



NEW CONSTRUCTION – RESIDENTIAL SUBMITTAL INFORMATION

- Our goal is to complete plan reviews within five to seven (5-7) business days, excluding day of submittal.
- Plan reviews will not begin until all application requirements are met.
- After plans have been approved, any changes must also be submitted for approval and a \$50.00 per hour fee will be charged for the additional plan review.

The following items must be included with the application form. Incomplete plans and/or applications **will not** be accepted and may create delays.

- **PERMIT APPLICATION** – Application must be filled out in its entirety and signed in all appropriate places.
- **2 COMPLETE SETS OF ROLLED BUILDING PLANS** – Plans must be drawn to a scale of $\frac{1}{4}'' = 1'$. Minimum sheet size shall be 11'' x 17''; maximum sheet size shall be 30'' x 42''. Plans must contain the following sheets:
- **FLOOR PLANS** - Must be drawn to a scale of $\frac{1}{4}'' = 1'$. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.
- **STRUCTURAL PLANS** – Where required, must be drawn to a scale of $\frac{1}{4}'' = 1'$. Structural plans must show second floor framing, ceiling framing, roof framing, headers and beams.
- **EXTERIOR ELEVATION PLANS** – Must be drawn to a scale of $\frac{1}{4}'' = 1'$. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.
- **FOUNDATION PLANS** – Must be drawn to a scale of $\frac{1}{4}'' = 1'$ and must be sealed by a State of Texas licensed Engineer. Foundation Plans must show all dimensions, location and spacing of beams, location of postensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tension cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.
- **ENGINEER'S FOUNDATION DESIGN LETTER** – Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code. Letter must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

- **PLOT PLAN** – Plot Plan must be drawn to a scale of 1” = 20’. Plot Plan/Site Plan must show lot dimensions, all setbacks – sides, front and rear setbacks, platted building lines, show driveway(s), all easements, correct address for property, legal description of property – lot, block, subdivision, footprint of building(s), drainage of site (arrows showing directional flow of drainage).
- **ELECTRICAL PLANS** – (may be combined with floor plan). Electrical Plans must be drawn to a scale of ¼” = 1’. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.
- **PLUMBING PLANS** - (may be combined with floor plan). Plumbing Plans must be drawn to a scale of ¼” = 1’. Plumbing plans must show location of fixtures, water heaters, and gas outlets.
- **ENERGY COMPLIANCE REPORT (RES Check)** – Type approved by the State of Texas
- **WATER ACCOUNT APPLICATION FORM** – Applicant will need to fill out application and accompany with copy of driver’s license, social security card, and proof of ownership via a warranty deed or deed of trust.
- **SERVICE AGREEMENT FORM** – Applicant will need to fill out service agreement form and attach with permit packet.
- **NOTE: A FORM SURVEY SEALED BY A STATE OF TEXAS LICENSED SURVEYOR WILL BE REQUIRED TO BE ON SITE FOR THE PLUMBING ROUGH INSPECTION.**

CODE INFORMATION

The City of Lake Worth is under the following codes. For a complete list of building construction requirements, refer to the following code books and the adopting ordinances, including amendments to the approved codes. *Note: NTCOG refers to the North Texas Council of Governments.*

- 2012 International Residential Code – with NTCOG Amendments
- 2011 National Electrical Code – with NTCOG Amendments
- 2012 International Plumbing Code – with NTCOG Amendments
- 2012 International Mechanical Code – with NTCOG Amendments
- 2012 International Building Code – with NTCOG Amendments
- 2012 International Fire Code – with local amendments

CONTRACTOR REGISTRATION

- General Contractor/Home Builder will submit contractor information on permit application form. Once contractor information has been provided, any changes to contractor information must be made in writing to the Permit Department before information will be updated.
- All contractors (General/Home Builder, Mechanical, Electrical, and Plumbing) must be currently registered with the City of Lake Worth and be in good standing before permit will be issued. Annual registration fee is **\$100.00** for initial registration and **\$50.00** for renewal

registration (only if completed in required time frame). Mechanical, Electrical, and Plumbing contractors must also pull separate permits prior to release of the building permit.

