



# New Commercial Building Building Permit Application

PERM: COM \_\_\_\_\_

(Please Print)

**\*\*All contractors MUST FIRST REGISTER (annually) by completing the Annual Contractor Registration Form\*\***

**PART 1. PROPERTY INFORMATION**

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_ Suite #: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

**PART 2. DESCRIPTION OF WORK**

\_\_\_\_\_  
\_\_\_\_\_

<p><b>PART 3. PROPERTY OWNER (PO) INFORMATION</b></p> <p>Company Name: _____</p> <p>Contact Person: _____</p> <p>Mailing Address: _____</p> <p>City, State, Zip: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>	<p><b>PART 4. GENERAL CONTRACTOR INFORMATION</b></p> <p>Company Name: _____</p> <p>Contact Person: _____</p> <p>Mailing Address: _____</p> <p>City, State, Zip: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>
<p><b>PART 5. ARCHITECT/ENGINEER OF RECORD</b></p> <p>Company Name: _____</p> <p>Contact Person: _____</p> <p>Mailing Address: _____</p> <p>City, State, Zip: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>	<p><b>PART 6. APPLICANT INFORMATION</b></p> <p>Company Name: _____</p> <p>Contact Person: _____</p> <p>Mailing Address: _____</p> <p>City, State, Zip: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>

**PART 7. SUBCONTRACTOR NAMES** *(All contractors must be registered with the City of Weatherford)*

Electrical: \_\_\_\_\_ Plumbing: \_\_\_\_\_

Mechanical: \_\_\_\_\_ Concrete: \_\_\_\_\_

Fire Sprinkler: \_\_\_\_\_ Fire Alarm: \_\_\_\_\_

**PART 8. PROJECT INFORMATION**

Proposed Use of Building/Area: \_\_\_\_\_

Total Floor Area: \_\_\_\_\_ sq. ft. Estimated Fair Market Value of Construction: \$ \_\_\_\_\_ (not including land)

**PART 9. UTILITY INFORMATION**

**Please answer the following questions accurately and completely.**  
**(Inaccurate or incomplete applications may result in a delay or may prevent permit issuance.)**

<p><b>A.</b> Will water be provided by private well or public water service? Private (Well) _____ Public Service (COW) _____</p>	<p><b>B.</b> Will the project be supplied with natural gas? YES _____ NO _____</p>
<p><b>C.</b> What is the name of the electrical provider? Weatherford Electric _____ Tri-County _____ TXU _____</p>	<p><b>D.</b> What type of sewage disposal system will the business have? Private (Septic) _____ Public (COW) _____</p>
<p><b>E.</b> What is the <b>USE</b> of the building? (Check all that apply)</p> <p>School _____ Storage _____ Office _____ Restaurant _____ Retail _____ Warehouse _____ Factory _____ Assembly _____</p>	



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All permit applications shall be submitted digitally in PDF format to [PermitApplications@weatherfordtx.gov](mailto:PermitApplications@weatherfordtx.gov).

**See Commercial Building Permit Customer Assistance Bulletin for Examples of Required Forms**

**PART 10. REQUIRED DOCUMENTS FOR PERMIT APPLICATION**

<b>A.</b> Completed Permit Application	<b>E.</b> Energy ComCheck Compliance Form.
<b>B.</b> Complete set of construction plans, drawn to scale and stamped/signed by required Engineer/Architect.	<b>F.</b> Contractor Acknowledgement Form (Attached to this application).
<b>C.</b> Complete set of civil plans	<b>G.</b> Commercial Electrical Service Requirements (Electrical Load Sheet).
<b>D.</b> Site Plan	<b>H.</b> Provide Texas Accessibility Standards (TAS) Úi[ [ Æ -Á Úr à{ ã•ã } ÁSheet.

**Part 11. REQUIRED INFORMATION FOR FIRE DEPARTMENT**

**A.** Maximum number of employees: Daytime: \_\_\_\_\_ Nighttime: \_\_\_\_\_

<p><b>B. Area Calculation</b></p> <p>Office: _____</p> <p>Warehouse: _____</p> <p>Retail: _____</p> <p>Restaurant: _____</p> <p>Factory: _____</p> <p>Sanctuary: _____</p> <p>Assembly: _____</p> <p style="text-align: right;"><b>TOTAL=</b> _____</p>	<p><b>E. Materials Stored, Sold, or Used</b></p> <p>List all materials <b>STORED, SOLD</b> or <b>USED</b> by the business.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 33%;">STORED</th> <th style="width: 33%;">SOLD</th> <th style="width: 33%;">USED</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"></td> <td></td> <td></td> </tr> </tbody> </table>	STORED	SOLD	USED			
STORED	SOLD	USED					
<p><b>C. Business Description</b></p> <p>What does this business do?</p> <p>_____</p>							
<p><b>D. Stored Commodities</b></p> <p>Will there be any commodities stored (i.e., coffee, copper, wheat, crude oil, etc.)</p> <p>Yes                      No</p> <p>If yes, will any be stored over 12' high?</p> <p>Yes                      Height _____                      No</p> <p>If yes, what is the area of the storage space?</p> <p>_____ sq. ft.</p>	<p><b>F. Material Discharge</b></p> <p>Will any materials be discharged into the atmosphere?</p> <p>Yes                      No</p> <p>If yes, by what means is this occurring?</p> <p>_____</p> <p>Please list materials that will be discharged.</p> <p>_____</p>						

AN ISSUED PERMIT BECOMES NULL AND VOID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE OR IF THE WORK IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT, 180 DAYS AFTER THE WORK COMMENCED. REQUESTS FOR INSPECTIONS REQUIRE A MINIMUM 24-HOUR NOTICE.

