



MECHANICAL 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

2nd REVIEW (if needed)

PERMIT FEES

DATE: _____

DATE: _____

BY: _____

BY: _____

TOTAL FEE: \$ _____

☐ APPROVED

☐ DENIED

☐ CASH ☐ CK _____ ☐ CC _____

NOTE: _____

DATE PD: _____ RCPT: _____

OWNER/ TENANT
INFORMATION

PROJECT ADDRESS: _____
PROPERTY OWNER: _____
MAILING ADDRESS: _____ CITY/ST/ZIP: _____
PHONE: _____ ALT PHONE: _____ EMAIL: _____

CONTRACTOR
INFORMATION

COMPANY: _____ CONTACT: _____
ADDRESS: _____ CITY/ST/ZIP: _____
PHONE: _____ ALT PHONE: _____ FAX: _____
EMAIL: _____
MECHANICAL LICENSE: _____ EXPIRES: _____

PROJECT INFORMATION

- ☐ NEW RESIDENTIAL CONSTRUCTION - LIVING SQUARE FOOTAGE: _____
- ☐ RESIDENTIAL REMODEL/ADDITION - ALTERED SQUARE FOOTAGE: _____
- ☐ UNIT CHANGEOUT ONLY - # OF REPLACED UNITS: _____ ☐ DUCT WORK ONLY
- ☐ NEW COMMERCIAL CONSTRUCTION - VALUATION OF MECHANICAL INSTALLATION: \$ _____
- ☐ COMMERCIAL REMODEL/REPAIR - VALUATION OF MECHANICAL WORK: \$ _____

DESCRIPTION OF WORK: _____

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.
- ♦ 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.
- ♦ No trade permits will be granted on new construction projects or work requiring remodel permits until the general building permit is valid.

APPLICANT SIGNATURE: _____

DATE: _____

[illegible]