Walk In Application
Residential Building Permit
Accessory & Incidental Structures
(DO NOT FAX APPLICTION)

Please print clearly:

Applicant's Name: _____

Phone #: (____) _____ Fax #: (____) _____ Email: _____

Best way to deliver plan review comments: (check only one): ☐ Email ☐ Fax

(Note: If applicant is already a people record then the following information is not required)

Applicant's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

TX Drivers License or other picture ID No:_____

Project Address:_____Suite:_____

Please check only one:

☐ **Retaining wall**
☐ **Detached garage**
☐ **Carport**
☐ **Porte Cochere**
☐ **Portable storage / accy building**
☐ **Permanent storage / accy building**
☐ **Patio cover / screened porch / gazebo**
☐ **Decks**
☐ **Boat dock**

Please check only one:

☐ **New construction** ☐ **Addition** ☐ **Remodel / Alterations / Repair** ☐ **Demolition** ☐ **Move**

Please complete appropriate attachment before submitting.

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 herein 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 ordinances regulating construction, the performance of construction or the use of any land or buildings.

Print Name of Permit Applicant_____ DATE _____

Signature of Permit Applicant _____

Applicant is ___ Contractor, ___ Homeowner or ___ Authorized Agent

If applicant is contractor, list name of company: _____

DO NOT FAX APPLICATION

For "Garage"= "New" – "Addition" – "Remodel, Alteration, Repair" - accessory to a One- and Two-Family Home:

- Fair Market Construction Valuation – Declared: $_____
- Deed Restriction Compliance Agreement (must check one only):

☐There are no restrictions ☐ I will comply with deed restrictions ☐ I will not comply with the restrictions

- Provide a Brief Description of Proposed Work: _____
  _____
- Number of Stories: _____
- Area of the garage (in square feet): _____
- Height of the walls (Feet-inches): _____
- What is the material of the exterior walls? (choose one)(exclude for ***"Remodel, Alteration, Repair")***:
  ☐ Masonry ☐ Metal ☐ Siding ☐ Wood
- What is the percentage of masonry coverage for the existing house? (exclude for ***"Remodel, Alteration, Repair")***: ____
- What are the roofing materials? (Choose one) (exclude for ***"Remodel, Alteration, Repair")***:
  ☐ Composition Shingles ☐ Metal ☐ Wood Shingles
- Electric Service:.....☐ Yes ☐ No
- Gas Service:.....☐ Yes ☐ No
- Is Inspection services provided by a Third Party Organization?.....☐ Yes ☐ No
- What is the name of the Third Party Organization (check only one):
  ☐ BureauVeritas ☐ Inspection Tech Services ☐ Lone Star Professional Services
  ☐ Metro Code Analysis ☐ North Texas Inspection Services ☐ Winston Services ☐ Not Applicable

For "Portable Storage/Accy Building" = "New" – "Addition" – accessory to a One- and Two-Family Home:

- Fair Market Construction Valuation – Declared: $_____
- Deed Restriction Compliance Agreement (must check one only):

☐There are no restrictions ☐ I will comply with deed restrictions ☐ I will not comply with the restrictions

- Provide a Brief Description of Proposed Work: _____
  _____
- Area of Building (in square feet): _____
- Type of foundation (choose only one):
  ☐Concrete Blocks ☐ Concrete Slab ☐ Wood Runners ☐ None
- Height of the walls (Feet-inches): _____
- What is the material of the exterior walls? (choose one)
  ☐ Masonry ☐ Metal ☐ Siding ☐ Wood
- What are the roofing materials? (Choose one)
  ☐ Composition Shingles ☐ Metal ☐ Wood Shingles

Electric Service:.....☐ Yes ☐ No

DO NOT FAX APPLICATION

For "Permanent Storage/Accy Building" = "New" – "Addition" – "Remodel, Alteration, Repair" - accessory to a One- and Two-Family Home:

- Fair Market Construction Valuation – Declared: $_____
- Deed Restriction Compliance Agreement (must check one only):

☐There are no restrictions ☐ I will comply with deed restrictions ☐ I will not comply with the restrictions

- Provide a Brief Description of Proposed Work: _____

_____

- Number of Stories: _____
- Type of Drainage (must check one only):
  - ☐ DPW Accepted Alternate
  - ☐Type "A" Lot Drainage, All to the front
  - ☐Type "B" Lot Drainage, To front and rear
  - ☐Type "C" Lot Drainage, All to the rear
  - ☐Lot Drainage Unknown
- Energy Code Compliance New Construction (must check one only):