- Lawn Sprinkler Permits must be pulled separate from the building permit and Irrigator and Backflow Tester must be currently registered with the City of Lake Worth and be in good standing before permit will be issued.

PERMIT FEES / PLAN REVIEW FEES

- Building permit fees are calculated based on the square footage of the structure. Price per square foot is determined by adopted Table 2 – Square Footage Construction Costs (see attached). Permit fees are then calculated using Table 1 – Building Permit Fee Schedule based on the construction value.
- Plan review fees are calculated at twenty-five percent (25%) of the building permit fee. This amount is in addition to the building permit fee.
- Mechanical, Electrical, and Plumbing trades will need to pull separate permits prior to the permit being released.

PERMIT INFORMATION

- Permit application packets may be dropped off for review and permit picked up between the hours of 8:00 am and 6:00 pm daily, excluding holidays.
- All fees must be paid in full prior to permit being released. Fees will be provided by Permit Clerk. Payment will be accepted in the form of cash, check, or money order. Fees will include permit fee, plan review fee, water/sewer impact fees, water/sewer tap fees, water meter fees, and water deposit on account.
- Utility Construction in easements or right-of-ways is not authorized by the building permit. Such work is only authorized by the Director of Public Works. Please inquire as to requirements for right-of-way permits.
- Irrigation and fence permits MUST be applied for separately. These will not be approved with the new construction permit.

POST PERMIT

- The building permit must be displayed in an obvious place that can be seen by the public. Approved locations are on a ground stake near the front curb, temporary utility pole, and the front window. Permit must be posted to receive inspection(s).

PLANS ON SITE

- City approved building plans must be available on the job site at all times. If plans are lost, an additional set must be submitted to the City to be stamped. After the first re-stamp, a fee of \$50.00 per set will be charged for additional plan review time.

CONSTRUCTION BEFORE PERMIT IS APPROVED

- No grading or other construction may begin until a permit has been issued and a permit card is clearly posted as stated above.

POST ADDRESS NUMBERS

- **Building addresses must be posted at each building site at all time. Inspections will not be performed if address is not visibly displayed.**
- During construction address numbers must be a minimum of eight inches (8”) in height.
- At final inspection address numbers must be posted on the building and meet the following:
 - o All numbers must comply with the International Residential Code for height requirements.
 - o Be clearly visible from the street near the main entrance (numbers may need to be larger due to distance.)
 - o If the numbers at the front door cannot be seen from the street, additional sets of numbers shall be posted at or near the driveway entrance.

STAFF INFORMATION

- **Office Hours:** Office Hours are 8:00 am to 6:00 pm, Monday through Friday, excluding holidays.
- **Plan Examiners:** These individuals will be available to see clients or take phone calls between the hours of 8:00 am to 9:00 am and from 4:00 pm to 5:00 pm daily, or by appointment.
- **Inspectors:** Inspectors will be available to see clients or take phone calls between the hours of 8:00 am to 9:00 am and from 4:00 pm to 5:00 pm daily, or by appointment.
- **All Other Times:** At all other times messages may be left on voice mails and calls will be returned as soon as time is available. You may also send an email to the appropriate party.

STAFF CONTACT INFORMATION

Title	Contact Name	Phone Number	Email Address
Permit Clerk	Kim Davis	817-237-1211 x 112	kdavis@lakeworthtx.org
Building Official	Barry Barber	817-237-1211 x 114	bbarber@lakeworthtx.org
Building Inspector	Joe Dickens	817-237-1211 x 115	jdickens@lakeworthtx.org
Planning & Zoning	Suzanne Meason	817-237-1211 x 111	smeason@lakeworthtx.org
Fire Marshall	Mike Voorhies	817-237-7461	mvoorhies@lakeworthtx.org

INSPECTION REQUESTS

- All inspection requests (no exceptions) must be requested via the inspection line at **817-255-7925**.
- Inspection requests must be made prior to 8:00 am to receive inspection on that business day, any inspection received after 8:00 am will be performed the following business day.
- If inspections are called in on a holiday, inspection will be performed on the next business day.
- Requestor must provide permit number, job address, type of inspection, and contact name and number.

