



# Willow Park

PLANNING AND DEVELOPMENT

120 El Chico Trail, Ste. A, Willow Park, TX 76087

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## RESIDENTIAL BUILDING PERMIT APPLICATION

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Applicant Name: \_\_\_\_\_

Job Address: \_\_\_\_\_

Legal Description: Lot No. \_\_\_\_ Block No. \_\_\_\_ Tract/Sub: \_\_\_\_\_ Zoning: \_\_\_\_\_

Building Contractor: \_\_\_\_\_

Contractor Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Class of Work: New \_\_\_\_\_ Addition \_\_\_\_\_ Remodel \_\_\_\_\_

Square Feet of Structure: Total **AC SQ FT**: \_\_\_\_\_ Total **Under Roof SQ FT**: \_\_\_\_\_

**NOTICE:** This 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 or one year from issuance of permit.

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 State or Local Law regulating construction or the performance of construction.

\_\_\_\_\_  
**Signature Contractor/Owner**

\_\_\_\_\_  
**Date**

## DOCUMENT SUBMITTAL CHECKLIST

Please use this checklist to aid in preparing a complete building permit application package. Most permit processing delays are the result of incomplete or inadequate permit submittal information. Please **initial** each line as you identify that your submittal contains the required information, place **N/A** on the lines that do not apply to your specific project, and then submit this checklist with your application. Ask the Permit Technician if you need supplemental information to assist you with preparing the required documents.

**PLEASE UNDERSTAND THAT THE FEE FOR THE DRIVE APPROACH PERMIT, FENCE OR RETAINING WALL PERMIT AND IRRIGATION PERMIT MAY BE ADDED TO THIS PERMIT BUT MUST BE SUBMITTED AS SEPARATE PERMIT DOCUMENTS.**

**The City of Willow Park has adopted the following codes the following codes.**

2021 International Building Code  
 2021 International Mechanical Code  
 2021 International Fire Code  
 2021 International Fuel Gas Code  
 2021 International Existing Building Code  
 2021 International Residential Code  
 2021 International Swimming Pool and Spa Code

2021 International Plumbing Code  
 2021 Energy Conservation Code  
 2020 National Electrical Code  
 2012 Texas Accessibility Standards  
 2020 Liquefied Petroleum Gas Code  
 COWP Municipal Codes  
 NFPA 58

**IF YOUR PERMIT DOCUMENTS ARE NOT COMPLETE YOUR SUBMITTAL WILL NOT BE PROCESSED.**



**PLEASE COMPLETE AND SUBMIT THE FOLLOWING:**

**INITIAL EACH SECTION ONLY IF PROVIDED**

| Office | Applicant |                                                                                                                                                                                                   |
|--------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        |           | <b>NEW BUILDING AND/OR ADDITION</b>                                                                                                                                                               |
|        |           | Application & Project Information Sheets (page 1-4                                                                                                                                                |
|        |           | Full set of construction drawings (appropriately scaled to fit sheet – min 1/8" =1' scale). This must include elevations, roof/ceiling, framing plan, and floor framing plan (include all beams). |
|        |           | Proposed survey/site plan (Minimum scale 1" =20')                                                                                                                                                 |
|        |           | Energy Code Res-Check Report (not required for unconditioned space)                                                                                                                               |
|        |           | Braced Wall Design (Stamped by Texas Licensed Engineer) (Appropriately scaled to fit sheet – min 1/8" =1' scale)                                                                                  |
|        |           | Foundation design & detail (Stamped by Texas Licensed Engineer) (Appropriately scaled to fit sheet – min 1/8" =1' scale)                                                                          |
|        |           | Application for Utility Service                                                                                                                                                                   |
|        |           | One (1) completed Contractor Acknowledgement form with City Registration                                                                                                                          |
|        |           | <b>REMODEL – (INTERIOR WORK ONLY)</b>                                                                                                                                                             |
|        |           | Application & Project Information Sheets (page 1-4)                                                                                                                                               |
|        |           | Complete full-size set of construction drawings (appropriately scaled to fit sheet – min 1/8" =1' scale).                                                                                         |
|        |           | Existing survey/site plan (Minimum scale 1" =20')                                                                                                                                                 |
|        |           | Energy Code Res-Check Report – (or Prescriptive Path)                                                                                                                                             |
|        |           | One (1) completed Contractor Acknowledgement form with City Registration                                                                                                                          |

