



Phone: 940-365-5833

Fax: 940-365-5834

5097 Highway 377  
Krugerville, Texas 76227

## Commercial Building Permit Application

Building Permit Number: _____	Valuation: _____
Project Name: _____	Square Foot: _____
Project Address: _____	
Project Description:      New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Finishout <input type="checkbox"/>	
Sign <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Other <input type="checkbox"/>	
Scope of Work: _____	

Owner Information: _____			
Name: _____		Contact Person: _____	
Address: _____			
Phone Number: _____	Fax Number: _____	Mobile Number: _____	

Engineer	Contact Person	Phone Number	Fax Number
Architect	Contact Person	Phone Number	Fax Number
General Contractor	Contact Person	Phone Number	Contractor License Number
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number
Electrical Contractor	Contact Person	Phone Number	Contractor License Number
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

**A certificate of occupancy must be issued before any building is occupied.**

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 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 or the performance of construction.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Approved by: _____	Date approved: _____
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Permit Fees: \_\_\_\_\_  
 Issued Date: \_\_\_\_\_  
 Issued By: \_\_\_\_\_

BV Project # \_\_\_\_\_



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## CONTRACTOR REGISTRATION FORM

### TYPE OF CONTRACTOR LICENSE:

- |  |   |
|--|---|
| <input type="checkbox"/> CONTRACTOR-BUILDER          | <input type="checkbox"/> MASTER PLUMBER                   |
| <input type="checkbox"/> MASTER ELECTRICIAN          | <input type="checkbox"/> JOURNEYMAN PLUMBER               |
| <input type="checkbox"/> JOURNEYMAN ELECTRICIAN      | <input type="checkbox"/> IRRIGATOR (LANDSCAPE)            |
| <input type="checkbox"/> RESIDENTIAL ELECTRICIAN     | <input type="checkbox"/> BACKFLOW (special form required) |
| <input type="checkbox"/> MASTER SIGN ELECTRICIAN     | <input type="checkbox"/> INSTALLER (LANDSCAPE)            |
| <input type="checkbox"/> JOURNEYMAN SIGN ELECTRICIAN | <input type="checkbox"/> FIRE LINE TESTER                 |
| <input type="checkbox"/> MECHANICAL (HVAC)           | <input type="checkbox"/> OSSF                             |
| <input type="checkbox"/> POOL CONTRACTOR             | <input type="checkbox"/> OTHER _____                      |

### CONTRACTOR INFORMATION

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_

LICENSEE NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

AUTHORIZED TO PULL PERMITS: \_\_\_\_\_

\_\_\_\_\_

**The City requires:**

- |   |   |
|---|---|
| <input type="checkbox"/> \$75.00 annual fee (N/A for plumbers and electricians) | <input type="checkbox"/> Copy of certificate of liability insurance |
| <input type="checkbox"/> Copy of contractor's license                           | <input type="checkbox"/> Copy of driver's license                   |



## Commercial Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Three (3) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

- An additional set of plans will be required for fire sprinklered buildings
- An additional set of plans will be required for projects which require a health review

**Note:** Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

**PROFESSIONAL LICENSE:** Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

**REQUIRED DRAWINGS AND DOCUMENTS:** (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan<sup>(a)</sup>
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report
12. Asbestos Survey (for renovation or demolition permits)<sup>(b)</sup>
13. Texas Department of Licensing and Regulation architectural barriers project registration information<sup>(c)</sup>

### NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, [www.tdh.state.tx.us/beh/asbestos/default.htm](http://www.tdh.state.tx.us/beh/asbestos/default.htm)]
- c. Texas Department of Licensing and Regulation [1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us)]



## Commercial Plan Review Checklist

Project Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Permit Application \_\_\_\_\_

(2) Site Plans to include Legal Description (lot, block, subdivision),  
lot dimensions, proposed structure/building location, easements,  
septic system location. \_\_\_\_\_

(2) Parking lot layout plans. \_\_\_\_\_

Drainage Plans \_\_\_\_\_

(2) Commercial Energy Code Compliance. (2000 IECC) \_\_\_\_\_

(3) Sets of plans to include floor plan, exterior elevations, roof design,  
Foundation plan, MEP design, construction details, window/door  
schedule. \_\_\_\_\_

(2) Fire lane location and construction plans and details. \_\_\_\_\_

(2) Fire suppression system plans and documents. \_\_\_\_\_

(2) Fire alarm system plans. \_\_\_\_\_

On Site Sewage Facility (OSSF) - Application and required documents \_\_\_\_\_  
Permit fee of \$300.00 \_\_\_\_\_

Driveway approaches and drainage culverts - Engineered plans \_\_\_\_\_  
Culvert Permit Fee of \$500.00 \_\_\_\_\_

Driveways accessing Hwy 377 require TXDOT permit \_\_\_\_\_

Wind load design and verification document \_\_\_\_\_

TDLR # - Architectural Barriers Registration (if \$50,000.00 or over) \_\_\_\_\_

Asbestos Survey or Compliance Statement (if demo or remodel) \_\_\_\_\_

*Contractor Registration required for General, Electrician, Plumber,  
Mechanical, Irrigator, and OSSF Installer.*



## COUNTYWIDE INSPECTION SERVICES

### **Permit Submittal**

All completed permit documents shall be submitted to City Hall. Processing time is 7 to 10 days.

### **Permit Issuance**

Once the permit has been approved, the requestor will be contacted by City Hall personnel and notified of fees.

### **Plan Review**

Countywide Inspection Services will be conducting residential and commercial plan reviews. The applicant will be contacted by Countywide if additional information is needed. You may contact City Hall for the status of your permit at 940-365-5833.

### **Inspection Requests**

Please contact Countywide Inspection Services to request inspection(s). Any of our permit technicians can assist you. Inspections shall be requested 24 hours in advance. Those inspections requested during normal business hours, will be performed the next business day.

Inspection line: 940-521-0470  
Email: [inspections@cwistx.com](mailto:inspections@cwistx.com)

### **Field Inspections**

Your inspectors' names are Mike Doughty (940-284-5677) & Manny Villarreal (817-353-9306).

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**