RE-INSPECTION FEES

- A **\$50.00** re-inspection fee will be charged when:
 - The inspection called for is not ready when the inspector arrives;
 - The building permit is not posted clearly visible to the public;
 - The building address is not properly displayed;
 - The City approved plans are not on the job site;
 - The building is locked or work otherwise is not available for inspection when called;
 - The job site is red-tagged twice for the same item;
 - The original red tag has been removed from the job site (it is a misdemeanor to remove tag)
 - Violations exist on the property including: trash/debris, erosion control, high grass/weeds, etc.
 - Re-inspection fees must be paid in full prior to calling for a re-inspection.

REQUIRED INSPECTIONS

- Each of the following inspections must be performed and must be performed in the proper order. Concrete or plumbing rough inspections will be denied if it is too wet. Concrete inspections will be denied if the temperature is thirty-eight (38) degrees or below and falling. All inspections held back because of rain or cold weather must be recalled into the inspection line. Do not lay brick when temperatures will be below forty (40) degrees before mortar setting. **Plans must be on job site when all inspections are conducted.**
 - **Temporary Pole** – Must comply with 2011 NEC.
 - **First Lot Grading / Erosion Control** – Call when forms are set to verify location. Erosion Control shall be in place.
 - **Form Survey** – Shall verify location of the building on the lot as well as elevation in cases where a minimum finish floor elevation is specified. Form surveys may be faxed to Kim Davis at 817-237-1333. However, a hard copy should be mailed or brought into the City office. The City holds no responsibility for lost faxes.
 - **Plumbing Rough** – Must comply with 2012 IRC. A 5' head of water on last stack in house or air test (5 lb. on drainage / 60 lb. on water). Hot water lines must have minimum ½" insulation.
 - **Electric Conduit in Slab** – Materials and installation shall be per the 2011 NEC.

- o **Foundation** – A form survey is required at least twenty-four (24) hours before foundation inspection. All foundation plans shall be designed by a structural engineer. The engineer’s seal must be on the foundation plan and detail sheets. Foundation placed on fill dirt must have soil compaction tests submitted that are approved by the structural engineer that designed the foundation. All foundations must comply with Chapter 4 of the 2012 IRC. Foundation plates or sills shall be treated per IRC section R317. Foundation plates or sills must be bolted to the foundation or foundation wall with no less than ½” nominal diameter, steel bolts embedded at least seven inches (7”) into the concrete or masonry and spaced no more than six feet (6’) apart. See IRC section R403.1.6. There must be a minimum of one bolt located within twelve inches (12”) of each end of each piece of sill plate. A properly sized nut and washer must be tightened on each bolt to the plate.

- o **Wood Shake and Shingle Roofs (where applicable)**
 - a. The roof covering shall have a Class C fire rating.
 - b. The inspector must view bundles on site before they are opened.
 - c. Installation shall comply with instructions printed on the packaging and with IRC section R905.7 or R905.8.

- o **Fire Sprinkler System (where applicable)** – Sprinkled Structures shall have Fire Sprinkler System installed, inspected and approved by Fire Marshal’s Office prior to second inspection.

- o **Seconds** – All trades must be ready and general contractor is responsible to call for the inspection. The house shall be enclosed, roof on, window and doors set for inspection. Temporary windows or door may be used to keep out the weather if the permanent ones are not available. Call extra inspection when installed to verify window labels for Energy Code compliance. Original plans and energy check list must be on the job for this inspection.
 - a. **Plumbing Top-Out** shall comply with 2012 IRC, Chapters 25 through 32. All vents must extend through the roof with flashing installed at the roof.

SIZE OF TRAP (inches)	SLOPE (inch per foot)	DISTANCE FROM TRAP (feet)
1 ¼	¼	5
1 ½	¼	6
2	¼	8
3	¼	12
4	1/8	16

- See Chapter 31 of the IRC for venting options.
- No vents may be less than 45 degrees from the horizontal until they are at least 42” in height.
- Air Admittance Valves may be permitted in limited use and only when shown on the plans.
- All copper lines must be braced.
- Hot water lines must have ½” insulation.
- Pop-off and pan drain lines must run separately to the outside and cannot be installed in the slab.