**PROJECT INFORMATION SHEET**

**RESIDENTIAL BUILDING APPLICATION**

| <b>NEW BUILDING QUESTIONS</b>                                           | <b>ANSWERS</b>                                                                                              | ✓ If Not Applicable |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------|
| What is the total square footage of the <b>conditioned space</b> ?      | Sq. ft.                                                                                                     |                     |
| What is the square footage of the <b>garage</b> ?                       | Sq. ft.                                                                                                     |                     |
| What is the square footage of all attached <b>porch/deck</b> ?          | Sq. ft.                                                                                                     |                     |
| What is the total square footage <b>under roof</b> ?                    | Sq. ft.                                                                                                     |                     |
| Number of parking spaces in Garage (must have 2 min. if new)            | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |                     |
| How many <b>stories</b> ?                                               | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |                     |
| How many <b>bedrooms</b> ?                                              | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |                     |
| How many <b>bathrooms</b> ?                                             | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |                     |
| <b>REMODEL AND ADDITION QUESTIONS</b>                                   |                                                                                                             |                     |
| How many <b>stories</b> of your existing building (if addition)?        | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |                     |
| What is the <b>square footage</b> of your proposed addition?            | Sq. ft.                                                                                                     |                     |
| What is the total <b>square footage</b> of the area you are remodeling? | Sq. ft.                                                                                                     |                     |
|                                                                         |                                                                                                             |                     |
| <b>IRRIGATION QUESTIONS</b>                                             |                                                                                                             |                     |

|                                                                |                                                          |  |
|----------------------------------------------------------------|----------------------------------------------------------|--|
| Are you installing a new irrigation system?                    | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
| Are you expanding an existing irrigation system?               | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
|                                                                |                                                          |  |
| <b>UTILITY QUESTIONS</b>                                       |                                                          |  |
| Are all your utilities electric?                               | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
| Are you going to need a gas meter?                             | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
|                                                                |                                                          |  |
| <b>SEPARATE PERMIT QUESTIONS</b>                               |                                                          |  |
| Are you installing a driveway?                                 | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
| Are you installing a fence?                                    | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
| Are there retaining walls being installed? Max. height ____ft. | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |

**Note: Separate permits applications and submittals are required for the following:**

1. Irrigation Systems – Irrigation application a copy of the stamped design.
2. Fences or Retaining Walls – Fence application, site plan and design (engineered if required by code.)

**Note: Requirements for submittals and/or inspections.**

1. All foundations require stamped engineered design.
2. Wind bracing plans and design stamped by engineer.
3. All backflow report forms must be in an inspection packet with permit prior to city final inspection approval. (If lawn irrigation is installed)

**Note: Requirements for deferred submittals and/or inspections prior to city approval.**

4. All foundations require a submitted form board survey performed by licensed surveyor.
5. All foundations require engineer’s approved inspection field report prior to city inspection.

**All requests for inspections must be submitted to the permit coordinator at [permits@willowpark.org](mailto:permits@willowpark.org) and must be received by 4:00pm the day before the inspection is needed.**

**Residential submission format: 11 Separate PDF’s labeled as below.**

- |                                  |                                                                                                                                                          |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Bldg. Permit Application      | 1-4 pages                                                                                                                                                |
| 2. City Utility Application      | 1 – page                                                                                                                                                 |
| 3. Energy Compliance Path        | Compliance Path form with Energy Compliance Report                                                                                                       |
| 4. Site Plan                     | Typical Site plan with Drive Approach Dimensions, Driveway Dimensions, Fence location, and materials                                                     |
| 5. Elevations/Floor Plans        | All Elevations, All Floor Plans, Electrical layout, etc.                                                                                                 |
| 6. Engineering Foundation Plan   | Engineering Foundation Letter with Plans                                                                                                                 |
| 7. Engineering Wind Bracing Plan | All Wind Bracing plans and Details                                                                                                                       |
| 8. Framing Plans                 | Roof Framing layout, Roof Framing Plan, Ceiling Joists, Second Floor Framing or (One Story Panel and Truss Comment)                                      |
| 9. Irrigation Permit Application | (If part of permit) Application signed by licensed irrigator. <i>Plans can be deferred and have irrigator pick up and pay for</i>                        |
| 10. Drive Approach Permit App.   | (If part of permit) Application signed by licensed professional. <i>Plans can be deferred and have licensed professional pick up and pay for</i>         |
| 11. Fence Permit                 | (If part of permit) Application, site plan and engineered plans if required by code. <i>Plans can be deferred and have irrigator pick up and pay for</i> |



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## CONTRACTOR ACKNOWLEDGEMENTS

**ONLY** individual contractors **MUST COMPLETE AND SIGN** this form. If your State License or COI (Certificate of Insurance) is expired the permit you are working will be invalid and will not be issued or may be cancelled by the Building Official.

Construction address: \_\_\_\_\_

Building Contractor: \_\_\_\_\_ Ph: \_\_\_\_\_

### MASTER ELECTRICIAN'S STATEMENT:

I, \_\_\_\_\_, do acknowledge that I ***will be doing the electrical work*** for the construction at the above stated address.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date) (Master Signature) License # Exp. Date Cert. of Insurance exp date

\_\_\_\_\_  
(Company name, address, & phone number)

### MASTER PLUMBER'S STATEMENT:

I, \_\_\_\_\_, do acknowledge that I ***will be doing the plumbing work*** for the construction at the above stated address.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date) (Master Signature) License # Exp. Date Cert. of Insurance exp date

\_\_\_\_\_  
(Company name, address, & phone number)

### MECHANICAL/HVAC STATEMENT:

I, \_\_\_\_\_, do acknowledge that I ***will be doing the mechanical/HVAC work*** for the construction at the above stated address.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date) (Master Signature) License # Exp. Date Cert. of Insurance exp date

\_\_\_\_\_  
(Company name, address, & phone number)