



# APPLICATION FOR COMMERCIAL BUILDING PERMIT

All projects must comply with City of Willis [land use and zoning requirements](#). Construction plans must be designed in accordance with the City of Willis [adopted codes](#). Two paper copies and one PDF digital copy of the plans and all supporting documents, must accompany the application. If new water and/or sewer taps are required, please include the [water and sewer tap application](#). If a new driveway is proposed, please include the [driveway application](#).

Plan review and permit fees are based on the building valuation. The Building Official reserves the right to make the valuation determination. If the project cost is  $\geq$  \$50,000.00, the project must be registered with the Texas Department of Licensing and Regulation (T.D.L.R.) [Architectural Barriers](#). The plan review fee is 1/2 of the permit fee and is required at time of submittal. The remaining fees are due at permit issuance. Permit fees may be found on our [Fee Schedule](#).

Please complete and submit the application and all necessary accompanying forms to the permit office located in City Hall at the address located at the bottom of this page. **Submitting an incomplete application will result in the application being denied.** The applicant will receive the City’s written comments, and notification of any additional requirements, within 10 business days.

## SUBMITTAL CHECKLIST

Please make sure all of the following information is included on the plans or addressed in the submittal. “N” denotes information required for most new construction. (Additional information may be required.) “R” denotes information required for most interior remodels. (Additional information may be required.)		YES	NO	N/A
N,R	<b>Is the property legally platted or subdivided? A permit may not be issued if the parcel where the building permit is required is part of another lot or tract of record.</b>			
N,R	<b>Is the property in a Floodplain? If yes, elevation certificates will be required.</b>			
R	Asbestos survey (Required on all additions to, or alterations, of existing commercial buildings.			
N,R	Architectural Barriers # if project cost is $\geq$ \$50,000 or engineer’s cost estimate. (Reference page1)			
N	Civil drawings (Site plan, utility plan, grading and drainage, SWPPP, etc.)			
N,R	Code data sheet showing construction type, occupancy type, codes used, occupant load, and area increase calculations if required.			
N,R	Occupant load calculation determined by the current adopted version of the International Building Code. (reference <a href="#">Adopted Codes</a> )			
N	Plot plan of proposed and existing structures with easements, driveways and set-backs shown.			
N	Structural plans designed for 100mph wind load, certified by an engineer licensed by the State of Texas.			
N	Foundation plans certified by an engineer licensed by the State of Texas.			
N,R	Floor plan showing all existing and proposed construction with wall details.			
N	Finish floor elevations shown.			
N,R	Floor plan showing the location and type of fire extinguishers.			
N	Energy code compliance (COMcheck) as published on the <a href="#">U.S. Dept of Energy website</a> (www.energycodes.gov).			
N,R	Plumbing plans with details and specifications.			
N,R	Electrical Plans with details and specifications including emergency lighting.			
N,R	Mechanical Plans with details and specifications.			
N	Water and Sewer Tap Application (if applicable).			
N	Driveway Application (if applicable).			
N,R	Parking requirements (reference <a href="#">Section 155.170</a> , Willis Code of Ordinances.			
N	Landscape plan in compliance with <a href="#">Section 150.40</a> , Willis Code of Ordinances			

**PROJECT LOCATION**911 Assigned address:

Subdivision:

Lot:

Blk:

Sec:

**PROJECT INFORMATION** New Construction    Addition/Remodel    Demolition    Other:

Number of stories:

Bldg Valuation:

Architectural Barriers EABPRJ#

Area 1st Floor:

Area 2<sup>nd</sup> Floor

Area Mezzanine:

Total Area:

Brief Description of Work:

**OWNER INFORMATION**

Name:

Phone:

Fax:

Address:

Email:

**CONTRACTOR INFORMATION**

Name:

Phone:

Fax:

Address:

Email:

**POINT OF CONTACT INFORMATION**

Name:

Phone:

Fax:

Title:

Address:

Email:

The undersigned  Owner/  Agent/  Contractor, has read all of the information contained in this application, agrees to conform to all applicable Federal, State, and local laws, and certifies the information provided herein is true and correct.

Signature of Applicant

Printed Name

Date

How do you prefer to receive correspondence?

 (Mail),  (E-Mail),  (Fax),  (Pick-up).**OFFICE USE ONLY**Regulated Flood plain:  In    Out

Zone:

BFE:

LFFE:

Panel #

Notes:

Approved by:

Date

Issued by:

Date:

Building Permit Fees:

Plan Review Fees:

Inspection Fees:

Registration Fees:

Tap Fees:

Other Fees:

Total Fees:

Permit Number: