



RESIDENTIAL New Construction Permit Application

PERMIT #

THIS SECTION FOR STAFF USE ONLY

CITY OF WOODWAY
Community Services Dept.
924 Estates Drive
Woodway, Texas 76712
phone: (254) 772-4050
fax: (254) 399-6518
permits@woodwaytexas.gov

RECEIVED BY: _____ DATE/TIME: _____ APP COMPLETE? ☐ Y ☐ N (explain)		
NOTE: _____		
1st REVIEW	2nd REVIEW (if needed)	PERMIT FEES
DATE: _____	DATE: _____	BUILDING: \$ _____
BY: _____	BY: _____	WATER: \$ _____
☐ APPROVED ☐ DENIED		SEWER: \$ _____
NOTE: _____		TOTAL FEE: \$ _____
		☐ CASH ☐ CK _____ ☐ CC _____
		DATE PD: _____ RCPT: _____

OWNER/ TENANT INFORMATION	PROJECT ADDRESS: _____
	SUBDIVIS. NAME/PHASE: _____ BLOCK: _____ LOT: _____
	PROPERTY OWNER: _____
	MAILING ADDRESS: _____ CITY/ST/ZIP: _____
	PHONE: _____ ALT PHONE: _____ EMAIL: _____
CONTRACTOR INFORMATION	COMPANY: _____ CONTACT: _____
	ADDRESS: _____ CITY/ST/ZIP: _____
	PHONE: _____ ALT PHONE: _____ FAX: _____
	EMAIL: _____

PROJECT INFORMATION:

IS CONSTRUCTION IN FLOODPLAIN? ☐ YES* ☐ NO *DOCUMENTATION PROVIDED? (see notes) ☐ YES ☐ NO

WATER SUPPLY: DOMESTIC ☐ 3/4" MTR ☐ 1" MTR IRRIGATION (IF DESIRED) ☐ 3/4" MTR ☐ 1" MTR

TOTAL SQUARE FOOTAGE: _____ LIVING SQUARE FOOTAGE: _____

** ALL TRADE WORK PERMITS MUST BE PULLED SEPARATELY & REQUIRE PROPER TRADE LICENSE OR HOMESTEAD EXEMPTION.

PLUMBER: _____

GAS (HOUSE): _____

GAS (YARD): _____

ELECTRICIAN: _____

MECHANICAL: _____

IMPORTANT INFORMATION ON REVERSE SIDE

IMPORTANT INFORMATION REGARDING YOUR PERMIT APPLICATION:

The following items will be required at the time of submittal:

- ♦ Completed application
- ♦ Energy compliance report (RES Check or Building Inspector-approved substitute)
- ♦ One (1) full set of plans, including:
 - (1) Site plan, identifying property lines, easements, setbacks, location of structure and all accessory structures, drives, walks, patios, etc.
 - (2) Foundation plan (may require engineered design and letter)
 - (3) Elevation drawings showing all sides, as well as roof pitch and height
 - (4) Door and Window Schedule, noting size and compliance with tempering requirements
 - (5) Labeled Floor Plan, including all living area levels, with square footage, all dimensions, and all electrical and plumbing fixtures identified.
 - (6) Wall sections/Special details, fully labeled, to include fireplaces, special framing, etc.
- ♦ Valid Stormwater (SWPPP) permit - (**Please note that applicant is required to install and maintain approved soil erosion control & site maintenance measures throughout construction. These include, but are not limited to: (1) a stabilized construction entrance; (2) silt fencing or approved equivalent; (3) an appropriate concrete wash out pit/area; (4) on-site toilet facilities. Failure to maintain these requirements throughout construction could result in issuance of a stop-work order. Damage caused to City infrastructure will be repaired at contractor's expense.)
- ♦ In some cases, Building Inspector may require a form survey prior to pouring of foundation.
- * ♦ If lot is within floodplain, applicant will be required to provide documentation compliant with the City of Woodway Code of Ordinances, Chapter 13, Section 13-77.

