



# APPLICATION FOR RESIDENTIAL 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. The plan review fee is ½ 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>			
N,R	Plans designed in compliance with the current adopted version of the International Residential Code. (reference <a href="#">Adopted Codes</a> )			
N	Plot plan of proposed and existing structures with easements, driveways, set-backs, and proposed drainage shown.			
N	Finish floor elevations shown or note that finished floor must be a minimum of one foot above the crown of the road or top of curb whichever is greater.			
N	Foundation plans certified by an engineer licensed by the State of Texas.			
N,R	Floor plan showing all existing and proposed conditions.			
N,R	All window and door sizes and type shown; Safety glass or tempered glass to be noted in hazardous locations;			
N,R	Smoke detectors shown in all bedrooms and areas outside, adjacent to the bedrooms.			
N	Framing plan showing wall details, stud, joist, and rafter grade, sizes, and spans.			
N,R	Plumbing plans with details and specifications.			
N,R	Electrical Plans showing all lighting, and receptacles.			
N,R	Mechanical Plans with details and specifications.			
N	Water and Sewer Tap Application (if applicable).			
N	Driveway Application (if applicable).			
N	Energy code compliance certificate (REScheck) as published on the <a href="#">U.S. Dept of Energy website</a> ( <a href="http://www.energycodes.gov">www.energycodes.gov</a> ).			

**PROJECT LOCATION**

911 Assigned address:

Subdivision:

Lot:

Blk:

Sec:

**PROJECT INFORMATION**

New Construction    Addition/Remodel    Accessory Bldg    Other:

Number of stories:

Number of bedrooms:

Number of bathrooms:

Bldg Valuation: \$

Area 1<sup>st</sup> Floor:

2<sup>nd</sup> Floor:

Garage:

Covered Porches:

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: