



41 Champions Circle  
Woodcreek, TX 78676  
512-847-9390  
[www.woodcreektx.gov](http://www.woodcreektx.gov)

### **COMMERCIAL CONSTRUCTION PERMIT APPLICATION**

**\*\*\* NO WORK IS TO BE STARTED PRIOR TO ISSUANCE OF A PERMIT TO AVOID BEING SUBJECT TO FINES. \*\*\***

PROJECT NAME: \_\_\_\_\_ PROJECT ADDRESS: \_\_\_\_\_

PROJECT TYPE:  NEW  ADDITION  REMODEL  DEMOLITION  OTHER, SPECIFY: \_\_\_\_\_

SCOPE OF WORK: \_\_\_\_\_ SQ. FT.: \_\_\_\_\_

TOTAL COST OF PROJECT (Fair market Value of Labor and Materials) \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Engineer:	Contact Person:	Phone Number:
Engineer email :		
General Contractor:	Contact Person:	Phone Number:
General Contractor email :		
Mechanical Contractor:	Contact Person:	Phone Number:
Electrical Contractor:	Contact Person:	Phone Number:
Plumbing Contractor:	Contact Person:	Phone Number:

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.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **THIS PORTION FOR OFFICE USE ONLY**

RECEIVED STAMP HERE

Application Fee: \_\_\_\_\_

Plan Review Fee: \_\_\_\_\_

Inspections Fee: \_\_\_\_\_

**TOTAL FEES:** \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**PERMIT #:** \_\_\_\_\_



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### **PERMIT APPLICATION REQUIREMENTS**

1. An electronic copy in PDF format of each document below is required.
2. Scaled site plan of the property showing all easements, setbacks, and dimensions to property lines.
3. Complete plans of the project. Project must be drawn to scale and include sufficient clarity and detail to indicate the nature and scope of work.
4. All construction must be in accordance with IBC 2015 and a ComCheck be submitted with plans.
5. Final plans must be Sealed, Stamped, and Dated by a design engineer.
6. Engineered foundation plans with details must be stamped with the engineer's seal and signature.
7. Form survey showing setbacks and easements. Must be provided and on-site prior to Pre-Pour inspection.
8. Original copy of the permit application.
9. One copy (1) of each of the above must be retained at the job site, in a waterproof container, and available for all inspections.
10. ALL COMMERCIAL PLANS MUST HAVE A TREE PLOT PLAN SUBMITTED WITH THE PERMIT APPLICATION IF TREES ARE BEING REMOVED.

### **GENERAL PROVISIONS**

1. **No work of any kind may start until a permit is issued.**
2. The permit may be revoked if any false statements are made herein. If revoked, all work must cease until permit is reissued.
3. All construction waste and/or disposal services must be provided with dumpster on site.
4. The permit will expire if no work is commenced within 180 days of issuance.
5. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
6. Plan review by the city engineer will determine inspections needed to comply with the 2015 International Building Code. All inspections to be scheduled by email at **Inspections@woodcreektx.gov**
7. A Certificate of Occupancy Application will be issued upon final inspections and all fees paid in full.

THE APPLICANT CERTIFIES THAT ALL STATEMENTS HEREIN AND ATTACHMENTS TO THIS APPLICATION TRUE AND ACCURATE ARE TO THE BEST OF MY KNOWLEDGE.

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APPLICANT SIGNATURE

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APPLICANT PRINTED NAME

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DATE OF APPLICATION