



City of Willow Park

516 Ranch House Road

Willow Park, Texas 76087

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

www.willowpark.org

Residential: Electrical – Plumbing – Mechanical

The City of Willow Park has adopted the 2012 versions of the International Codes (Building, Residential, Mechanical, Plumbing, Energy, Fuel Gas, Fire) and the 2011 National Electric Code.

When is a permit needed?

Electrical Upgrades/ Repairs - A permit is required for all service upgrades, service repairs or circuit replacements.

Plumbing Upgrades/ Repairs - A permit is required when a gas line is added, replaced or repaired, installing gas logs inside your fireplace, replacing a gas or electric water heater, adding a water softener to your home or sprinkler system, replacing water and sewer lines.

Irrigation Systems - A permit is required for the installation or repair of all residential irrigation systems. An approved backflow device must be installed with each sprinkler system and a backflow test report must be submitted to the city.

Mechanical Upgrades/ Repairs - A permit is required when an air conditioner or furnace is replaced or repaired.

What is needed to obtain a permit? A plan review is not required, but a permit fee is due upon permit issuance. Permit fees are non-refundable.

Submittal documents: Fill out a Residential permit application.

Inspections

Request an inspection from Bureau Veritas. Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day.

Phone: toll free (877) 837-8775

Fax: toll free (877) 837-8859

Can also be emailed to: inspectiontx@us.bureauveritas.com

All Electrical, Plumbing, Irrigation and Mechanical work described above require an inspection and Contractor Registration.



City of Willow Park

516 Ranch House Rd. • Willow Park, TX 76087

Phone: (817) 441-7108 • Fax: (817) 441-6900

Residential Permit Application

www.willowpark.org

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

Owner Information: _____			
Name: _____		Contact Person: _____	
Address: _____			
Phone Number: _____		Fax Number: _____	
		Email: _____	

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

Approved by:		Date approved:	
---------------------	--	-----------------------	--

Building Permit Fee: \$ _____

Plan Review Fee: \$ _____

Electrical Permit Fee: \$ _____

Plumbing Permit Fee: \$ _____

Mechanical Permit Fee: \$ _____

Total Permit Fees: \$ _____

Received By: _____

Date: _____

BV Project #: _____



www.willowpark.org

City of Willow Park

516 Ranch House Rd. • Willow Park, TX 76087

Phone: (817) 441-7108 • Fax: (817) 441-6900

Contractor Registration Form

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

CONTRACTOR INFORMATION

COMPANY NAME: _____ PHONE: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

LICENSEE NUMBER: _____ PHONE: _____

ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE

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