



COMMERCIAL BUILDING PERMIT

USE THIS FORM FOR ALL COMMERCIAL BUILDING PROJECTS INCLUDING ELECTRICAL AND MECHANICAL PROJECTS. PLUMBING PROJECTS REQUIRE SEPARATE FORM AND FEE.

CITY OF HALLETTSVILLE
101 N. Main Street
Hallettsville, TX 77964
www.cityofhallettsville.org
(361) 798-3681 (phone)

PROJECT INFORMATION

PROJECT ADDRESS: _____ Hallettsville, TX 77964 PERMIT # _____

IF NEW BUILDING, AREA OF BUILDING: _____ SQ. FT. VALUATION \$ _____

CLASS OF WORK: New Addition Remodel Plumbing Mechanical Electrical Other: _____

DESCRIPTION OF WORK: _____

IS THIS PROPERTY IN THE 100 YEAR FLOODPLAIN?: Yes: No: FLOODPLAIN MGR. APPROVAL _____

ACCESSIBILITY TDLR REGISTRATION NUMBER: _____ ASBESTOS SURVEY COMPLETED: Yes: No: INITIAL _____

***STAMPED PLANS MAY BE REQUIRED BASED ON PROJECT. IF REQUIRED, THE CITY REQUIRES THREE SETS OF COMPLETE PLANS.**

PROPERTY OWNER INFORMATION

PROPERTY OWNER: _____ PHONE: _____

OWNER MAILING ADDRESS: _____

CONTRACTOR INFORMATION

GENERAL CONTRACTOR: _____ CONTACT: _____

PHONE: _____ EMAIL: _____ CITY LICENSE: YES NO

ARCHITECT/ENGINEER: _____ CONTACT: _____

PHONE: _____ EMAIL: _____

ELECTRICAL CONTRACTOR: _____ CONTACT: _____

PHONE: _____ EMAIL: _____ TDLR #: _____

MECHANICAL CONTRACTOR: _____ CONTACT: _____

PHONE: _____ EMAIL: _____ TDLR #: _____

OTHER CONTRACTOR: _____ CONTACT: _____

PHONE: _____ EMAIL: _____ TDLR #: _____

AFFIDAVIT

The issuance of this Permit by the City of Hallettsville does not alleviate the applicant from the responsibility of obtaining any required State or Federal Permits _____ (INITIAL). This permit becomes null and void if work or construction is not commenced within 6 months, or if no building inspections have been requested for a 6 month period. _____ (INITIAL) I ACKNOWLEDGE THAT, IF ISSUED, THIS PERMIT WILL ONLY BE FOR THE WORK STATED IN THIS APPLICATION AND THAT ANY ADDITIONAL WORK MAY REQUIRE AN ADDITIONAL APPLICATION, PERMIT, AND FEE. 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 HEREIN 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.

NAME: _____ SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

APPROVAL: _____ DATE: _____ DATE RECEIVED: _____ EMAILED: _____ COPIED _____

CITY LICENSE: _____ INSPECTION FEE: \$ _____ PLAN REVIEW FEE: \$ _____ TOTAL PERMIT FEE: \$ _____ BV NUMBER: _____

APPLICATION INSTRUCTIONS

- Complete the application to the fullest extent possible, incomplete applications or missing information may delay the processing of your application.
- Under *Project Information*, check the box or boxes that closely apply to your project. If your project is not one of the classes of work show, write the project type in the "other" section.
- Under *Contractor Information*, if you will not need a certain contractor just write N/A in the contractor name field. Fields left blank will be interpreted that there will not be that type of contractor on the project.

ADOPTED CODES

The City of Hallettsville City Council has adopted the following Codes into the local Code of Ordinances. These Codes are enforced on all permitted building projects. 1) 2009 International Building Code, 2) 2009 International Residential Code, 3) 2009 International Fire Code, 4) 2009 International Fuel Gas Code, 5) 2009 International Plumbing Code, 6) 2008 National Electric Code, and 7) 2008 NFPA 96.

CONTRACTOR LICENSE

It shall be the duty of every contractor who shall make contracts for the installation or repairs of a building, structure, electrical, gas, mechanical or plumbing systems, for which a permit is required to comply with state regulations, and the city's regulations and/or requirements. Contractors doing work within the City limits are required to obtain a Contractor License. The Contractor License fee is \$50.00 and is valid for a period of twelve (12) months from the date of issuance. A license may be renewed for a fee of \$25.00. A renewal license can only be issued if the contractor pays the renewal fee within twelve (12) months of prior license expiration. Before a contractor license may be issued or renewed the contractor must furnish the city with a current bond in the amount of \$5,000.00. All Electrical, Mechanical, and Plumbing contractors performing work in the City must be licensed by the State of Texas.

FLOODPLAIN MANAGEMENT

The City has passed a local floodplain management ordinance In order to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas. If your project is located within the 100 year floodplain, your project may require an elevation certificate. Projects that are valued at more than 50% of the value of the property may trigger additional requirements. For more information refer to Section 3.500 of the City of Hallettsville Code of Ordinances.

RESIDENTIAL SETBACKS

Residential setbacks apply to all parcels within the City limits that are used, or proposed to be used, for residential occupancy. All structures are subject to the minimum setback requirements including, permanent buildings, covered patios, carports, and individual storage buildings. The setback requirement is the distance from your property line to your proposed structure. For more information refer to Section 3.700 of the City of Hallettsville Code of Ordinances.

CONTACT

To request inspections, for questions regarding City of Hallettsville requirements, or for questions with this application contact City of Hallettsville City Hall at (361) 798-3681.

SKETCH/DRAWING AREA

You can use the space below to sketch a site plan to better inform the building official of your project.
