



City of Stafford

2610 South Main Stafford, Texas 77477

Office Number (281) 261-3940

Building Permit Application

Civil/Site Work Only	BUILDING	MECHANICAL	ELECTRICAL	PLUMBING
Commercial		Residential	Public	

Please fill out information completely and legibly

SECTION 1-GENERAL					
Site Address:					
1. Legal Description:	Lot Number:	Block:	Subdivision:		
2. Owner Name	Mailing Address: (Complete Address)		Phone Number:		
3. Contractor Name/Permit Holder:	Mailing Address		Phone Number:		
4. Architect or Designer:	Mailing Address		Phone Number:		
5. Engineer:	Mailing Address		Phone Number:		
6. Class of Work:	Site Work Only	Shell Building Only	Interior Buildout	Tenant Buildout	Swimming Pool Construction
	Addition	Alterations/Remodel	Repair	Driveway	
8. Scope of Work:					
9. Name of (Site) Business:		10. Type of Business:	11. Number of Acres Disturbed:	12. Number of Suites in Building:	12. Estimated Completion Date:
13. Total Square Feet:	14. Number of Stories:	15. Number of Rooms:		16. Occupant Load:	
SECTION 2-GENERAL (Required for New Construction, Addition & Remodel)					
17. Flood Zone: Yes No Slab Elevation: _____ SLAB: Lowest floor of the structure in flood prone areas shall be certified by a registered engineer or registered public surveyor to be twelve (12) inches above the base flood elevation.			19. Type of Roof:		
18. Water or Sewer Service Required Yes No Arrangements must be made with WC&ID #2 for water supply and sewage disposal. Where these services are not available, they must be provided. Phone 281-499-1031.			20. Building Height:		
21. Type of Construction:			22. Occupancy Group:		
If the project exceeds \$50,000.00 in construction costs, registration with the TDLR, Architectural Barriers is required. If you have registered, enter the project number _____, if not contact TDLR at (512) 463-6599 or (800)803-9202.					
Commercial/Site Construction skip to Section 6 Residential Construction skip to Section 7 Mechanical work continues to Section 3 Plumbing work continues to Section 4 Electrical work continues to Section 5					

SECTION 3 - MECHANICAL				SECTION 4 - PLUMBING			
QTY	Type of Equipment	Each	Total	QTY	Type of Equipment	Each	Total
1	Base Fee	\$75.00	\$75.00	1	Base Fee	\$75.00	\$75.00
	Tonage (1-5 ton)	\$5.00			Plumbing Fixture	\$8.00	
	Tonage (6 and over)	\$15.00			Water Heater	\$25.00	
	Exhaust	\$15.00			Irrigation (Per opening)	\$8.00	
	Duct System	\$25.00			Back Flow Device	\$25.00	
	Heaters	\$25.00			Storm Sewer (Per Inlet)	\$10.00	
	Furnace	\$50.00			Gas Release/Gas Test	\$75.00	
	Vent Hoods	\$25.00					
	Grills (each)	\$5.00					
	Coolers/Icemakers	\$25.00					
	Coils	\$25.00					
Total				Total			

SECTION 5 - ELECTRICAL							
QTY	Type of Equipment	Each	Total	QTY	Type of Equipment	Each	Total
1	Base Fee	\$75.00	\$75.00		Transformers (each)	\$7.00	
	Meter Loop & Service	\$25.00			Generators Residential	\$25.00	
	Underground wiring installation per 10 linear feet	\$2.00			Generators Commercial	\$50.00	
				Electrical Reconnect	\$75.00		
	Sub Panel (each)	\$20.00			Miscellaneous	\$25.00	
	Electrical Heat (Per unit)	\$20.00			TCI (letter required)	\$50.00	
	Lighting Fixtures/Outlets	\$0.75			Temporary Saw Pole	\$50.00	
	Fixed Appliances (each)	\$5.00					
	Motors and Fans (each)	\$7.00					
	Area Pole Lighting (each)	\$30.00		Total			

SECTION 6 - COMMERCIAL CONSTRUCTION (New, Remodel & Additions)

\$1.00 to \$50,000.00	\$75.00 for the first \$1,000.00 plus \$6.00 for each additional \$1,000.00
\$50,001.00 to \$100,000.00	\$300.00 for the first \$50,000.00 plus \$5.00 for each additional \$1,000.00
\$100,001.00 to \$500,000.00	\$500.00 for the first \$100,000.00 plus \$4.00 for each additional \$1,000.00
\$500,001.00 and up	\$2,000.00 for the first \$500,000.00 plus \$3.00 for each additional \$1,000.00

23. List Project Valuation: (Labor and Material) \$

SECTION 7 - RESIDENTIAL CONSTRUCTION
(New Construction, Addition, Remodel, Repair, Accessory Building, Pool & Fence)

24. List Inspections Required: (\$100 Residential Base Fee, plus \$100 Per Inspection)

Inspection Type	Quantity	Inspection Type	Quantity	Office Use Only:
Brick Tie		Frame		Total Number of Inspections: _____
Foundation/Flat Work		Roof		
Final		Windstorm		

SECTION 8 - COMMERCIAL & RESIDENTIAL

PLAN CHECKING FEES

A plan is required to be submitted by 102-101.2 of the Stafford Code of Ordinance, a plan-checking fee shall be paid to the City of Stafford at the time of submitting plans and specifications for review. Said plan-checking fee shall be equal to one-half of the building permit fee. Such plan checking fee is in addition to the building permit fee.

**Additional applications & fees required for MEP*

Permit Fee	\$
Technology Fee	\$ 5.00
Plan Check	\$
Residential Base Fee	\$
Partial Inspections (\$50.00 Each) Re-Inspections (\$100.00) No Show Inspection (\$25.00)	
Certificate of Occupancy Certificate of Completion	\$ 100.00

FIRE PLAN REVIEW FEE

This fee is applicable to all General Plan Sets to be reviewed by the Fire Marshal's Office

**Additional applications & fees required for Fire Prevention & Fire Protection System*

General Plan Set Review	\$ 250.00
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FOOD ESTABLISHMENT FEES

Applies to New, Remodel, Conversion, and Change of Ownership

**Additional application & fees required for Food Establishment Permit*

1 st Submittal	\$ 150.00
2 nd Submittal	\$ 75.00
Subsequent Submittal # _____	\$ 75.00
Pre-Open/Occupancy/Non-Routine	\$ 100.00

TOTAL PERMIT FEES (This includes your plan check fee)

\$

TOTAL PLAN CHECK FEES – Due at time of Initial Submittal

\$

BALANCE – Due at time of approval

\$

PLEASE READ

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 ANY AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW RELATING TO CONSTRUCTION OR PERFORMANCE OF CONSTRUCTION.

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS ABANDONED FOR A PERIOD OF 6 MONTHS FROM THE DATE OF APPROVAL OF THIS APPLICATION AT ANY TIME AFTER WORK IS COMMENCED.

**** ALL PAYMENTS ARE NON-REFUNDABLE ****

Applicant Email

Applicant Phone Number

Position/Title and Company Name

Printed Name of Signee

Signature of Contractor or Authorized Agent

Date

OFFICE USE ONLY

Accepted By:	Date In:	Date Out:
Plan Reviewer:	Date In:	Date Out:

Of Plan Sets Provided: _____ USB Provided

Comments:

Building Official City Planner/Zoning Public Works WC&ID#2 HOA Approval

Date: _____