- All water heaters must have a drip pan with drain. Two pans can be combined to a single drain. Removable, self-draining, frost-proof hose bibs must be installed.
 - Screw-on vacuum breakers on hose bibs are prohibited; they must be the built-in type.
 - Combustion air inlets and grills must be installed at water heater closets.
- b. Gas Line:** shall comply with Chapter 24 of the IRC. See also policy on CSS systems.
- A pressure test must be performed. See test pressure measurement under temporary utilities.
 - All log lighter valves must have the key installed for testing past the valve in both masonry and manufactured fireplaces.
 - All gas lines, regardless of their location, must be properly secured and protected.
 - Air gauges must be located inside the house, preferably in a fireplace or utility room.
 - Gas pipe in contact with any masonry must be galvanized.
 - The log lighter valve must be outside firebox wall with the key in place for inspection.
- c. Electrical Rough:** shall comply with the 2011 NEC.
- Ground clamps used on ground rods and pool belly steel must be listed for direct burial.
 - Ground and neutral conductors will be made up in all indoor panels at rough-in stage. Bonding screws (when required) must also be installed at this time.
 - A ground must be connected to the cold water piping and a supplemental grounding rod must also be provided.
 - Armored cable is prohibited without a full-size grounding conductor.
- d. Mechanical Rough:** shall comply with the 2012 IRC, Chapters 12 through 23.
- Flexible ducts must be supported and turns must be made in such a way that the air flow is not deterred. See duct manufacturer's specifications.
 - Combustion air vents must be installed in the top and bottom portion of closets enclosing gas appliances. Vents must total 100 square inches for water heaters and 200 square inches for furnaces and comply with Chapter 18, IRC.
 - Provide draft stop at each ceiling level around chimneys of factory built fireplaces unless more restrictive in manufacturer's listing requirements.
 - Ducts shall be sealed with approved tapes or mastics, not duct tape. Duct insulation is inspected with the final inspection.
- e. Framing:** shall comply with the 2012 IRC.
- Fur downs, chimneys, ceilings of different heights, and vertical wall spaces over 10' must be fire blocked. See section R602.8 IRC.
 - Roof drains that are concealed within the construction must comply with the Plumbing Code piping (i.e. PVC or cast iron).

- There must be a 2” gap between fireplace material and wood studs of any other combustible material.
 - Stairways shall comply with IRC section R311.7.
 - Maximum riser height 7 ¾”. Minimum tread depth 10”. ¾” nosing required on treads less than 11”.
 - Winding stairway treads are to be at least 6” at the inside of each tread. 12” out from the inside winder, a full run of 10” is required.
 - All studs must conform to the maximum allowed for cutting, notching, and boring.
 - All brick shall bear on foundation unless specifically permitted.
 - Wall bracing shall be installed as designed and specified.
 - All framing, walls and ceiling in garage shall be on 16 inch centers.
- o **Fireplace** – shall comply with the 2012 IRC. Inspection should be called when firebox, damper, and first flue tile are in place. Do not lay face brick before inspection.
- **Gas Line:** shall comply with Chapter 24 of the IRC.
 - A pressure test must be performed. See test pressure measurement under temporary utilities.
 - All log lighter valves must have the key installed for testing past the valve in both masonry and manufactured fireplaces.
 - All gas lines, regardless of their location, must be properly secured and protested.
 - Air gauges must be located inside the house, preferably in a fireplace or utility room.
 - Gas pipe in contact with any masonry must be galvanized.
 - The log lighter valve must be outside firebox wall with the key in place for inspection.
- o **Insulation**– Shall comply with Chapter 11 of the 2012 IRC. An insulation inspection is required before walls and ceilings are covered up. Blown insulation shall be inspected at the final.
- o **Drywall**– Shall comply with Chapter 7 of the IRC, table R702.3.5, walls must be hung in the vertical position. Drywall installed in garage must be 5/8 type X walls and ceiling.
- o **Temporary Utilities** – The contractor may request temporary utility service prior to certificate of occupancy under strict conditions. Temporary release of utilities for construction purposed does not authorize occupancy of the building. The following are inspected prior to release of the utilities.

