

City of Poteet

Office Use Only

Received Date:

Initials:

491 Ave H /P.O. Box 378 Poteet Tx 78065
Phone (830) 742-3574 Ext 206 Fax (830)742847

Office Use only

Reviewed By:

Approve Date:

Permit Number:

Residential Permit Application

Fill this form completely, supplying all necessary information and documentation to support your request; including but not limited to a copy of your contract, site plan, and construction plans. **Your application will not be accepted until the application is completed and required information is provided**

Address:

Property Owner Info

Name:

Physical Address:

Mailing Address:

Phone Number:

Building Permit including Trade Permit

New

Remodel

Description of work being done:

All work will require plans to be submitted and reviewed before permit is issued. The Building Department has up to 7 business days to review plans and application before permit is issued or plans sent back for correction.

Shed and Carports

Square Footage _____

Utilities Yes No

All sheds will need to be on concrete runners 24 inches wide, 4 inches deep, and length of the shed

Arbor/Pergola/Porches (any size)

Square Footage _____

Utilities Yes No

Deck

Square Footage _____ Above Grade

Yes No

Will require plan review and possibly structural engineer report

Fence

Height _____

Masonry fence/wall Yes No

Plans and/or engineer report may be required for work being preformed.

Demolition

Full Partial

Description of demolition: _____

An Asbestos survey is required on all commercial projects in accordance with the Texas

Department of State Health Services requirements and Texas Asbestos Health Protection Rules. **Before permit is issued a copy of asbestos survey must be submitted.**

Swimming Pool and Hot tubs

Above Ground Below Ground Gallons _____

Hot tub/Spa Pool

Will require plan review and inspection on all except above ground pool under 5,000 gallons

Roofing

Tiles Metal Tar Other _____
Description of roofing _____

Plans and/or engineer report may be required for work being preformed.

Rental Registration

Occupied Unoccupied

Scheduled: No Yes If yes date and time: _____

Crime addendum and renter handbook receipt shall be signed and returned before city services will be conntected.

Alarm

Monitored Audible

Alarm Company Information:

Name: _____

Address _____

Phone _____

Alternate Contact Information

Name _____

Phone _____

Name _____

Phone _____

Curb Cut Yes No **Street Cut** Yes No

Contractor and Subcontractor Information

Contractor Name _____

Company Name _____

Address _____

Phone _____ License Number if applicable _____

Electrical Contractor Name _____

Company Name _____

Address _____

Phone _____ License Number _____

Plumbing Contractor Name _____

Company Name _____

Address _____

Phone _____ License Number _____

Mechanical Contractor _____

Company Name _____

Address _____

Phone _____ License Number _____

Other Contractor _____

Company Name _____

Address _____

Phone _____ License Number if applicable _____

A permit becomes null and void if work or construction authorized is not commenced within 6 months or if construction or work is suspended , or abandoned for a period of 6 months at any time after work is started.

I hereby certify that I have read and examined this document 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. I understand granting of a permit does not presume to give authority to violate or cancel the provisions of any city guidelines, ordinances, codes, state or local laws regulating construction or the performance of construction.

(SIGNATURE OF OWNER, CONTRACTOR OR AUTHORIZED AGENT)_____
DATE

**Note: Inspection of permitted work may reveal code violations not discovered during plan review.

Permit application can take up to five business days to process once all required documents are submitted