

Planning & Development Department
BUILDING PERMIT APPLICATION

1. PROJECT INFORMATION:

DATE OF SUBMITTAL: _____

PROJECT ADDRESS (If existing): _____

HCAD PARCEL NO(s) 13-digit Tax ID(s): 1.) _____

2.) _____ 3.) _____

PROPERTY LEGAL DESCRIPTION: _____

IRRIGATION SIGN FENCE POOL OTHER: _____

DESCRIBE WORK: _____

BUILDING USE: _____ NO. OF STORIES: _____ TOTAL SQ. FOOTAGE: _____ PROJECT VALUATION: \$ _____

2. PROPERTY OWNER CONTACT INFORMATION:

OWNER'S NAME: _____ PHONE: _____

MAILING ADDRESS: _____

E-MAIL: _____

3. GENERAL CONTRACTOR:

*HOMEOWNER IS CONTRACTOR

CONTRACTOR COMPANY: _____

PHONE 1: _____ PHONE 2: _____

E-MAIL: _____ FAX #: _____

MAILING ADDRESS: _____

CONTACT PERSON'S NAME: _____ PHONE: _____

4. APPLICATION CHECKLIST & SUPPORTING DOCUMENTATION (Check applicable boxes): * *If Homeowner is Contractor, must furnish notarized Homestead Affidavit*

- COMPLETE ITEMS 1-4 OF PERMIT APPLICATION
 SUBMIT TWO (2) COMPLETE SETS (HARDCOPIES) OF CONSTRUCTION PLANS FOR REVIEW.

COMMERCIAL PROJECTS REQUIRE A CD/USB IN PDF FORMAT.

1. CONTRACTOR MUST BE REGISTERED WITH THE CITY. TO REGISTER, SUBMIT CURRENT CERTIFICATE OF INSURANCE WITH CITY NAME & ADDRESS AS CERTIFICATE HOLDER.
2. ADDITIONAL APPLICATION AND ASSOCIATED DRAWINGS ARE REQUIRED FOR THE FOLLOWING PERMITS: FILL DIRT, FLOOD PLAIN DEVELOPMENT, AND STORM WATER QUALITY.
3. **NOT A VALID PERMIT UNTIL OWNER/CONTRACTOR IS NOTIFIED OF APPROVAL AND ALL APPLICABLE FEES ARE PAID IN FULL**
4. AS A CONDITION OF THIS SUBMITTAL, I AGREE TO ALLOW EMPLOYEES OF THE CITY OF LA PORTE TO ACCESS MY PROPERTY FOR THE PURPOSE OF INSPECTING OR VERIFYING INFORMATION PROVIDED IN THIS APPLICATION & THE PLANS SUBMITTED THEREWITH.

APPLICANT PRINTED NAME: _____ APPLICANT SIGNATURE: _____

(STAFF USE ONLY):

Occupancy Type: _____ Const. Type: _____ Flood Zone: _____ Use Zone (Zoning District): _____ CE?: _____ Taxes?: _____

FEES: PERMIT FEE: \$ _____ PLAN CHECK FEE: \$ _____
RESIDENTIAL DRIVEWAY TIE-IN FEE: \$ _____ PARKLAND & ZONE FEE: _____

Special Conditions:

Must complete all work and pass City inspection within 10 days of permit issuance to avoid further Code Enforcement Action

PERMIT APPROVAL: Fire Marshal (Commercial Only): _____ Date: _____
Approved for Issuance by: _____ Date: _____

PERMIT NO. _____