Electrical Release:

- A cover has been installed on the main electrical panel.
- All applicable breakers for equipment to be tested must be installed.
- No additional breakers are permitted to be installed.
- All wiring had been capped in an approved method, including receptacles, switches, and fixtures.

Gas Release:

- The gas piping and heating system is fully installed.

- A pressure test is required. **Test pressure measurement.** Test pressure shall be measured with a monometer or with a pressure-measuring device designed and calibrated to read, record, or indicate a pressure loss caused by leakage during the pressure test period. The source of pressure shall be isolated before the pressure tests are made. For tests requiring a pressure of 3 psig, mechanical gauges shall utilize a dial with a minimum diameter of three and one half inches (3 ½”), a set hand, 1/10 pound incrementation and a pressure range not to exceed 6 psi for testes requiring a pressure of 3 psig. For tests requiring a pressure of 10 psig, mechanical gauges shall utilize a dial with a minimum diameter of three and one-half inches (3 ½”), a set hand, a minimum of 2/10 pound incrementation and a pressure range not to exceed 20 psi.
 - Gas valves shall have been installed on all gas outlets.
 - Access is required for the inspection of furnace units in attic by means of an approved ladder.
- o **Wall-Tie/Sheathing** – (call sheathing inspection prior to stucco or other finish). Wall tie may be called at time of second or may be called separately afterwards. For brick veneer provide one tie per 3 ¼ square feet (for 16” framing one every 24” high or for 24” framing one every 16” high) unless structural engineer or architect specifies more.
- o **Whirlpool Tub** – (where applicable) Must comply with the 2011 NEC and IRC section P2720. Electrical bonding and GFCI.
- o **Second Lot Grading** – Both 2nd lot grade and approach inspection must be called in at the same time. Driveways and flat work must be approved before any concrete pour is initiated.
- o **Approaches and Sidewalks** –
 - Approaches must have a depth of 6” and be reinforces with number 3 bars, 18” on center.
 - A turn radius of 5’ is required.
 - For streets with curb and gutter, dowel 6” into gutter with number 3 bars, 18” on center.
 - For asphalt streets without curb and gutter, set forms 6” from the road edge and make pour.
 - Where public walks are provided, they shall be 4” deep and be reinforces with number 3 bars, 24” on center. Expansion joists at least every 20’.
 - All pavement in City right-of-way must have a broom finish. (No exposed aggregate.)
- o **Final Lot Grading** – Lot will be checked for final grading, all trash and debris must be removed from lot.
- o **Building Final** – All inspections must be completed before requesting a building final. The builder must be present at the time of final inspection. Failure to be present will result in the issuance of a red tag.
 - Final grading must be completed.
 - Electric panel must be specifically and clearly labeled.
 - The permanent address must be posted on the house or mailbox.

