



INSTRUCTIONS FOR VARIANCE APPLICATION

A Variance Application, accompanied by supporting documentation, shall be submitted to request a variance to a particular section of a Fire Code or Standard.

A separate Variance Application is required for each specific code provision to which a variance is being requested.

The following information is required:

(Part 1) Applicant Information: The applicant is the person who would be in violation of a code or standard if he or she maintained the conditions sought by a variance and did not obtain the variance. If the applicant is not the Owner, complete the property owner's information.

(Part 2) Project Identification:

- (a) Project Name: A name that will readily identify the project.
- (b) DFW DCC Permit Number(s): If the variance involves a project for which a DFW Airport DCC has issued a permit for construction, provide the applicable permit number(s).
- (c) The address of the premises for which the variance is being requested.
- (d) Property Use: e.g., Warehouse, Hotel
- (e) Type of Project: Indicate whether the variance is being requested for an existing structure, new construction, or during the design phase.

(Part 3) Description of Requested Variance:

- (a) Include the name of the Code or Standard, Section(s) and Edition as provided by the Fire Code Official.
- (b) Describe in detail the variance requested.
- (c) Describe why the variance is needed and how the request meets or exceeds the code requirement.

Other Important Information

1. This Application may be submitted electronically through email to dfwfiremarshal@dfwairport.com. It can also be hand delivered or mailed to DFW Airport Fire Department, Fire Prevention Section, 3600 South Airfield, DFW Airport, Tx 75261. If emailed the subject line shall state *Variance Request – "Property Address and permit #"*.
2. Application must be typed, not handwritten. Complete application online before printing.



Variance # _____
To be assigned by the Fire Prevention

VARIANCE APPLICATION

(Part 1) Applicant Information

Applicant (Check one) Owner Agent Architect or Engineer Other _____

Name:		Phone Number:	
Mailing Address:			
City:	State:	Zip Code:	
Company Name:		Email Address:	

Property owner's information if other than the applicant.

Name:		Phone Number:	
Mailing Address:			
City:	State:	Zip Code:	
Company Name:		Email Address:	

(Part 2) Project Identification

Project (Check one) Existing New Construction Design Phase

Project Name:	
DFW DCC Permit #:	
Address:	
Property Use:	

(Part 3) Description of Variance Requested

Clearly define all items requested in the variance. Submit plans and other documents as necessary to explain and support request.

Applicable Code, Section(s) and Edition:
Description of variance requested:
Reason for variance requested: