



120 El Chico Trail, Suite A, Willow Park, Texas 76087

RESIDENTIAL ACCESSORY BUILDING PERMIT APPLICATION

☐ Carport ☐ Garage ☐ Shed ☐ Deck ☐ Porch ☐ Pergola/Cabana ☐ Other _____

Please Print Clearly

Applicant Name: _____

Job Address: _____

Legal Description: Lot No. _____ Block No. _____ Tract/Subdivision: _____ Zoning Dist. _____

Building Contractor: _____

Contractor Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Email: _____

Description of Work to be done: _____

Square Feet of Proposed Structure: **SQ FT:** _____



PLEASE COMPLETE AND SUBMIT THE FOLLOWING:

INITIAL EACH SECTION TO SHOW PROVIDED

Office	Applicant	
		All drawings must be on (min. 11"x17") (appropriately scaled to fit sheet – min 1/8" = 1' scale).
		(2) Copies site plan/survey? (Indicate distance between main residence/structures and property lines.
		(2) Copies of construction details (If stick built provide detailed framing drawings) or (Engineer's stamped framing, foundation plans and details, if steel framed building)
		(2) Copies of foundation/pier/footing and/or tie-down anchorage requirements.
		(2) Copies of electrical layout if being installed.
		(2) Copies of plumbing layout if being installed.
		All paper documents above must be separated into two (2) complete submittals
		All construction plans must be separated into complete sets, clipped or stapled.
		Provide completed contractor acknowledgement for any electrical, mechanical or plumbing installation.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provision of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the State of Local Law regulating construction or the performance of construction.

Signature Contractor/Owner

Date



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CONTRACTOR ACKNOWLEDGEMENTS

ONLY individual contractors ***MUST COMPLETE AND SIGN*** this form. If your State License or COI (Certificate of Insurance) is expired the permit you are working will be invalid and will not be issued or may be cancelled by the Building Official.

Construction Address: _____

Building Contractor: _____

MASTER ELECTRICIAN'S STATEMENT:

I, _____, do acknowledge that I ***will be doing the electrical work*** for the construction at the above stated address.

_____/_____/_____
(Date) (Master Signature) License # Exp. Date Cert. of Insurance exp date

(Company name, address, & phone number)

MASTER PLUMBER'S STATEMENT:

I, _____, do acknowledge that I ***will be doing the plumbing work*** for the construction at the above stated address.

_____/_____/_____
(Date) (Master Signature) License # Exp. Date Cert. of Insurance exp date

(Company name, address, & phone number)

MECHANICAL/HVAC STATEMENT:

I, _____, do acknowledge that I ***will be doing the mechanical/HVAC work*** for the construction at the above stated address.

_____/_____/_____
(Date) (Master Signature) License # Exp. Date Cert. of Insurance exp date

(Company name, address, & phone number)