prior to building vertical.
 - Fire Lines (water) if applicable.
 - Fire Department Connection (FDC) if applicable. Must be within 100 ft of fire hydrant. Require Backflow Preventer, PIV, FDC, remote in a vault.
 - Fire Hydrants.
 - Water Source for protection systems if applicable.
3. Submit Construction Plans after Civil Plans have been approved and include:
 - Front Page of Plans must show Code Analysis showing construction type, occupancy type, occupancy load at a minimum. Life Safety Page. This Includes travel distances, Emergency Lighting, Exit Signs, Fire Rating on walls (where needed) Fire Rated Doors (where needed)

If Build Out, or Remodel just submit plans for the project. If under 2,000 sq ft. the plans do not need to be to scale. They may be hand drawn on a 8.5"x11" paper. Must show Exit Signs, Emergency Lighting, Fire Extinguisher locations, and dimensions at a minimum.



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4. Ancillary Submittals after Construction Plans approved. This may include the following if required, these are separate submittals for each. List is not all inclusive.

Fire Alarm

Fire Pump

Pre-manufactured Systems

(Paint Booths or similar)

Fire Sprinkler

Vent Hood Systems

Electronic Access

(Vehicular or people)