

## Permit Application

**JOB ADDRESS:** \_\_\_\_\_

**Project Type:**             Residential             Commercial             Floodplain Development

**Permit Type:**

New Construction             Electrical             Demolition             Roofing  
 Remodel/Addition             Mechanical\*             Fence             Accessory Building  
 Tenant Finish-Out             Plumbing\*/OSSF             Swimming Pool             Other: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Job Description (Scope of Work):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fixture Count\* (Plumbing): \_\_\_\_\_ Tonnage\* (Mechanical): \_\_\_\_\_  
Construction Value/Job Value: \$ \_\_\_\_\_  
Total Square Feet: \_\_\_\_\_ Total AC Square Ft: \_\_\_\_\_

**All New Construction, Remodel, Addition, Tenant Finish Out, and any other project requiring plan submittal must be submitted in PDF format on a CD, flash drive, or upload via MyPermitNow.**

**All information on the residential/commercial plan review checklist must be provided in full at the time of submittal. If information is not submitted in full, the plan review process will cease and all information will be given back to the applicant.**

Separate permits are required for NPS, signage, pools, fences, floodplain development, mechanical, plumbing and electrical work. All permits must be posted at the job site and visible from the right-of-way. Failure to post permits will delay inspections and may result in a stop work order.

*I hereby certify that the work covered by this application is authorized by the owner in fact and that I am authorized to make this application. I further certify that the information shown above is true and correct, and I agree to comply with all of the applicable city codes and ordinances, and laws of the state of Texas, and the approved plat, plan and specifications. I further certify that I will use the subcontractor listed and approved or will contact the Development Services Department for a change order.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_