



# COMMERCIAL/INDUSTRIAL Remodel Permit Application

PERMIT # \_\_\_\_\_

THIS SECTION FOR STAFF USE ONLY

**CITY OF WOODWAY**  
 Community Services Dept.  
 924 Estates Drive  
 Woodway, Texas 76712  
 phone: (254) 772-4050  
 fax: (254) 399-6518  
[permits@woodwaytexas.gov](mailto:permits@woodwaytexas.gov)

RECEIVED BY: _____ DATE/TIME: _____ APP COMPLETE? <input type="checkbox"/> Y <input type="checkbox"/> N (explain)		
NOTE: _____		
<u>1st REVIEW</u>	<u>2nd REVIEW (if needed)</u>	<u>PERMIT FEES</u>
DATE: _____	DATE: _____	BUILDING: \$ _____
BY: _____	BY: _____	WATER: \$ _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		SEWER: \$ _____
NOTE: _____		TOTAL FEE: \$ _____
		<input type="checkbox"/> CASH <input type="checkbox"/> CK <input type="checkbox"/> CC
		DATE PD: _____ RCPT: _____

OWNER/ TENANT INFORMATION	PROJECT ADDRESS: _____
	SUBDIVIS. NAME/PHASE: _____ BLOCK: _____ LOT: _____
	PROPERTY OWNER: _____
	MAILING ADDRESS: _____ CITY/ST/ZIP: _____
	PHONE: _____ ALT PHONE: _____ EMAIL: _____

CONTRACTOR INFORMATION	COMPANY: _____ CONTACT: _____
	ADDRESS: _____ CITY/ST/ZIP: _____
	PHONE: _____ ALT PHONE: _____ FAX: _____
	EMAIL: _____

### PROJECT INFORMATION:

APP TO DEVELOP REQUIRED?     YES\*     NO    \*STATUS?     NOT SUBMITTED     IN PROCESS     APPROVED

ASBESTOS SURVEY REQUIRED?     YES\*     NO    \*DOCUMENTATION PROVIDED? (see notes)     YES     NO

SQ FT ALTERED/REPAIRED/ADDED: \_\_\_\_\_ VALUATION OF PROPOSED CONSTRUCTION:    \$ \_\_\_\_\_

TDLR REGISTERED\*:     N/A     YES     NO    REG #: \_\_\_\_\_  
 \*NON-RESIDENTIAL CONSTRUCTION OVER \$50,000 REQUIRES REGISTRATION WITH TDLR\*

DESCRIPTION OF WORK: \_\_\_\_\_

\*\* ALL TRADE WORK PERMITS MUST BE PULLED SEPARATELY.

PLUMBER: _____	PHONE #: _____
GAS (HOUSE): _____	PHONE #: _____
GAS (YARD): _____	PHONE #: _____
ELECTRICIAN: _____	PHONE #: _____
MECHANICAL: _____	PHONE #: _____

**IMPORTANT INFORMATION ON REVERSE SIDE**

**IMPORTANT INFORMATION REGARDING YOUR PERMIT APPLICATION:**

The following items MAY be required at the time of submittal, depending upon the extent of the remodel:

- ◆ Completed application
- ◆ Energy compliance report (RES Check or Building Inspector-approved substitute)
- ◆ (FOR ADDITIONS/CHANGES TO FOOTPRINT OF EXISTING STRUCTURE) One (1) full set of plans, including:
  - structures, drives, walks, patios, etc.
  - (2) Foundation plan (may require engineered design and letter)
  - (3) Elevation drawings showing all sides, as well as roof pitch and height
  - (4) Door and Window Schedule, noting size and compliance with tempering requirements
  - (5) Labeled Floor Plan, including all living area levels, with square footage, all dimensions, and all electrical and plumbing fixtures identified.
  - (6) Wall sections/Special details, fully labeled, to include fireplaces, special framing, etc.
- ◆ Valid Stormwater (SWPPP) permit - (\*\*Please note that applicant is required to install and maintain approved soil erosion control & site maintenance measures throughout construction. These include, but are not limited to: (1) a stabilized construction entrance; (2) silt fencing or approved equivalent; (3) an appropriate concrete wash out pit/area; (4) on-site toilet facilities. Failure to maintain these requirements throughout construction could result in issuance of a stop-work order. Damage caused to City infrastructure will be repaired at contractor's expense.)
- ◆ In some cases, Building Inspector may require a form survey prior to pouring of foundation.
- \* ◆ If lot is within floodplain, applicant will be required to provide documentation compliant with the City of Woodway Code of Ordinances, Chapter 13, Section 13-77.

- ◆ Application processing & review times will vary based on whether third-party architectural review is required.
- ◆ Separate permits are required for: plumbing, gas, mechanical, electrical, irrigation, accessory building (s), and/or pool installation. No trade or accessory permits will be granted until the general construction permit is valid (approved & paid). A current copy of license and insurance/bond must be provided to the City of Woodway by all subcontractors.
- ◆ Upon approval, permit fees must be paid within 180 calendar days or the application may be considered void and require resubmittal. The permit is not valid until full payment is received.
- ◆ Upon approval and payment, permit is valid for 180 days. If permit expires, an extension may be granted with a written request. If work does not commence within the 180 days or is suspended, the permit becomes null and void. No refunds will be given for expired permits.
- ◆ Issuance of a building permit from the City does not preclude the applicant or property owner from any deed or Homeowners Association restrictions that may apply to the property. Applicant/owner is responsible for obtaining the necessary permissions, appealing to any architectural committees, and/or meeting any other requirements set forth by the deed.

Under penalty of perjury, and for the purpose of inducing the City of Woodway to issue a building permit based on this application, I hereby swear and affirm that the premises for which this permit is requested and the work to be accomplished is for the purpose of: **ordinance-permissible residential use**, and no part of the property or premises at the address listed above will be used for any purpose in violation of any ordinance of the City of Woodway or for which a special use permit is required unless a special use permit has been issued. I agree that any certificate of occupancy or inspection approval may be revoked and rescinded and utility service to the above address and premises may be stopped without notice if it is found by the City of Woodway that I have misrepresented anything in this application or if any part of the property or premises for which this building permit is requested is used in violation of any ordinance of the City of Woodway or for which a special permit is required unless a special permit has been issued. I understand that I am responsible for complying with any subdivision notes, deed restrictions, and/or development restrictions (i.e. height, screen, and access) on this property.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEW NOTES (FOR STAFF USE)