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, ORDINANCE, OR REGULATION. **THE ISSUANCE OF A PERMIT NEITHER EXEMPTS NOR MODIFIES ANY COVENANTS, DEED RESTRICTIONS, CITY ORDINANCES AND/OR STATE OR FEDERAL LAWS WHETHER HEREIN SPECIFIED OR NOT.**

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_



**TEXAS DEPARTMENT OF LICENSING AND REGULATION  
REGULATORY PROGRAM MANAGEMENT - ARCHITECTURAL BARRIERS**

P.O. Box 12157 • Austin, Texas 78711 • (512) 539-5669 • (877) 278-0999 • FAX (512) 539-5690  
[techinfo@tdlr.texas.gov](mailto:techinfo@tdlr.texas.gov) • [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

**PROOF OF SUBMISSION**

Texas Government Code §469.101 states: "All plans and specifications for the construction of or for the substantial renovation or modification of a building or facility must be submitted to the department for review if: (1) the building or facility is subject to this chapter; and (2) the estimated construction cost is at least \$50,000." 16 Texas Administrative Code §68.50(b) states: "An architect, registered interior designer, landscape architect, or engineer with overall responsibility for the design of a building or facility subject to §469.101 of the Act, shall mail, ship, provide electronically, or hand-deliver the construction documents along with a Proof of Submission form to a registered accessibility specialist, or a contract provider not later than the twentieth day after the plans and specifications are issued. In computing time under this subsection, a Saturday, Sunday or legal holiday is not included."

The date that plans and specifications are issued shall be as defined by 16 Texas Administrative Code §68.10(16) which states: "**Issue** - To mail, deliver, transmit, or otherwise release plans or specifications to an owner, lessee, contractor, subcontractor, or any other person acting for an owner or lessee for the purpose of construction, applying for a building permit, or obtaining regulatory approval after such plans have been sealed by an architect, registered interior designer, landscape architect, or engineer. In the case of a state-funded or other public works project, it is the time at which plans or specifications are publicly posted for bids, after such plans or specifications have been sealed by an architect, registered interior designer, landscape architect, or engineer."

**DESIGN PROFESSIONAL INFORMATION**

**PLEASE PRINT OR TYPE**

1. Last Name:		First Name:		Middle:
2. <input type="checkbox"/> Architect <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Registered Interior Designer <input type="checkbox"/> Engineer				3. License #:
4. Address:				Suite #:
City:		State:		Zip Code:
5. Phone Number: (    )	6. Fax Number: (    )	7. Email:		

**PROJECT INFORMATION**

8. Project Name:		9. TDLR Project # (if applicable)
10. Project Address:		Suite #:
City:	County:	Zip Code:

11. I hereby notify the Texas Department of Licensing and Regulation of the described project and of my intent to perform, or cause to be performed, all services necessary to design said project in accordance with the provisions of Texas Government Code, Chapter 469. I certify that I am the registered design professional with overall responsibility for the design of the project and whose seal is affixed to the construction documents. I am mailing, delivering, transmitting, or otherwise releasing these construction documents to an owner, lessee, contractor, subcontractor or other person for the purpose of construction, applying for a building permit, or obtaining regulatory approval. In the case of a state-funded or other public works project, the date of issue is the time at which construction documents are publicly posted for bids.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date Construction Documents Issued**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to  RAS # \_\_\_\_\_ Name: \_\_\_\_\_  
**Date Construction Documents Submitted**

**Signature of Design Professional:** \_\_\_\_\_ **Date of Signature:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**TDLR USE ONLY**

**DO NOT WRITE BELOW THIS LINE**

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# Contractor Acknowledgement Form

## Building Permit Application

PERM: COM \_\_\_\_ - \_\_\_\_

*(Please Print)*

This form must be completed and signed by individual contractors **ONLY**.

If your State License or Certificate of Insurance (COI) has expired, all active permits become null and void and may be cancelled by the Building Official.

Construction Address: \_\_\_\_\_

Building Contractor: \_\_\_\_\_

### **MASTER ELECTRICIAN'S STATEMENT**

I, \_\_\_\_\_, am contracted to perform **ELECTRICAL** work for the construction at the  
*(Print Name)*  
above address.

\_\_\_\_\_  
*(Date)*                      *(License Holder's Signature)*                      *(License #)*                      *(Exp. Date)*                      *(Cert. of Ins. Exp.)*

### **MASTER PLUMBERS'S STATEMENT**

I, \_\_\_\_\_, am contracted to perform **PLUMBING** work for the construction at the  
*(Print Name)*  
above address.

\_\_\_\_\_  
*(Date)*                      *(License Holder's Signature)*                      *(License #)*                      *(Exp. Date)*                      *(Cert. of Ins. Exp.)*

### **HVAC/MECHANICAL CONTRACTOR'S STATEMENT**

I, \_\_\_\_\_, am contracted to perform **HVAC/MECHANICAL** work for the  
*(Print Name)*  
construction at the above address.

\_\_\_\_\_  
*(Date)*                      *(License Holder's Signature)*                      *(License #)*                      *(Exp. Date)*                      *(Cert. of Ins. Exp.)*