☐None – Building not heated or cooled
☐Option #1, Chapter #6 - IECC with R6/SEER 12 tradeoff
☐Option #1, Chapter #6 - IECC with R8 duct insulation
☐Option #2, Chapter#11-IRC
☐Option #3, REScheck with R6 duct insulation tradeoff
☐Option #3, REScheck with R8 duct insulation

- Corner Lot: .....☐ Yes ☐ No
- Area of Building (in square feet): _____
- Height of walls (in feet): _____
- Material of Walls (choose only one):
  ☐ Masonry ☐ Metal ☐ Siding ☐ Wood
- Percentage Masonry for existing house: _____
- Material of Roof (choose only one):
  ☐ Composition Shingles ☐ Metal ☐ Wood Shingles
- Electric Service:.....☐ Yes ☐ No
- Gas Service:.....☐ Yes ☐ No
- Is Inspection services provided by a Third Party Organization?.....☐ Yes ☐ No
- What is the name of the Third Party Organization (check only one):
  ☐ BureauVeritas ☐ Inspection Tech Services ☐ Lone Star Professional Services
  ☐ Metro Code Analysis ☐ North Texas Inspection Services ☐ Winston Services ☐ Not Applicable

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For "Carport" & "Porte Cochere" = "New" – "Addition" - accessory to a One- and Two-Family Home:

- Fair Market Construction Valuation – Declared: $_____
- Deed Restriction Compliance Agreement (must check one only):

☐There are no restrictions ☐ I will comply with deed restrictions ☐ I will not comply with the restrictions

- Provide a Brief Description of Proposed Work: _____

_____

- Area of Building (in square feet): _____
- What are the roofing materials? (Choose one)

☐ Composition Shingles ☐ Metal ☐ Wood Shingles

For "Decks" = "New" – "Addition" - accessory to a One- and Two-Family Home:

- Fair Market Construction Valuation – Declared: $_____
- Deed Restriction Compliance Agreement (must check one only):

☐There are no restrictions ☐ I will comply with deed restrictions ☐ I will not comply with the restrictions

- Provide a Brief Description of Proposed Work: _____

_____

- Area of Building (in square feet): _____
- Is Inspection services provided by a Third Party Organization?.....☐ Yes ☐ No
- What is the name of the Third Party Organization (check only one):

☐ BureauVeritas ☐ Inspection Tech Services ☐ Lone Star Professional Services
☐ Metro Code Analysis ☐ North Texas Inspection Services ☐ Winston Services ☐ Not Applicable

For "Patio Cover" = "Addition" - "Remodel, Alteration, Repair" - accessory to a One- and Two-Family Home:

- Fair Market Construction Valuation – Declared: $_____
- Deed Restriction Compliance Agreement (must check one only):

☐There are no restrictions ☐ I will comply with deed restrictions ☐ I will not comply with the restrictions

- Provide a Brief Description of Proposed Work: _____

_____

- Area of Addition/Building (in square feet): _____
- What are the roofing materials? (Choose one)

☐ Composition Shingles ☐ Metal ☐ Wood Shingles

- Is Inspection services provided by a Third Party Organization?.....☐ Yes ☐ No
- What is the name of the Third Party Organization (check only one):

☐ BureauVeritas ☐ Inspection Tech Services ☐ Lone Star Professional Services
☐ Metro Code Analysis ☐ North Texas Inspection Services ☐ Winston Services ☐ Not Applicable

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For "Retaining Wall" = "New" - "Remodel, Alteration, Repair" - accessory to a One- and Two-Family Home:

- Fair Market Construction Valuation – Declared: $_____
- Provide a Brief Description of Proposed Work: _____

_____

- Type of Drainage (must check one only):
  - ☐DPW Accepted Alternate
  - ☐Type "A" Lot Drainage, All to the front
  - ☐Type "B" Lot Drainage, To front and rear
  - ☐Type "C" Lot Drainage, All to the rear
  - ☐Lot Drainage Unknown
- What is the height of the retaining wall? (Measured from the bottom of the footing to the top of the wall) _____
- What materials will be used to construct the retaining wall?
  - ☐Concrete, Block, Stone or Masonry
  - ☐Gabions
  - ☐Wood-Railroad ties
- Is Inspection services provided by a Third Party Organization? .....☐ Yes ☐ No
- What is the name of the Third Party Organization (check only one):

☐ BureauVeritas ☐ Inspection Tech Services ☐ Lone Star Professional Services ☐ Metro Code Analysis ☐ North Texas Inspection Services ☐ Winston Services ☐ Not Applicable

For "Boat Docks" = "New" – "Addition" - accessory to a One- and Two-Family Home:

- Fair Market Construction Valuation – Declared: $_____
- Provide a Brief Description of Proposed Work: _____

_____

- Area of Building (in square feet): _____

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