- ♦ Allow three (3) to five (5) business days for your application to be processed.
- ♦ Water and sewer fees are based on the availability of taps. Standard fee (per Master Fee Schedule) will be charged, and subject to increase if tap is not readily accessible or if street cut is required.
- ♦ Separate permits are required for: plumbing, gas, mechanical, electrical, irrigation, accessory building (s), and/or pool installation. No trade or accessory permits will be granted until the general construction permit is valid (approved & paid). A current copy of license and insurance/bond must be provided to the City of Woodway by all subcontractors.
- ♦ Upon approval, permit fees must be paid within 180 calendar days or the application may be considered void and require resubmittal. The permit is not valid until full payment is received.
- ♦ Upon approval and payment, permit is valid for 180 days. If permit expires, an extension may be granted with a written request. If work does not commence within the 180 days or is suspended, the permit becomes null and void. No refunds will be given for expired permits.
- ♦ Issuance of a building permit from the City does not preclude the applicant or property owner from any deed or Homeowners Association restrictions that may apply to the property. Applicant/owner is responsible for obtaining the necessary permissions, appealing to any architectural committees, and/or meeting any other requirements set forth by the deed.
- ♦ **Before this structure can be occupied, a Certificate of Occupancy must be issued by the Building Inspector.**

Under penalty of perjury, and for the purpose of inducing the City of Woodway to issue a building permit based on this application, I hereby swear and affirm that the premises for which this permit is requested and the work to be accomplished is for the purpose of: **ordinance-permissible residential use**, and no part of the property or premises at the address listed above will be used for any purpose in violation of any ordinance of the City of Woodway or for which a special use permit is required unless a special use permit has been issued. I agree that any certificate of occupancy or inspection approval may be revoked and rescinded and utility service to the above address and premises may be stopped without notice if it is found by the City of Woodway that I have misrepresented anything in this application or if any part of the property or premises for which this building permit is requested is used in violation of any ordinance of the City of Woodway or for which a special permit is required unless a special permit has been issued. I understand that I am responsible for complying with any subdivision notes, deed restrictions, and/or development restrictions (i.e. height, screen, and access) on this property.

APPLICANT SIGNATURE: _____

DATE: _____

REVIEW NOTES (FOR STAFF USE)

NEW RESIDENTIAL CONSTRUCTION PROJECT CHECKLIST

(THIS PAGE FOR YOUR RECORDS)

PROJECT ADDRESS: _____

PLAN SUBMITTAL CHECKLIST (TO OBTAIN PERMIT APPROVAL)

- ☐ > Completed application
- ☐ > Energy compliance report (RES Check or Building Inspector-approved substitute)
- ☐ > One (1) full set of plans, including:
 - ☐ (1) Site plan, identifying property lines, easements, setbacks, location of structure and all accessory structures, drives, walks, patios, etc.
 - ☐ (2) Foundation plan (may require engineered design and letter)
 - ☐ (3) Elevation drawings showing all sides, as well as roof pitch and height
 - ☐ (4) Door and Window Schedule, noting size and compliance with tempering requirements
 - ☐ (5) Labeled Floor Plan, including all living area levels, with square footage, all dimensions, and all electrical and plumbing fixtures identified.
 - ☐ (6) Wall sections/Special details, fully labeled, to include fireplaces, special framing, etc.
- ☐ > Valid Stormwater (SWPPP) permit
- ☐ > If lot is within floodplain, applicant will be required to provide documentation compliant with the City of Woodway Code of Ordinances, Chapter 13, Section 13-77.

