



Phone: 940-759-2236
Fax: 940-759-2250

Address
PO Box 208
Muenster, TX 76252

Permit Application

Building Permit Number: _____		Valuation: _____	
Project Name: _____		Zoning: _____	
Project Address: _____		Square Foot: _____	
Project Description:	New ☐	Addition ☐	Remodel ☐
	Sign ☐	Plumbing ☐	Mechanical ☐
		Electrical ☐	Other ☐
Scope of Work: _____			
IS THIS PROPERTY IN A FLOODPLAIN: ☐ Yes ☐ No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information: _____			
Name: _____		Project Contact Person: _____	
Address: _____			
Phone Number: _____		Mobile Number: _____	
Email: _____			

Engineer	Contact Person	Phone Number	Email
Architect	Contact Person	Phone Number	Email
General Contractor	Contact Person	Phone Number	Email ☐
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number ☐
Electrical Contractor	Contact Person	Phone Number	Contractor License Number ☐
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number ☐
TPO Energy Provider	Contact Person	Phone Number	Contractor License Number ☐

A 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. All permits require final inspection.

A certificate of occupancy must be issued before any building is occupied.

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 or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY: Approvals are required from all departments prior to issuance of permit

Plan Review	Fire
Public Works	City

Building Permit Fee: _____
Plan Review Fee: _____
Water Tap / Meter Fee: _____
Sewer Tap Fee: _____

Total Fees: _____
Receipt #: _____
Issued Date: _____
Issued By: _____

INSPECTION FEES

City of Muenster building inspections will be done on Monday and Thursday after 5pm.

Single trade inspection \$150.00.

Inspections called in by 12:00pm on Monday and Thursday will be completed on the same day. All others on the next scheduled inspection day.

Failed inspections will be charged a return inspection fee of \$150.00.

Required: Survey / Site plan / floor plans (electrical, plumbing, and Mechanical)

Commercial builds require TDLR registration, asbestos report for renovation or demolition, and engineered plans.

*Residential house	\$1,000.00
*Commercial build	\$1,500.00
*Accessory building	\$250.00
*Solar	\$250.00
*Pool	\$350.00
*Shop (prebuilt)	\$50.00
Fence	\$50.00
Roof	\$50.00
Water & Sewer taps	\$1,250.00
Meter setting fee	\$100.00
Remodel by trade	(\$100.00)

* plus plan review, taps, and meter setting fee *

Plan review	\$50.00 residential	\$250 commercial	01/01/2026
-------------	---------------------	------------------	------------

INSPECTION	NOTES	DATE	PASS / FAIL
T Pole		01/01/26	Pass
Foundation		01/01/26	Fail
Framing			
Rough Plumbing			
Rough electrical			
Rough Mechanical			
Rough gas			
Plumbing top-out			
Final electrical			
Final gas			
Backflow			
MISC			
Reinspection			
Final			
CO	Certificate of Occupancy		