



COMMERCIAL/INDUSTRIAL 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

DATE: _____

BY: _____

☐ APPROVED

☐ DENIED

NOTE: _____

2nd REVIEW (if needed)

DATE: _____

BY: _____

PERMIT FEES

BUILDING: \$ _____

WATER: \$ _____

LUE FEES: \$ _____

SEWER: \$ _____

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 SIZE: _____ IRRIGATION SIZE: _____ FIRE SIZE: _____

LIVING UNIT EQUIVALENT CALCULATION (if applicable): _____ TOTAL SQUARE FOOTAGE: _____

VALUATION OF PROPOSED CONSTRUCTION: \$ _____ TDLR REGISTERED*: ☐ N/A ☐ YES ☐ NO

NON-RESIDENTIAL CONSTRUCTION OVER \$50,000 REQUIRES REGISTRATION WITH TDLR REG #: _____

** ALL TRADE WORK PERMITS MUST BE PULLED SEPARATELY.

PLUMBER: _____

PHONE #: _____

GAS (HOUSE): _____

PHONE #: _____

GAS (YARD): _____

PHONE #: _____

ELECTRICIAN: _____

PHONE #: _____

MECHANICAL: _____

PHONE #: _____

****PLEASE NOTE THAT PERMIT APPROVAL WILL NOT BE GRANTED UNTIL THE SITE DEVELOPMENT PLAN HAS BEEN APPROVED BY THE PLANNING & ZONING COMMISSION AND CITY COUNCIL****

IMPORTANT INFORMATION ON REVERSE SIDE

IMPORTANT INFORMATION REGARDING YOUR PERMIT APPLICATION:

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

- ♦ Submission of Application to Development to begin Site Development process (reviews may be concurrent)
- ♦ Completed permit application
- ♦ Energy compliance report (COM Check or Building Inspector-approved substitute)
- ♦ Three (3) full sets 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.
 - (7) Landscaping plan, including legend or labels specific to plant type, existing trees/grass that will remain (also labeled), & provisions for irrigation
- ♦ 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 at least (14) fourteen business days for your application to be processed, due to outside architectural review time.
- ♦ 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 non-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 NON-RESIDENTIAL CONSTRUCTION PROJECT CHECKLIST

(THIS PAGE FOR YOUR RECORDS)

PROJECT ADDRESS: _____

PLAN SUBMITTAL CHECKLIST (TO OBTAIN PERMIT APPROVAL)

- ☐ > Approved Application to Develop (permit review may run concurrent with Site Development)
- ☐ > Completed permit application (with TDLR registration, if required)
- ☐ > Energy compliance report (COM Check or Building Inspector-approved substitute)
- ☐ > Three (3) full sets of plans, including *(some items also in site development plan requirements)* :
 - ☐ (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 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.
 - ☐ (7) Landscaping plan, including legend or labels specific to plant type, existing trees/grass that will remain (also labeled), & provisions for irrigation
- ☐ > 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 (but not limited to):
 - ☐ (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 & in working order, and building generally complete and ready for occupancy, with no outstanding safety concerns or work to be done beyond cosmetic (as approved by Building Inspector).

NEW NON-RESIDENTIAL CONSTRUCTION REQUIRED PERMITS & INSPECTIONS

SUBDIVISION IMPROVEMENT INSPECTIONS (IF APPLICABLE)

STORM DRAIN INLETS: DATE PASSED: _____ STREET RPR/INSTALL: DATE PASSED: _____
SEWER TAP/LINE INSTALL: DATE PASSED: _____ FIRE HYDRANT: DATE PASSED: _____
WATER TAP/LINE INSTALL: DATE PASSED: _____ OTHER _____ DATE PASSED: _____

NEW COMM/IND BUILDING PERMIT: ☐ APPLIED ☐ APPROVED ☐ FEES PD
PIERS (IF APPLICABLE): DATE PASSED: _____ PARKING LOT: DATE PASSED: _____
FOUNDATION PRE-POUR: DATE PASSED: _____ SIDEWALKS: DATE PASSED: _____
FRAMING: DATE PASSED: _____ LIGHT POLES: DATE PASSED: _____
INSULATION: DATE PASSED: _____ DUMPSTER SCREEN: DATE PASSED: _____
DRIVE APPROACH: DATE PASSED: _____ MECH EQUIP SCREEN: DATE PASSED: _____
BUILDING FINAL/CO: DATE PASSED: _____

NEW COMM/IND ELECTRICAL PERMIT: ☐ APPLIED ☐ APPROVED ☐ FEES PD
TEMPORARY POLE: DATE PASSED: _____ UNDERGROUND: DATE PASSED: _____
SLAB GROUND: DATE PASSED: _____ PERM SERVICE: DATE PASSED: _____
ELECTRICAL ROUGH: DATE PASSED: _____ ELECTRICAL FINAL: DATE PASSED: _____

NEW COMM/IND PLUMBING PERMIT: ☐ APPLIED ☐ APPROVED ☐ FEES PD
PLUMBING ROUGH: DATE PASSED: _____ PLUMBING TOP OUT: DATE PASSED: _____
PLUMBING YARD LINES: DATE PASSED: _____ PLUMBING FINAL: DATE PASSED: _____

NEW COMM/IND HVAC/MECH PERMIT: ☐ APPLIED ☐ APPROVED ☐ FEES PD
MECHANICAL ROUGH: DATE PASSED: _____
MECHANICAL FINAL: DATE PASSED: _____

NEW COMM/IND GAS PERMIT: ☐ APPLIED ☐ APPROVED ☐ FEES PD
GAS ROUGH: DATE PASSED: _____
GAS FINAL: DATE PASSED: _____

NEW COMM/IND 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 | ☐ FINAL ENERGY/BLOWER DOOR TEST |
| ☐ TERMITE TREATMENT CERTIFICATION | ☐ BACKFLOW CERTIFICATION (DOM, FIRE, IRRIG) |
| ☐ INSULATION INSTALLER'S CERTIFICATION | ☐ OTHER: _____ |