

COMMERCIAL BUILDING PERMIT APPLICATION

Building Permit No: _____	Construction Value: _____
Project Name: _____	Sq Ft: _____
Project Address: _____	Zoning: _____
New Addition Remodel Finish-out	Building Type: _____
Scope of Work: _____	

<u>Owner Information:</u>	
Name: _____	Contact Person: _____
Address: _____	
Primary Phone: _____	Secondary Phone: _____
E-mail: _____	

<u>Contractor Information:</u>	
Name: _____	Contact Person: _____
Address: _____	
Primary Phone: _____	Secondary Phone: _____
E-mail: _____	

<u>Engineer:</u>	<u>Contact Person:</u>	<u>Phone:</u>	
<u>Architect:</u>	<u>Contact Person:</u>	<u>Phone:</u>	
<u>General Contractor:</u>	<u>Contact Person:</u>	<u>Phone:</u>	<u>Contractor License No.</u>
<u>Mechanical Contractor:</u>	<u>Contact Person:</u>	<u>Phone:</u>	<u>Contractor License No.</u>
<u>Electrical Contractor:</u>	<u>Contact Person:</u>	<u>Phone:</u>	<u>Contractor License No.</u>
<u>Plumbing Contractor:</u>	<u>Contact Person:</u>	<u>Phone:</u>	<u>Contractor License No.</u>

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. Please refer to permit for appropriate inspection scheduling information.

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

Reviewed by: _____ Date: _____

Permit Denied: _____ Date: _____

Permit Approved by: _____ Date: _____

This Plan Review and its stipulations and conditions have been discussed with me. I agree to submit any changes to the original in writing to the City of Portland prior to altering any approved construction.

REQUEST FOR ADDRESS ASSIGNMENT/VERIFICATION

APPLICANT/REPRESENTATIVE INFORMATION:

Requester's Name: _____ Date: _____

Business/Company Name : _____

Mailing Address: _____

E-Mail: _____ Phone: _____

TYPE OF REQUEST(S):

Assignment of a New Address

Verification of an Existing Address (9-1-1)

Correct Address

Request for Suite/Building Number(s)

(seeking new address due to incorrect address)

PROPOSED/EXISTING USE(S):

Single-Family Residential

Two-Dwelling Unit Residential

Multi-Family Residential

Non-residential: _____

PROPERTY INFORMATION:

Subdivision/Plat Name: _____

Block No.: _____ Lot No.: _____ [SPCAD](#) Property ID: _____

Existing/Proposed Zoning: _____

If surrounded by multiple streets, what street is front door facing? _____

General location: _____

Existing [SPCAD](#) Address: _____

Signature: _____

OFFICE USE ONLY

Official Assigned Address: _____

Street No.

Street Name

Apt/Unit/Suite No.

Review completed by: _____ Date: _____

Attached:

Site Plan

Floor Plan

Plat

Approved

Conditional Approval

Denied

Tap/Meter Set Up – Water/Wastewater

Customer Billing Information

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Email Address: _____

Local Customer Contact Information

Name: _____

Telephone: _____

Email Address: _____

Location for Service

Site Address: _____

Nearest Cross Street: _____

General Location: _____

Does location currently have water tap? Yes _____ No _____

Does location currently have sewer tap? Yes _____ No _____

INTERNAL USE ONLY:

Water Tap Fee: _____

Sewer Tap Fee: _____

Water Meter Fee: _____

New Service Fee: _____

Total Paid: _____



CITY OF PORTLAND SERVICE AGREEMENT
(Required by the Texas Commission on Environmental Quality)

- I. PURPOSE.** The City of Portland is responsible for protecting the public drinking water supply from contamination or pollution which could result from improper plumbing practices. The purpose of this service agreement is to notify each customer of the plumbing restrictions which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the City of Portland will begin utility service. In addition, when service to an existing connection has been suspended or terminated, the water system will not reestablish service unless it has a signed copy of this agreement.
- II. PLUMBING RESTRICTIONS.** The following undesirable plumbing practices are prohibited by state regulations;
- A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air gap or an appropriate backflow prevention device.
 - B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air gap or a reduced pressure zone backflow prevention device.
 - C. No connection which allows water to return to the public drinking water supply is permitted.
 - D. No pipe or pipe fitting which contains more than 8.0% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
 - E. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
- III. SERVICE AGREEMENT.** The following are the terms of the service agreement between the City of Portland, the Water System, and the Customer signing this document;
- A. The Water System will maintain a copy of this agreement as long as the Customer and/or the premises is connected to the Water System.
 - B. The Customer shall allow his or her property to be inspected for possible cross-connections and other undesirable plumbing practices. These inspections shall be conducted by the Water System or its designated agent prior to initiating service and periodically thereafter. The inspections shall be conducted during the Water Systems normal business hours.
 - C. The Water System shall notify the Customer in writing of any cross-connections or any other undesirable plumbing practice which has been identified during the initial inspection or the periodic reinspection.
 - D. The Customer shall immediately correct any undesirable plumbing practice on his or her premises.
 - E. The Customer shall, at his or her expense, properly install, test and maintain any backflow prevention device required by the Water System. Copies of all testing and maintenance records shall be provided to the Water System.
 - F. The Water System shall approve the location of any air-gap or appropriate back flow prevention device. The location shall allow for convenient inspection, maintenance and testing of any air-gap or backflow prevention device.
 - G. The Customer shall prevent contaminants and/or pollutants from entering the water supply system, and from entering the public water main or water source from the Water System. The Customer shall be liable for any contamination and/or polluting of the water supply system or water source from the Water System.
- IV. ENFORCEMENT.** If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its option, either terminate service or properly install, test and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this Service Agreement shall be billed to the Customer.

I have been supplied a copy of this agreement: _____
Customer's Signature Date

Customer's Printed Name

Service Address