



## City of Willow Park

516 Ranch House Road

Willow Park, Texas 76087

Phone: (817) 441-7108 \* Fax: (817) 441-6900

[www.willowpark.org](http://www.willowpark.org)

## Residential Remodel/Addition

**What is an Addition** – Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunroom, bedroom or any other room enclosed or open that is attached to the main structure.

**What is a Remodel** – Any interior or exterior construction work to the main structure such as moving walls, replacing windows, any major electrical, plumbing, and/or mechanical work.

### Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
(2) Simplified Prescriptive Approval. (2012 IECC Residential Energy Code Compliance Form), if applicable	(2) If installing new windows as part of the remodel, Simplified Prescriptive Approval. (2012 IECC Residential Energy Code Compliance Form)
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
Contractor Registration - Electrician, Plumber, Mechanical	Contractor Registration - Electrician, Plumber, Mechanical
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property.	N/A
(2) Foundation and Roofing plans	N/A

**What do I need to install a Deck?** - Because they are not covered, decks are not considered additions to the footprint of the house nor do they have to meet setback requirements. Any deck 30 inches off the ground requires a permit. Submit a residential permit application and a drawing showing the house and where the deck is to be constructed. Include the materials to be used and a description of how the deck will be anchored to the ground. Decks may not be placed in an existing easement.



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## Residential Permit Application

<b>Building Permit Number:</b> _____		<b>Valuation:</b> _____	
<b>Project Address:</b> _____		<b>Zoning District:</b> _____	
<b>Lot:</b> _____	<b>Block:</b> _____	<b>Subdivision:</b> _____	
<b>Project Description:</b>			
NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	
PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>	DEMO <input type="checkbox"/>
DRIVEWAY <input type="checkbox"/>	FENCE <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
<b>Description of Work:</b>			
<b>Area Square Feet:</b>		<b>Covered</b>	
<b>Living:</b> _____	<b>Garage:</b> _____	<b>Porch:</b> _____	<b>Total:</b> _____
<b>Number of stories:</b> _____			
<b>IS THIS PROPERTY IN A FLOODPLAIN:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

<b>Owner Information:</b> _____		
<b>Name:</b> _____		<b>Contact Person:</b> _____
<b>Address:</b> _____		
<b>Phone Number:</b> _____	<b>Fax Number:</b> _____	<b>Email:</b> _____

<b>General Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Plumber/Irrigator</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>TPO Energy Provider</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

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.

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:

<b>Approved by:</b> _____	<b>Date approved:</b> _____
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Building Permit Fee: \$ \_\_\_\_\_  
Plan Review Fee: \$ \_\_\_\_\_  
Electrical Permit Fee: \$ \_\_\_\_\_  
Plumbing Permit Fee: \$ \_\_\_\_\_  
Mechanical Permit Fee: \$ \_\_\_\_\_

Total Permit Fees: \$ \_\_\_\_\_  
Received By: \_\_\_\_\_  
Date: \_\_\_\_\_  
BV Project #: \_\_\_\_\_



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## Bureau Veritas Contact Information

### Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

### Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plano Plan Review Department for the status of your permit at (817) 335-8111/toll free (877) 837-8775.

### Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection Request line: (817) 335-8111 Toll Free number: (877) 837-8775

Inspection FAX line: (817) 335-8110 Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: [nspectionstx@us.bureauveritas.com](mailto:nspectionstx@us.bureauveritas.com)

### Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775 for your inspector's name and number.

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**



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# Contractor Registration Form

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### TYPE OF CONTRACTOR LICENSE

\_\_\_\_\_ ELECTRICAL CONTRACTOR

\_\_\_\_\_ MASTER ELECTRICIAN

\_\_\_\_\_ JOURNEYMAN ELECTRICIAN

\_\_\_\_\_ MASTER SIGN ELECTRICIAN

\_\_\_\_\_ MECHANICAL (HVAC)

\_\_\_\_\_ IRRIGATOR (LANDSCAPE)

\_\_\_\_\_ BACKFLOW (*special form required*)

\_\_\_\_\_ MASTER PLUMBER

\_\_\_\_\_ JOURNEYMAN PLUMBER

\_\_\_\_\_ OTHER

\_\_\_\_\_ THIRD PARTY ENERGY PROVIDER

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### CONTRACTOR INFORMATION

COMPANY NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_

LICENSEE NUMBER: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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### PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE

City of Willow Park must be listed as Certificate Holder on Liability Insurance Document