



# PERMIT APPLICATION FORM

↑List **JOB ADDRESS** above↑

**PLEASE CIRCLE THE FOLLOWING:**

RESIDENTIAL OR COMMERCIAL

**PLEASE CIRCLE THE TYPE OF PERMIT YOU ARE APPLYING FOR:**

BUILDING/REMODEL/ADDITION; MECHANICAL; PLUMBING/OSSF; ELECTRIC; SIGN; DEMO; OTHER \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

TENANT: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

**FIXTURE COUNT OR TONNAGE (if applicable)** \_\_\_\_\_

**CONSTRUCTION OR JOB VALUE: \$** \_\_\_\_\_ **TOTAL SQUARE FOOTAGE:** \_\_\_\_\_  
**PRESENT USE:** \_\_\_\_\_ **PROPOSED USE:** \_\_\_\_\_

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 Building Department for a change order. **All information on the residential/commercial plan review checklist must be supplied in full at the time of submittal. If information is not submitted in full the plan review process will stop immediately and all information will be given back to applicant.**

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

**Office Use Only**

Issue/DO NOT Issue: \_\_\_\_\_ Date: \_\_\_\_\_ Occupant Load: \_\_\_\_\_  
Water Tap Size(s): \_\_\_\_\_ Occupancy Group: \_\_\_\_\_  
Type of Construction \_\_\_\_\_ Independent Exits: \_\_\_\_\_