

CITY OF HALLETTSVILLE
COMMERCIAL BUILDING PERMIT APPLICATION

101 N. Main Street, Hallettsville, TX 77964

Phone (361) 798-3681 Ext. 3 | www.CityofHallettsville.org | Permits@CityofHallettsville.org

Incomplete applications will not be accepted. Please contact us ahead of time with any questions regarding your specific project. Applications will be processed in the order they are received, and as soon as possible, but can take several business days before receiving approval to issue the permit. Permit placard must be on site and displayed so that it is visible from the road before work begins. Please plan accordingly.

Currently Adopted codes can be found via direct link here:
<https://ecode360.com/40058728#45950290>

Or by visiting our website at www.CityofHallettsville.org, navigating to our "Code of Ordinances" and searching for "Codes Adopted"

Bureau Veritas Inspection line is 817-335-8111 or you can email InspectionsTX@BureauVeritas.com. Submittals for inspections on approved permits that are made before 4pm will typically be scheduled for the following business day.

PROJECT INFORMATION

Project Address: _____ Permit #: _____

Valuation (\$): _____ Sq. Ft.: _____

Class of Work: New Addition Remodel Plumbing Mechanical Electrical
 Other: _____

Description of Work: _____

100 Year Floodplain: Yes No Floodplain Mgr. Approval _____

Asbestos Survey Completed: Yes No TDLR Registration #: _____

PROPERTY OWNER INFORMATION

Owner Name: _____

Owner Mailing Address: _____

Phone: _____ Email: _____

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CONTRACTOR INFORMATION

General Contractor: _____ Phone: _____

Email: _____ City License: Yes No

Architect/Engineer: _____ Phone: _____

Email: _____ Contact: _____

Electrical Contractor: _____ TDLR#: _____

Phone: _____ Contact: _____ Email: _____

Plumbing Contractor: _____ TDLR #: _____

Phone: _____ Contact: _____ Email: _____

Mechanical Contractor: _____ TDLR#: _____

Phone: _____ Contact: _____ Email: _____

Abatement Contractor: _____ DSHS#: _____

Phone: _____ Contact: _____ Email: _____

APPLICANT AFFIDAVIT

(Initial) _____ The issuance of this Permit does not alleviate the applicant from responsibility of obtaining required State or Federal Permits.

(Initial) _____ This permit becomes null and void if work is not commenced within 6 months, or if no inspections are requested for a 6 month period.

(Initial) _____ I acknowledge that this permit only covers the work stated herein. Any additional work may require another permit and fee.

I hereby certify that I have read and examined this application and know the same to be true and correct. All relevant codes, laws and ordinances governing this type of work will be complied with.

Applicant Name: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Approved: _____ Approved By: _____

Plan Review Fee: \$ _____ Inspection Fee: \$ _____ Total Permit Fee: \$ _____

City License #: _____ BV #: _____

Emailed: _____ Copied: _____ Permit #: _____ Completed: _____

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CONTRACTOR LICENSE

General Contractors doing work within City Limits are required to obtain a Contractor's License. Before a contractor license may be issued or renewed, the contractor must provide The City with a copy of a current bond in the amount of \$5000, made payable to the City of Hallettsville. The Contractor's License fee is \$100, and is valid for 12 months. The license can be renewed **within** 12 months for \$50, or **after** 12 months for \$100. All electrical, mechanical, and plumbing contractors performing work within City Limits must be licensed by the State of Texas. The City does not require state licensed contractors to obtain a separate City License.

PLANS

In the event that plans are required (See "Required Documents by Project Type" PDF for more info.) The City of Hallettsville will no longer accept the paper copy plan set. All plans must be submitted electronically. For inquiries, please call 361-798-3681 ext. 3 or email Permits@cityofhallettsville.org.

SKETCH\DRAWING AREA – NOT NEEDED IF PLANS ARE SUBMITTED.

Please use the space below or on the back to sketch a site plan to better inform the building official and inspectors. Sketch must be detailed, and include a scope of work outlining all work to be performed. If addition or new build of any kind, please include the **property line** and distance from structure to property lines, and distance to any existing structures.