PRIOR TO FIRST INSPECTION

- ☐ > Form survey (if requested by Building Inspector)
- ☐ > Soil erosion and site maintenance measures in place, including:
 - ☐ (1) Stabilized construction entrance
 - ☐ (2) Silt fence or approved equivalent
 - ☐ (3) Concrete wash out pit/area
 - ☐ (4) On-site toilet facilities
- ☐ > All permit fees paid
- ☐ > Appropriate approvals and permissions from any deed restriction enforcement and/or Homeowner's Association (**The City does not enforce these rules, however, issuance of a building permit from the City does not preclude applicant from having to obtain these approvals, or abide by any deed or HOA restrictions that have been set forth.)

PRIOR TO FINAL INSPECTION/CERTIFICATE OF OCCUPANCY

- ☐ > Site left in good condition (clean, without mud on surrounding street, etc.)
- ☐ > City infrastructure undamaged and/or properly repaired, and any outstanding bills resolved
- ☐ > All required documentation provided to Inspection Department, including:
 - ☐ (1) Engineered foundation letter
 - ☐ (2) Termite treatment certification
 - ☐ (3) Insulation installer's certificate
 - ☐ (4) Final energy report/blower door test
 - ☐ (5) Irrigation backflow test
- ☐ > All trade work final inspections passed
- ☐ > All fixtures set and in working order, and house generally complete and ready for occupancy, with no outstanding safety concerns or work to be done beyond cosmetic (as approved by Building Inspector).

NEW RESIDENTIAL CONSTRUCTION REQUIRED PERMITS & INSPECTIONS

NEW RESIDENTIAL BUILDING PERMIT: ☐ APPLIED ☐ APPROVED ☐ FEES PD

PIERS (IF APPLICABLE): DATE PASSED: _____
 FOUNDATION PRE-POUR: DATE PASSED: _____
 FRAMING: DATE PASSED: _____
 INSULATION: DATE PASSED: _____
 DRIVE APPROACH: DATE PASSED: _____
 BUILDING FINAL/CO: DATE PASSED: _____

NEW RESIDENTIAL ELECTRICAL PERMIT: ☐ APPLIED ☐ APPROVED ☐ FEES PD

TEMPORARY POLE: DATE PASSED: _____
 SLAB GROUND: DATE PASSED: _____
 ELECTRICAL ROUGH: DATE PASSED: _____
 PERMANENT SERVICE: DATE PASSED: _____
 ELECTRICAL FINAL: DATE PASSED: _____

NEW RESIDENTIAL PLUMBING PERMIT: ☐ APPLIED ☐ APPROVED ☐ FEES PD

PLUMBING ROUGH: DATE PASSED: _____
 PLUMBING YARD LINES: DATE PASSED: _____
 PLUMBING TOP OUT: DATE PASSED: _____
 PLUMBING FINAL: DATE PASSED: _____

NEW RESIDENTIAL HVAC/MECH PERMIT: ☐ APPLIED ☐ APPROVED ☐ FEES PD

MECHANICAL ROUGH: DATE PASSED: _____
 MECHANICAL FINAL: DATE PASSED: _____

NEW RESIDENTIAL GAS PERMIT: ☐ APPLIED ☐ APPROVED ☐ FEES PD

GAS ROUGH: DATE PASSED: _____
 GAS FINAL: DATE PASSED: _____

NEW RESIDENTIAL PROPANE PERMIT: ☐ APPLIED ☐ APPROVED ☐ FEES PD

PROPANE YARD LINE: DATE PASSED: _____

****Please note that gas permit must be pulled separately from plumbing permit, even if the same subcontractor is installing both. For propane, the tank permit must be pulled with the Fire Marshal by the tank installer. The propane yard line permit will be pulled with the Inspections Department, and is separate from any gas permit pulled for the installation of gas lines inside the structure.**

DOCUMENTS SUBMITTED:

- | | |
|--|--|
| ☐ ENGINEERED FOUNDATION LETTER
☐ TERMITE TREATMENT CERTIFICATION
☐ INSULATION INSTALLER'S CERTIFICATION | ☐ FINAL ENERGY/BLOWER DOOR TEST
☐ IRRIGATION BACKFLOW CERTIFICATION |
|--|--|