- The water cut-off valve at the house must be operable with a valve lid set 2" above the grade.
- A water meter box must be set 2" above grade with dirt removed from the top of the meter.
- A permanent electrical outlet and lighting fixture controlled by a switch located at the required attic opening must be provided at or near any mechanical equipment.
- A gas line pressure test must be performed. Cap the gas line in the firebox and leave the gas log lighter valve open with the key in place. Test pressure measurement. Test pressure shall be measured with a monometer or with a pressure-measuring device designed and calibrated to read, record, or indicate a pressure loss caused by leakage during the pressure test period. The source of pressure shall be isolated before the pressure tests are made. For test requiring a pressure of 3 psig, mechanical gauges shall utilize a dial with a minimum diameter of 3 1/2", a set hand, 1/10 pound incrementation and pressure range not to exceed 6 psi for tests requiring a pressure of 3 psig. For tests requiring a pressure of 10 psig, mechanical gauges shall utilize a dial with a minimum of 3 1/2", a set hand, a minimum of 2/10 pound incrementation and a pressure range not to exceed 20 psi.
- A permanent ladder must be installed to access an attic water heater. An access opening is required to all attic areas.
- All light fixtures and switch receptacles must be installed.
- All plumbing fixtures must be installed.
- A removable access panel must be provided for whirlpool tubs.
- Sewer clean-outs must be 2" above grade.
- Street, alley, and all flatwork must be clean and clear of mud and debris.
- Chimney must be extended 2 ft. above any portion of the roof within 10 ft.
- The yard and grade must be clean and clear of debris and trash.
- At least one full-length continuous handrail must be installed at each stairway. Ends must be returned to the wall or terminate at a Newel post. Handrails must be installed at a height of 34"-38".
- Guards, aka guardrails, are required at floors, landings, or stairs where the drop-off is 30" or more. The minimum guardrail height is 36". Intermediate spaces shall be such that a 4" diameter ball cannot pass through. A 4 3/8" ball may be used for openings on the sides of stair treads.
- If a lawn sprinkler system is installed, a separate permit must be issued and the final backflow prevention test report must be submitted.
- Safety glazing shall be identified in a permanent manner (etched on glass) where required by Section R308.1.
- Final Energy inspection items include check labels on windows, doors, water heaters, HVAC equipment, and recessed light fixtures. Also blown insulation and duct insulation is checked. Blown insulation must have depth markers every 300 square feet and certificate from installer stapled to framing member near attic access. Original plans and energy check list must be on the job for this inspection. Ducts in unconditioned attics or crawl spaces shall be insulated a minimum of R-8.
- Structures equipped with an automatic sprinkler system shall be provided with a water flow alarm location on the building front exterior. Alarm shall be tested and approved prior to building final.
- Sprinkled structures shall be inspected and approved by the Fire Marshal's office prior to final certificate of occupancy.

- o **Temporary Building Finals** – The City of Lake Worth maintains a philosophy that temporary or conditional building finals are not generally issued. No temporary or conditional building finals will be issued except in the most extreme exigent circumstances and then only on the recommendation of the inspector for the site and the written approval of the Building Official. Absolutely no temporary or conditional building finals will be issued when life safety or hazardous conditions exist.

MISCELLANEOUS JOB SITE REQUIREMENTS

- o **Litter** – All of the following pertain to litter on the job site.
 - Provide a litter container of sufficient size on the job site at all times.
 - Require all sub-contractors to place trash in container each day before leaving the job site.
 - See that all paper and boxes from building materials are not allowed to blow about the job site and area.
 - All inspections will be canceled if trash is blowing or loose on the job site. No inspections will be made until all trash has been contained.
- o **Job Toilets** – All of the following pertain to toilets on the job site.
 - Provide a portable restroom facility on all job sites until a permanent toilet is available.
 - No inspections will be made if a restroom facility is not provided.
 - Adjacent sites may share grouped facilities with approval from each general contractor.
- o **Erosion Control** – All of the following pertain to erosion control on the job site.
 - Erosion control must be installed accordingly to city specifications prior to construction.
 - Erosion control must be maintained at all times throughout the project.
 - All future inspections will be canceled at any time erosion control conditions are inadequate.
- o **Construction Office** – All of the following pertain to construction offices on the job site.
 - If a portable office building is placed on the job site then a separate building permit is required for the building. Electrical and/or plumbing installations must be inspected.

City of Lake Worth
 Permit Department
 3805 Adam Grubb
 Lake Worth, Texas 76135
 817-237-1211 X 112 Fax 817-237-1333



NEW CONSTRUCTION PERMIT APPLICATION RESIDENTIAL

Date:		Permit #:	
Permit Address:			
Current Legal Description:	Block/Abstract:	Lot/Tract:	Addition/Survey:

PROPERTY OWNER INFORMATION

First Name: or Company Name:		Middle:	Last Name:	
Address:		City:	State:	Zip:
Phone:	Fax:	Email:	Mobile:	

PERMIT INFORMATION

Construction Value:	Square footage of building (total gross floor area)?
I have the owner's consent to perform this work? <input type="checkbox"/> YES <input type="checkbox"/> NO	Briefly describe work to be done:
What is building used for?	Will there be a change in the use of the property? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please describe:

