



APPLICATION FOR SINGLE FAMILY RESIDENTIAL BUILDING PERMIT

BUILDING SERVICES

DATE _____

PERMIT NO. _____

LEGAL DESCRIPTION OF PROPERTY – PROPERTY MUST BE PLATTED

STREET ADDRESS _____

LOT _____ BLOCK _____ SUBDIVISION _____ PHASE _____

WORK ACTIVITY & USE OF BUILDING

Type of Proposed Improvements

- New Building
- Addition
- Other – Please describe: _____
- Fire Repair
- Alteration

Construction Value

\$ _____
(Minimum \$65 per Square Foot on new buildings)

Proposed Use

- Single Family
- Two Family

AREA IN USE

Total Square Feet _____

Fire Suppression Installation ____ Yes ____ No

Total Square Feet of Air-Conditioned Space _____
(A fire sprinkler system is required for 6,000 square feet or more of air-conditioned space.)

Brick/Masonry % _____
(Min 80% required)

Water Meter Size _____

City Sewer Services ____ Yes

____ No (If Septic, County permit required)

Building Lines (Setbacks) Facing the Property:

Front _____ Rear _____

L. Side _____ R. Side _____

Area within the Floodway or Flood Plain ____ Yes

____ No

SUBCONTRACTORS MANDATORY

REQUIRED TO BE REGISTERED WITH CITY PRIOR TO ISSUANCE OF PERMIT

- Electrical Contractor: _____
- Plumbing Contractor: _____
- Mechanical Contractor: _____
- Concrete Contractor: _____

(Required for Sidewalks and Approaches only)

ELECTRIC UTILITY PROVIDER

check one

____ Oncor Electric

____ Tri-County Electric

PERMIT APPLICANT INFORMATION – please print

Contractor / Homeowner _____

E-Mail Address _____

Address _____

Phone / Cell # _____

City/State/Zip _____

Fax # _____

Homeowner _____ Homeowner E-mail Address _____

Signature of Permit Applicant _____

Please Print Name _____

Building Permit Fee \$ _____

Electrical Fee \$ _____

Water Impact Fee \$ _____

Plan Review Fee \$ _____

Mechanical Fee \$ _____

Sewer Impact Fee \$ _____

Contractor Registration \$ _____

Plumbing Fee \$ _____

Roadway Impact Fee \$ _____

Sanitary Sewer Camera Fee \$ _____

Released for Construction _____

Date _____

Review Comments:



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SUBMITTAL CHECKLIST

THIS APPLICATION IS TO BE PRINTED AND LEGIBLY COMPLETED BY THE GENERAL CONTRACTOR.

The City has in effect the Unified Development Codes, the 2015 International Residential Code (which includes Mechanical, Plumbing, and Energy), and the 2014 National Electrical Code. Please refer to these documents for preparation of your plans.

**NO WORK MAY BEGIN WITHOUT A PERMIT – THIS INCLUDES,
but not limited to, SITE GRADING, TREE REMOVAL, RETAINING WALLS, etc.**

~ ~ APPLICATION MUST INCLUDE ~ ~

**TWO COMPLETE, SEPARATED and FOLDED SETS AND ONE SET ON CD IN .PDF
FORMAT, each containing:**

- Tree Survey
 - Identify all quality trees over 3" in caliper. House footprint must be shown and trees to be removed notated. Can be drawn on site plan or submitted separately.
 - If no trees on lot, a signed letter on company letterhead must be submitted in lieu of a tree survey.
- Site Plan
 - Must show individual square foot measurements of all impervious surfaces.
 - Ex: House footprint, pool, pool deck, accessory buildings, parking, driveway patio addition, etc...
- Grading Plan
 - Must match the master grading plan on file for the subdivision (if applicable) or be prepared by a licensed professional engineer.
- Energy Plans
 - Designed by an energy professional (**required for conditioned space only**)
- Engineered Foundation Letter
 - Must state the foundation was designed to the 2015 International Residential Code and the specific soil conditions.
 - Sealed and signed by a professional engineer.
- Folded Engineered Foundation Plan (24"x36" maximum size)
 - Sealed and signed by same professional engineer as letter.
- Folded House Plans (24"x36" maximum size)
- SWPPP / TCEQ Storm Water Permit (required for one acre and larger lots)

Please allow a **minimum** of ten (10) working days for review.

The 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.

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 REGULATING CONSTRUCTION OR PERFORMANCE OF CONSTRUCTION.

Signature of Applicant

Date

1100 Bear Creek Pkwy.
KELLER TEXAS 76248

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