



# Application for Building Permit

City of Princeton  
123 W. Princeton, Princeton, TX 75407  
Phone: 214-960-5653

The following steps must be followed in order to obtain a grading or building permit for new construction that changes the use or adds to the development footprint:

1. Three (3) sets of Site Plans (no larger than 8½" X 14")
  - Complete address
  - North arrow
  - Footprint of building
  - Setbacks to all property lines
  - All easements
  - Location of fence
2. Three (3) sets of Construction Plans
  - Framing plans
  - Floor plan
  - Elevation drawings
  - Electrical and plumbing plans
3. Sub-Contractors to be registered ie: HVAC, ELECT, PLUMBING, IRRIGATION BACKFLOW TESTER
4. Three (3) Engineered Foundation Plans with letter (no larger than 8½" X 14")
5. Square footage breakdown
6. Energy Code submittal letter
  - Builder's name
  - Plan number
  - Address specific
  - Energy Code Certification Number
7. Homeowners Association (HOA) approval (if applicable (no larger than 8½" X 14"))
8. Letter of intent for termite protection

## **PRE-CONSTRUCTION REQUIREMENTS**

### **RESIDENTIAL & COMMERCIAL SITES**

The following items are required to be in place FOR THE PLUMBING ROUGH INSPECTION

- PORTA-LET (on commercial sites, one porta-let per 10 persons and on residential sites, one per lot.)
- TRASH RECEPTACLE (four-sided plywood or OSB nailed well) or commercial container
- SILT FENCE (properly trenched, see SWPPP for details)
- CURLEX (if less than 70% vegetation exists)
- COMPANY SIGN W / PHONE # AND ADDRESS OF SITE

City of Princeton ordinances require that these systems remain in place and in good repair for the duration of the project.

Exceptions:

- No porta-let required after there are *working toilets* in the structure that workers can use.
- Trash receptacle may be removed when brick package and sheet rock is completed (use garage for trash and debris).

SILTFENCE and CURLEX may be moved in order to excavate for utilities and flatwork but must be back in place upon completion of the work. *It can be removed only when there is sod on site or hydromulch is completed.*

*I have carefully examined and read the completed application and know the same is true and Correct and hereby agree that if a permit is issued, all the provisions of the Building Ordinances and State Laws will be complied with, whether herein specified or not. I further agree to comply with all property restrictions. I am the owner of the above property or his duly authorized agent. I agree to conform to and to abide by all regulations and restrictions imposed upon construction by agencies of the United States Government.*

Signature \_\_\_\_\_ Date \_\_\_\_\_



**BUILDING PERMIT APPLICATION**

**PERMIT NO.**

**201** \_\_\_\_\_

Submittal Date \_\_\_\_\_

**INSPECTION PROCEDURES FOR ALL PERMITS:** The General Contractor should call in inspection requests for work done on private property at 214-960-5653. Any inspection properly called in before 5 pm will be scheduled for the next business workday.

**NOTE: INSPECTIONS WILL NOT BE SCHEDULED OVER THE CELL PHONE!!!**

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**PROJECT INFORMATION**

Parcel/Property ID# \_\_\_\_\_

Project Address \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ Unit \_\_\_\_\_

**OWNER INFORMATION –**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_

**By signing you hereby certify that you have met all HOA requirements/approvals.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONTRACTOR INFORMATION**

**Builder( ) Owner( )**

Name \_\_\_\_\_ City Registration# \_\_\_\_\_

Company \_\_\_\_\_

Address/City/ST/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUB-CONTRACTOR INFORMATION**

HVAC \_\_\_\_\_ City Registration# \_\_\_\_\_

Plumbing \_\_\_\_\_ City Registration# \_\_\_\_\_

Electrical \_\_\_\_\_ City Registration# \_\_\_\_\_

Irrigation Backflow \_\_\_\_\_ City Registration# \_\_\_\_\_

**REQUIRED WITH APPLICATION**

- 1. Three (3) sets of building plans
- 2. Three (3) sets of Site Plans
- 3. Three (3) Engineered Foundation Plans with letter
- 4. Square footage breakdown
- 5. Energy code submittal letter
- 6. HOA Approval
- 7. Letter of intent for termite inspection

- (1) Single Family Dwelling
- (2) Res. Add/Alterations
- (3) Res. Accessory Building
- (4) Res. Swimming Pool/Spa
- (5) Res. Roof
- (6) Res. Fence/Retaining Wall
- (7) Res. Patio/Deck
- (8) New Commercial Building

- (9) Commercial Add/Alterations
- (10) Commercial Accessory Building
- (11) Commercial Roof Repair
- (12) Commercial Fence/Ret. Wall
- (13) Commercial Patio/Deck
- (14) New Apartment
- (15) Hotels/Motels
- (90) Other

**BUILDING CLASSIFICATION CHART**

**BUILDING**

PROJECT DESCRIPTION \_\_\_\_\_

PURPOSE (See Building Classification Chart above right) # \_\_\_\_\_

**I - II - III - IV - V - N - A - B - 1 - 2 - 3** ← Type of Construction

**A - B - E - F - H - I - M - R - S - U - 1 - 2 - 3 - 4 - 5 - 6 - 7** ← Occupancy Use

FLOOR AREA (v)	AREA	VALUE
_____ SFD Under Roof	_____	x \$70.00= \$ _____
_____ Comm. Under Roof	_____	x \$85.00= \$ _____
_____ Foundation	_____	\$ _____
_____ Swimming pool/spa	_____	\$ _____
_____ Patio	_____	\$ _____
_____ Accessory Building	_____	\$ _____
_____ Driveway/Flatwork	_____	\$ _____
_____ Other/Site Dev.	_____	\$ _____
_____ Percent of impervious surface	_____	_____

**Total\$** \_\_\_\_\_

**ROOF only**

Type Installed  
 \_\_\_\_\_ 3-Tab  
 \_\_\_\_\_ Metal  
 \_\_\_\_\_ Other \_\_\_\_\_

Type Removed  
 \_\_\_\_\_ 3-Tab  
 \_\_\_\_\_ Metal  
 \_\_\_\_\_ Other  
 \_\_\_\_\_ None

Times over-laid \_\_\_\_\_  
 Width \_\_\_\_\_  
 X \_\_\_\_\_  
 Length \_\_\_\_\_  
 = \_\_\_\_\_  
 Total Sq. Ft. \_\_\_\_\_

**TOTAL\$** \_\_\_\_\_

**FENCE only**

Type \_\_\_\_\_  
 Adjoins River/Drainage  
 \_\_\_\_\_ Yes  
 \_\_\_\_\_ No  
 Total Length \_\_\_\_\_  
 Fence Height \_\_\_\_\_

**TOTAL\$** \_\_\_\_\_

**FEES**

**SUBTTL \$** \_\_\_\_\_  
 Plan Rev.\$ \_\_\_\_\_  
 Impact \$ \_\_\_\_\_  
 Misc. \$ \_\_\_\_\_  
 Red Tag \$ \_\_\_\_\_

**TOTAL FEES \$** \_\_\_\_\_