



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

COMMERCIAL BUILDING PERMIT APPLICATION

Please Print Clearly

Applicant name: _____

Name of Project (Business): _____

Job Address: _____

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

Building Contractor: _____

Contractor Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Email: _____

Type of Work: New _____ Addition _____ Remodel _____ Accessory Building _____

Square Footage of new area: _____ Square Footage of Remodel area: _____

Estimated valuation of work: \$ _____

Description of Work to be done: _____

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/Agent

Date

DOCUMENT SUBMITTAL CHECKLIST

Please use this checklist to aid in preparing a complete building permit application package. Most permit processing delays are the result of incomplete or inadequate permit submittal information. Please **initial** each line as you identify that your submittal contains the required information, place **N/A** on the lines that do not apply to your specific project, and then submit this checklist with your application. Ask the Permit Technician if you need supplemental information to assist you with preparing the required documents.

PLEASE UNDERSTAND THAT THE FEE FOR THE DRIVE APPROACH PERMIT, FENCE OR RETAINING WALL PERMIT AND IRRIGATION PERMIT MAY BE ADDED TO THIS PERMIT BUT MUST BE SUBMITTED AS SEPARATE PERMIT DOCUMENTS.

The City of Willow Park has adopted the following codes the following codes

2012 International Building Code	2012 International Plumbing Code
2012 International Mechanical Code	2012 Energy Conservation Code
2012 International Fire Code	2011 National Electrical Code
2012 International Fuel Gas Code	2012 Texas Accessibility Standards
COWP Municipal Codes	

**IF YOUR PERMIT DOCUMENTS ARE NOT COMPLETE YOUR SUBMITTAL
WILL NOT BE ACCEPTED.
PLEASE COMPLETE AND SUBMIT THE FOLLOWING:**

INITIAL EACH SECTION

Office	Applicant	
		NEW BUILDING AND/OR ADDITION
		Application & Project Information Sheets
		Two (2) complete sets of construction drawings, stamped/signed by required Architects or Engineers (24" x 36" min. size, appropriately scaled to sheet)
		Two (2) complete sets of civil drawings stamped/signed by engineer
		Two (2) copies of proposed site plan
		Two (2) copies of energy code Com-Check Report or other acceptable method
		One (1) completed application for Utility Service
		One (1) completed Contractor Acknowledgement form
		One (1) completed asbestos survey if this is an addition or letter from original Architect
		One (1) complete set of all above documents in separated groups PDF format electronically
		TENANT IMPROVEMENT/REMODEL – (interior work only)
		Application & Project Information Sheets
		Two (2) complete full-size sets of construction drawings (min 1/8" scale)
		Two (2) copies of existing survey/site plan (11"x17")
		Two (2) copies of energy code Com-Check Report or other acceptable method
		One (1) completed application for Utility Service – Utility deposit is already included in the building permit overview of fees, so a separate check is not required.
		One (1) completed Contractor Acknowledgement form
		One (1) completed asbestos survey or letter from original Architect
		One (1) complete set of all above documents in separated group PDF format electronically

PROJECT INFORMATION SHEET

COMMERCIAL BUILDING APPLICATION

(Please provide all applicable information in order to help expedite your permit application)

Office ✓	Applicant ✓	ANSWER ALL QUESTIONS (Please Print Clearly)	<i>If greater than \$50,000 valuation</i> Texas Accessibility (TAS)#EABPRJB _____
		Who are you?	<input type="checkbox"/> AGENT <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ARCHITECT <input type="checkbox"/> OTHER
		What is your name? (If different than first page)	_____ <div style="display: flex; justify-content: space-between;">FirstLast</div>
		Owner of Property?	Name: _____ <div style="display: flex; justify-content: space-between;">FirstLast</div> Company: _____ Address: _____ <div style="display: flex; justify-content: space-between;">NumberStreetCityZip</div> Phone: _____

ALL COMMERCIAL BUILDING DEMOLITION ADDITIONS OR TENANT REMODEL PERMITS

(THIS PROCESS IS NOT OPTIONAL UNDER ANY CIRCUMSTANCES)

******ASBESTOS SURVEY****** Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP)?

No _____ Yes _____ Date of Survey: _____

If the answer is NO, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Willow Park.

Owner/Operator: _____ Phone: _____

Job Site Address: _____

Note: All submittals require paper copies and electronic copy of all documents.

Note: Separate permits applications and submittals are required for the following:

1. Signage – Sign application and two (2) copies of design.
2. Irrigation Systems – Irrigation application and two (2) copies of stamped design.
3. Fences or Retaining Walls, – Fence application and two (2) copies of design, engineered if required by code.
4. Fire Alarm or Fire Suppression – Fire Alarm/Suppression Application and two (2) copies of stamped engineered design.

Note: Requirements for submittals and/or inspections.

1. All foundations require stamped engineered design.
2. Wind bracing plans and design stamped by engineer.
3. All backflow report forms must be in inspection packet with permit prior to city final inspection approval.

Note: Requirements for deferred submittals and/or inspections prior to city approval.

4. All foundations require a submitted form board survey performed by licensed surveyor.
5. All foundations require engineer's approved inspection field report prior to city inspection.
6. All foundations require third-party special inspection approved field report prior to city inspection.



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COMMERCIAL BUILDING PERMIT APPLICATION

CONTRACTOR ACKNOWLEDGEMENTS

ONLY the 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 revoked 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)

Applicants~

Reminder....ALL plan applications, corrections/revisions/addendums, must be sent to the permit coordinator via the dropbox, instructions below. Any of the above items that get sent to other city staff will not be accepted.

Reminder 2 complete sets of documents must be submitted to city hall, completed, before any electronic copies will be accepted. Thank you.

All requests for inspections must be submitted to the permit coordinator at permits@willowpark.org and must be received by 4:00pm the day before the inspection is needed.