



COMMERCIAL ELECTRICAL/WATER RELEASE Application

PERMIT # _____

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

THIS SECTION FOR STAFF USE ONLY

RECEIVED BY: _____ DATE/TIME: _____ APP COMPLETE? ☐ Y ☐ N (explain)	
NOTE: _____	
<u>1st REVIEW</u>	<u>2nd REVIEW (if needed)</u>
DATE: _____	DATE: _____
BY: _____	BY: _____
☐ APPROVED ☐ DENIED	
NOTE: _____	

PERMIT FEES	
TOTAL FEE: \$ _____	
☐ CASH	☐ CK _____ ☐ CC _____
DATE PD: _____ RCPT: _____	

PROJECT ADDRESS: _____

TENANT/OCCUPANT: _____

MAILING ADDRESS: _____ CITY/ST/ZIP: _____

PHONE: _____ ALT PHONE: _____

EMAIL: _____

PROPERTY OWNER: _____

PHONE: _____ ALT PHONE: _____

INTENDED USE OF PROPERTY: _____

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ZONING OF PROPERTY: _____

DOES INTENDED USE MEET CITY ZONING ORDINANCE REQUIREMENTS? ☐ YES ☐ NO

WILL FACILITY REQUIRE ANNUAL BACKFLOW TESTING? ☐ YES ☐ NO

NOTES: _____

IMPORTANT INFORMATION REGARDING YOUR PERMIT APPLICATION:

- ♦ Allow three (3) business days for your application to be processed.
- ♦ 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.
- ♦ This permit does not supersede any inspection that may be required by the fire marshal or county health officials. Such permits and inspections are separate, and it is the applicant's responsibility to obtain them.
- ♦ Valid information regarding the actual intended use of the facility must be provided for zoning verification purposes.
- ♦ **Chapter 18, Article IV, Division 3, Section 18-99** details certain facilities which require **backflow protection**. These facilities are required to submit annual tests of their backflow prevention assembly devices to the City, as prescribed by TCEQ. If a facility requires and does not have backflow protection, the inspector may make installation of such a device a condition of service release or, in less hazardous applications, may allow the substitution of an annual Customer Service Inspection to serve in place of the device. The owner/tenant would then be responsible for obtaining this permit each year, paying the permit fee, and arranging for the Building Inspector to conduct his inspection of the facility.

- ♦ The City will provide release of service to water/electrical purveyors upon completion of an approved site inspection. It is the tenant/owner's responsibility to contact the City of Woodway's water department and/or their chosen electrical service provider to begin service. Permit fees are not related to, and will not be deducted from, any account setup fees or deposits.
- ♦ Permits for remodeling and/or any trade work (plumbing, gas, mechanical, electrical) must be obtained separately. Commercial remodeling, particularly to the exterior of a building, may require Site Development Application.
- ♦ New dumpster service requires dumpster screening compliant with Section 2.1020 of the City of Woodway Code of Ordinances. If this screening is not already in place, it will need to be installed prior to approval and delivery of a dumpster. Handcart style refuse receptacles do not have to meet these requirements.

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)