



APPLICATION FOR BUILDING PERMIT TRADES

Incomplete applications will not be accepted.
Indicate "NA" when an item does not pertain to your application.

*Department of
Community Development*

ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED - * DEPICTS REQUIRED FIELDS

PROJECT LOCATION

*911 Assigned address:

*Subdivision:	Lot:	Blk:	Sec:
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PROJECT INFORMATION

*Permit type: Plumbing Electrical Mechanical Irrigation Other

Proposed use: Residential Commercial *Square footage of proposed work:

*Nature of work: Repairs only New construction Interior remodel Building addition Other

Brief Description of Work:

OWNER or OWNER'S AGENT INFORMATION

Homeowner permit requests must be accompanied by proof of homestead exemption status

*Property Owner:	*Phone:	Fax:
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*Address:

*Email:

CONTRACTOR INFORMATION

*Name:	*Phone:	Fax:
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*Company Name:

*Address:

*Email:	*License Type and #:
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CERTIFICATION: THE UNDERSIGNED HEREBY CERTIFIES THAT ON THIS DATE APPLICATION WAS MADE FOR PERMIT WITH THE CITY OF WILLIS AND THAT THE INFORMATION PROVIDED ON THIS APPLICATION FORM SUPPORTING DOCUMENTATION AND PLANS ARE TRUE AND CORRECT.
BY SIGNING THE APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE CODES AND CITY ORDINANCES.
THIS APPLICATION SHALL EXPIRE: PURSUANT TO SECTION 105.3.2 OF THE 2018 INTERNATIONAL BUILDING CODE, APPLICATIONS FOR PERMIT WILL BE DEEMED ABANDONED 180 DAYS AFTER THE FILING DATE, UNLESS THE APPLICATION HAS BEEN PURSUED IN GOOD FAITH OR A PERMIT HAS BEEN ISSUED.

*Signature of Applicant	*Printed Name	*Application Date
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Email:	Phone:	
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OFFICE USE ONLY

Approved by:	Date	Issued by:	Date:
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Notes:

Permit Fees:	Total Fees:
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Inspection Fees:	
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Plan Review Fees:	
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Registration Fees:	Permit Number:
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