

BUILDING PERMIT PROCEDURES

This checklist is only an outline of some of the process for submitting permits. **NOTICE: If ANY work is done prior to the approval of permits, there will be a penalty assessed. The penalty fee must be paid BEFORE any further inspections can be completed and before a Certificate of Occupancy is issued. Please direct any questions you may have through email to info@annettatx.gov.**

ALL INSPECTIONS ARE REQUIRED BY THE GENERAL CONTRACTOR OR HOMEOWNER DIRECTLY THROUGH BUREAU VERITAS AT (877) 837-8775. Items to be inspected must be complete before calling for an inspection. Incomplete work is subject to a re-inspection fee of \$110. It is your responsibility to ensure all parties are aware of the Town of Annetta's inspection procedures.

Permit Checklist:

1. All contractors and sub-contractors must be registered in the Town of Annetta's Contractor Registry and provide a copy of master's license, driver's license and proof of liability insurance. **This must be done prior to completing or submitting permit application or required documents. WE WILL NOT ACCEPT INCOMPLETE DOCUMENTS.**
2. Once all contractors and sub-contractors have been registered, we require four (4) Residential Permit Applications in total. One main permit application will list all contractors and sub-contractors and must be signed by the general contractor or homeowner. Three (3) additional permit applications must be completed and signed by each sub-contractor or master licensed contractor.
3. Building plans, plot plans (site plan must include all survey information including legal description, lot dimensions, easements, existing structures and any water well(s) and/or septic location(s), foundation plans sealed by a State of Texas licensed engineer, energy report – **ALL DOCUMENTS MUST BE SUBMITTED ELECTONICALLY** on a flash drive or emailed to info@annettatx.gov (PDF formatted to print 11"x 17").
4. Review the Town of Annetta's Ordinance 168 and exhibits (2015 IRC Building Codes & 2014 National Electrical Code). Ordinance 168 is located on the Town's website at www.annettatx.gov/government/complete-list-of-ordinances.html.
5. The General Contractor is responsible for **ALL** permit fees to be paid check or credit card. Water, meter and sewer tap fees must be paid by separate payment. The General Contractor is responsible for any damage to the water meter once installed. Payment must be submitted with the completed permit applications.
6. After approval of plan review by Bureau Veritas, the Town of Annetta will notify the applicant that the permit is ready for pick up. The permit must be displayed on site and visible from the road.
7. A garbage receptacle, constructed or rented must be on site. Republic Services is the only authorized vendor for trash removal/roll-off rental service. They can be contacted at (817) 441-2303. Please maintain your building site daily and be respectful of neighbors.

Phone: (817) 441-5770
 Fax: (817) 441-5666

450 Thunder Head Lane
 Annetta, TX 76008



Residential Permit Application

Building Permit Number: _____		*Valuation: _____	
Project Address: _____		Zoning: _____	
Lot: _____	Block: _____	Subdivision: _____	
Project Description:	NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: _____
	PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
Description of Work:			
Area Square Feet: _____		Covered _____	
Living: _____	Garage: _____	Porch: _____	Total: _____
			Number of stories: _____
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information:			
Name: _____		Contact Person: _____	
Address: _____			
Phone Number: _____	Fax Number: _____	Email: _____	

General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection. *Building valuations submitted to the Town of Annetta for the purpose of establishing permit fees that are under the "area average" must be accompanied with documentation proving the value of the project.

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 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 regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved: _____	Date: _____
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Building Permit Fee: _____ Water/Sewer Meter Fee: _____
 Plan Review Fee: _____ (separate check)
 Electric Fee: _____ Building Permit Number: _____
 Plumbing Fee: _____ Building Permit Expiration: _____
 Mechanical Fee: _____

Total Permit Fees: _____
Date Paid: _____
Issued Date: _____
Issued By: _____
 BV Project #: _____