PERMIT REQUIREMENTS

<p>The following guidelines apply for this permit:</p> <ol style="list-style-type: none"> 1) Applicant must provide 2 complete sets of plans. 2) Work must be designed and performed in accordance with all current codes and Lake Worth Ordinances. 3) Permit and inspection fee(s) are based on construction value of project. Water/Sewer fees are based on the size and type of water meter(s) requested. (reinspection fees may be assessed as necessary)
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This permit, once issued, expires by limitation 180 days from the date of issuance unless construction is commenced and inspection approval is obtained within 180 days of issuance. The authority having jurisdiction shall be permitted to grant an extension of the permit time period for an additional 180 days upon written documentation by the permittee of a satisfactory reason for failure to start or complete the work or activity authorized by the permit. **Only one extension will be allowed. I understand that all permits require a final inspection.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction of the performance of construction.

Applicant Signature:	Date:
Printed Name:	Application Received By:

OFFICE USE ONLY

SUBMITTAL DATE INFORMATION

1st submittal date:	2nd submittal date:
3rd submittal date:	submittal date:

REQUIRED APPROVAL SIGNATURES

Permit application and plans have been reviewed and are released for construction.		
DEPARTMENT	SIGNATURE	APPROVAL DATE
BUILDING DEPARTMENT		
ZONING DEPARTMENT		

PAYMENT INFORMATION

Fee: see payment request	Date Paid:	Receipt #:	
Property Zoning:	Ownership Verified: <input type="checkbox"/> YES <input type="checkbox"/> NO	Taxes Paid: <input type="checkbox"/> YES <input type="checkbox"/> NO	Liens Paid: <input type="checkbox"/> YES <input type="checkbox"/> NO
Property Platted: <input type="checkbox"/> YES <input type="checkbox"/> NO	Site Plan Submitted: <input type="checkbox"/> YES <input type="checkbox"/> NO	Permit Expiration Date:	Completion Date:

VARIANCE INFORMATION
(Only to be completed if variance required)

Variance Case #:	Meeting Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
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Comments/Notes:

CONTRACTOR INFORMATION

(All contractors must be registered with the City and MEP's must pull separate permits prior to permit being released)

GENERAL CONTRACTOR INFORMATION

First Name:	Middle:	Last Name:	
Company Name:			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	Mobile:

MECHANICAL CONTRACTOR INFORMATION

First Name:	Middle:	Last Name:	
Company Name:			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	Mobile:

ELECTRICAL CONTRACTOR INFORMATION

First Name:	Middle:	Last Name:	
Company Name:			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	Mobile:

PLUMBING CONTRACTOR INFORMATION

First Name:	Middle:	Last Name:	
Company Name:			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	Mobile:

Permit Address:			
Current Legal Description:	Block/Abstract:	Lot/Tract:	Addition/Survey:

PROPERTY OWNER INFORMATION

First Name:	Middle:	Last Name:	
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	

GENERAL CONTRACTOR INFORMATION

First Name:	Middle:	Last Name:	
Company Name:			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	Mobile:

SERVICE INFORMATION

Type of Construction	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Industrial
Domestic Water Meter Size	<input type="checkbox"/> 1 inch	<input type="checkbox"/> 1 ½ inch	<input type="checkbox"/> 2 inch	<input type="checkbox"/> Other
Irrigation Water Meter Size	<input type="checkbox"/> 1 inch	<input type="checkbox"/> 1 ½ inch	<input type="checkbox"/> 2 inch	<input type="checkbox"/> Other
Additional Water Meter Size and Type	<input type="checkbox"/> 1 inch <input type="checkbox"/> Domestic <input type="checkbox"/> Irrigation	<input type="checkbox"/> 1 ½ inch <input type="checkbox"/> Domestic <input type="checkbox"/> Irrigation	<input type="checkbox"/> 2 inch <input type="checkbox"/> Domestic <input type="checkbox"/> Irrigation	<input type="checkbox"/> Other <input type="checkbox"/> Domestic <input type="checkbox"/> Irrigation
Pretreatment Facility:	<input type="checkbox"/> YES <input type="checkbox"/> NO		Monitoring Station: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Special manufacturing wastes generated:	<input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, please describe:	

