

Permit No. _____

PERMIT APPLICATION



OFFICE USE ONLY

Received Date: _____

Property Address: _____

Subdivision Name: _____ Block _____ Lot _____

Property Owner: _____ Phone # _____

Contractor/Agent: _____ Phone # _____

PERMIT STATUS: _____ APPROVED _____ HOLD; review letter attached

DATE: _____

RESIDENTIAL NEW & ADDITIONS

- ☐ Copy of 911 Address Letter
- ☐ Copy of Warranty Deed
- ☐ Copy of Driver's License or State Issued ID
- ☐ 1 - Sealed Land Survey
- ☐ 1- 24" x 36" complete set of design construction documents
- ☐ 1- 11" x 17" complete set of design construction documents
- ☐ 2- 11" x 17" Engineered, sealed plans of the foundation and structure (WPI-1)
- ☐ 2- 8" x 11" copies of the Res-Check Document (conditioned space greater than 500 sqft)
- ☐ 2- 8" x 11" copies of the Elevation Certificate

(Areas located outside Flood Zone X, formally known as Zone C)

RESIDENTIAL REMODEL/RENOVATIONS

- ☐ Copy of 911 Address Letter
- ☐ Copy of Warranty Deed
- ☐ Copy of Driver's License or State Issued ID
- ☐ 1 - Sealed Land Survey
- ☐ 1- 24" x 36" complete set of design construction documents (Showing before & after remodel)
- ☐ 1- 11" x 17" complete set of design construction documents (Showing before & after remodel)
- ☐ 2- 11" x 17" Engineered, sealed plans of the foundation and structure (WPI-1)
- ☐ 2- 8" x 11" copies of the written scope of work
- ☐ 2- 8" x 11" copies of the Res-Check Document (conditioned space greater than 500 sqft)

COMMERCIAL NEW & ADDITIONS

- ☐ Copy of 911 Address Letter
- ☐ Copy of Warranty Deed
- ☐ Copy of Driver's License or State Issued ID
- ☐ 1 - Sealed Land Survey
- ☐ 2- 24" x 36" complete set of design construction documents
- ☐ 2- 24" x 36" Engineered, sealed plans of the foundation and structure
- ☐ 2- 8" x 11" copies of the COM-Check Document
- ☐ 2- 8" x 11" copies of the Elevation Certificate

(Areas located outside Flood Zone X, formally known as Zone C)

- ☐ 2- 8" X 11" copies of the TDLR Project Registration Number
- ☐ 1- digital copy on a usb of all information above

COMMERCIAL REMODEL/RENOVATIONS

- ☐ Copy of 911 Address Letter
 - ☐ Copy of Warranty Deed
 - ☐ Copy of Driver's License or State Issued ID
 - ☐ 2- 24" x 36" complete set of design construction documents
- (Showing before & after remodel)
- ☐ 2- 8" x 11" copies of the COM-Check Document
 - ☐ 2- copies of an Asbestos Survey when disturbing existing materials
 - ☐ 2- 8" X 11" copies of the TDLR Project Registration Number
- (Remodel exceeds \$50,000 in estimated construction cost)
- ☐ 1- digital copy on a usb of all information above

MISCELLANEOUS

- ☐ Copy of 911 Address Letter
- ☐ Copy of Warranty Deed
- ☐ Copy of Driver's License or State Issued ID
- ☐ 2- 8" x 11" copies of a site plan (showing proposed placement with measurements)
- ☐ 2- 11 x 17" complete set of design construction documents (incl. electrical & plumbing)
- ☐ 2- 8" x 11" copies of the written scope of work
- ☐ 2- 11 x 17" Engineered plans (Signs & Towers over 25 feet & sheds over 200 sq.ft)



CITY OF PRIMERA

22893 N. Stuart Place Rd. - Primera, Texas 78552

Ph. (956) 423-9654 Fax (956) 423-2166

Permit # _____

APPLICANT	Name: _____	Phone: _____
	Address: _____	Email: _____
	City: _____	State: _____ Zip: _____
	☐ Owner	☐ Contractor License #. _____
		☐ Other _____
OWNER	☐ SAME AS ABOVE	
	Name: _____	Phone: _____
	Address: _____	Email: _____
	City: _____	State: _____ Zip: _____
PROJECT	Tax ID: _____	City: _____
	Address: _____	State: _____ Zip: _____
	Subdivision: _____	Lot _____ Block _____
PERMIT TYPE	☐ New ☐ Addition ☐ Remodel ☐ Renovation	
	☐ Single Family ☐ Multi-Family ☐ Commercial ☐ Industrial	
	☐ Accessory Structure ☐ Driveway/Curb Cut ☐ Swimming Pool ☐ Solar Panel	
	☐ Portable Building ☐ Moving / Placement ☐ Sign ☐ Tower/Antenna	
	☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Flood Damage Repairs	
	Main Sq.Ft. _____	Porch/Patio _____ Garage/Carport/Accessory _____ Total _____
	Proposed scope of work: _____ Const. Cost: _____	
SUB-PERMIT	ELECTRICAL	PLUMBING / GAS
	_____/_____ Meters / Circuits	_____ Fixtures
	_____ T-Poles	_____ Yard Lines
	_____ Working Clearance	_____ Taps
		MECHANICAL
		_____ Tons
		_____ Hoods

NOTE: Original hard copies of application and corresponding documents must be submitted to the permits clerk.

The forgoing is a true and correct description of the improvement proposed by the undersigned applicant and the applicant states he/she will have full authority over construction of the same. The building permit shall not be deemed to grant authorization for any work to be done in a manner in violation of the provisions of the City Codes, Laws and Ordinances. Alteration changes or deviations from the plans authorized by this permit is unlawful without written authorization from the Building Inspection Department. The applicant hereby agrees to comply with all City Codes, Laws and Ordinances and assumes all responsibility for such compliance. **It is hereby understood that no building shall be occupied until a Certificate of Occupancy has been issued.** Every permit shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for six (6) months after the work has commenced. Residential Permits shall be valid for six (6) months after issuance and Commercial Permits shall be valid for twelve (12) months after issuance.

PRINT (OWNER/AUTHORIZED AGENT)

SIGNATURE

DATE