

Residential Building Permit

Check List

Information required for Building Permit

- Two (2) sets of building plans,
- An approved Site Plan (or simultaneous submission of a Site Plan Application)
- All applicable Building Fees to the City
- In addition to the above items, the Applicant must show evidence of the following:
 - ☐ Evidence of ownership of the Property (such as a recorded Warranty Deed) or written evidence of authority to act on behalf of the record title owner;
 - ☐ The property is platted pursuant to the City's Subdivision Ordinance and appropriately zoning pursuant to the City's Zoning Ordinance.

Fees

- The building permit and site plan fees and the Utility Tap must be paid at the time the application is submitted.
- The building permit and site plan fees are nonrefundable, but the Utility Tap Fee will be refunded if the project is abandoned.

RESIDENTIAL BUILDING PERMIT APPLICATION

APPLICANTS NAME: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

PHONE & EMAIL _____

PROPERTY OWNER: _____

GENERAL CONTRACTOR: _____

DESCRIPTION OF WORK: _____

IS THIS PROJECT: _____ NEW CONSTRUCTION _____ REMODEL/ADDITION

PREVIOUS USE OF BUILDING: _____

**If following work if required List
Contractor & Permit/License #**

ELECTRIC _____

PLUMBING _____

GAS _____

MECHANICAL _____

NFPA 13R FIRE SPRINKLER
SYSTEM _____

CORNER LOT?

_____ YES

_____ NO

**CURRENTLY
OCCUPIED?**

_____ YES

_____ NO

FRONT SETBACK: _____

REAR SETBACK: _____

SIDE SETBACK (R.): _____

SIDE SETBACK (L.): _____

**SETBACKS ARE MEASURED FROM
THE PROPERTY LINE. NOT THE
CURB.**

**IS PROJECT REGISTERED FOR TAS
REVIEW? _____ YES _____ NO
CONFIRMATION #:**

LEGAL DESCRIPTION: LOT _____ BLOCK _____ SUBDIVISION _____ UNIT _____

OR TRACT _____ SECTION _____ SURVEY _____ ABSTRACT _____

FOUNDATION TYPE: _____ PIER/BEAM _____ SLAB _____ OTHER _____

ROOFING MATERIALS: _____ COMP _____ WOOD _____ TILE _____ BUILT UP _____ OTHER _____

ROOF DESIGN: _____ TRUSS _____ CONVENTIONAL _____

RETAINING WALL: _____ CONCRETE _____ KEYSTONE _____ OTHER _____ HEIGHT _____

SQ. FOOTAGE OF PROJECT _____

NUMBER OF PARKING SPOTS: _____ **NUMBER OF SEATS:** _____

OUTSIDE STORAGE: _____

PROVIDE DISTANCE OF NEAREST FIRE HYDRANT TO THE PROPOSED STRUCTURE: _____

MOBILE HOME, MANUFACTURED OR PREFABRICATED HOUSING :

SIZE: _____ **SERIAL # :** _____

YEAR: _____ **MAKE/MODEL:** _____



I HEREBY CERTIFY THAT AN ASBESTOS SURVEY HAS BEEN PERFORMED IN ACCORDANCE WITH THE TEXAS ABESTOS HEALTH PROTECTION RULES (TAHPR) AND THE NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS (NESHAP) FOR THE AREA(S) BEING REVOVATED AND/OR DEMOLISHED.

VALUATION OF WORK: _____

APPLICANT SIGNATURE: _____ **DATE:** _____

BY SIGNING THIS APPPLICATION YOU ARE VERIFYING ALL INFORMATION IS CORRECT

***** PLANS SUBMITTED NOT TO EXCEED 24" IN LENGTH AND NO SMALLER THAN 8"X 11" *****

FOR OFFICE USE ONLY

APPLICATION FEE: _____ CHECK/CASH: _____ DATE: _____ RECEIVED BY: _____

For City Use Only
Residential Building Permit Application Review

Applicant: _____

Address: _____

Phone#: _____

The site plan has been reviewed by a city representative. A review of the specifications of the project was conducted on _____ and it was determined that:

[] the proposed development as submitted **does not meet** with the development standard and regulations and specifications as required by the City of Poth

Reviewed by: _____ Date: _____

[] the proposed application **was incomplete** and additional information is required.

Reviewed by: _____ Date: _____

[] the proposed development as submitted is in conformance with the development standard and meets all regulations and specifications as required by the City of Poth and **has been approved** by: _____ Date: _____