

City of La Porte  
604 W. Fairmont Pkwy  
La Porte TX 77571

Planning & Development  
**BUILDING PERMIT APPLICATION**

Phone: 281.470.5073  
Fax: 281.470.5005  
permits@laportetx.gov

<b>Applicant Name:</b>		<b>Project Address:</b>		<b>Site Plan No. if applicable:</b>		
HCAD Parcel No. (s): (1) _____ (2) _____ (3) _____						
<b>LEGAL DESCRIPTION:</b>						
<b>Property Owner:</b>		Mailing Address:		E-Mail:		Phone:
<b>Contractor:</b>		Mailing Address:		E-Mail:		Phone:
Architect:		Mailing Address:		E-Mail:		Phone:
Engineer:		Mailing Address:		E-Mail:		Phone:
<b>Contact Person:</b>		Mailing Address:		E-Mail:		Phone:
Project Description:				Business/ Project Name:		
Building Use:	No. of Stories:	Living Sq. Ft.	Garage Sq. Ft.	Porch Sq. Ft.	Other Sq. Ft.	Total Sq. Ft.
<b>SELECT ALL THAT APPLY:</b>						
		<b>*RESIDENTIAL</b>		<b>COMMERCIAL</b> VALUATION REQUIRED \$ _____		
		*DOES NOT REQUIRE VALUATION				
NEW		ADDITION		REMODEL		CULVERTS
FOUNDATION		IRRIGATION		SIGN		OTHER
FENCE		POOL		DRIVEWAY		
DESCRIBE WORK: _____						
<b>1. APPLICATION CHECKLIST &amp; SUPPORTING DOCUMENTATION:</b>						
<input type="checkbox"/> RESIDENTIAL PROJECT: SUBMIT (2) COMPLETE SETS TO SCALE (HARD COPIES) OF CONSTRUCTION PLANS FOR REVIEW. <input type="checkbox"/> COMMERCIAL PROJECT REQUIRES: 1. (2) COMPLETE SETS (HARD COPIES) OF CONSTRUCTION PLANS AND SITE PLAN FOR REVIEW. 2. CD/ USB IN PDF FORMAT SHOULD INCLUDE 24 x 36 CONSTRUCTION PLANS, SITE PLAN, AND COMPLETE APPLICATION. 3. SITE PLAN FEE DUE AT TIME OF SUBMITTAL. MAJOR SITE PLAN 10 ACRES OR GREATER: \$300.00 + \$5.00 PER ADDITIONAL ACRE; MINOR SITE PLAN LESS THAN 10 ACRES: \$200.00 + \$5.00 PER ADDITIONAL ACRE. <input type="checkbox"/> CONTRACTOR REQUIREMENTS: CURRENT GENERAL LIABILITY CERTIFICATE OF INSURANCE MINIMUM OF \$100,000. CITY OF LA PORTE; 604 W. FAIRMONT PKWY; LA PORTE, TX 77571 AS THE CERTIFICATE HOLDER.  NOT A VALID PERMIT UNTIL OWNER/ CONTRACTOR IS NOTIFIED OF APPROVAL AND ALL APPLICABLE FEES ARE PAID IN FULL. SITE PLAN FEE IS DUE AT SUBMITTAL OF APPLICATION. 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.						
<b>SIGNATURE OF APPLICANT:</b> _____ <b>PRINTED NAME:</b> _____ <b>DATE:</b> _____						
<b>STAFF USE ONLY:</b>						
TAXES:	CODE ENFORCEMENT:	FLOOD ZONE:	TYPE OF CONSTRUCTION:	TYPE OF OCCUPANCY:		USE ZONE:
<b>BASE PERMIT FEE</b>	<b>PERMIT FEE</b>	PLAN REVIEW FEE	DRIVEWAY TIE-IN FEE	PARKLAND & ZONE FEE		OTHER FEE
NEW WATER ACCOUNT SET-UP REQUIRED FOR THIS PROJECT:				YES	NO	
PERMIT APPLICATION RECEIVED BY:					DATE:	
PERMIT NO.			APPROVED FOR PERMIT ISSUANCE BY:			DATE: