

City of La Porte  
604 W. Fairmont Pkwy  
La Porte TX 77571

Planning & Development  
**BUILDING PERMIT APPLICATION**

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|   |                   |                                  |                       |   |                                  |
|---|-------------------|----------------------------------|-----------------------|---|----------------------------------|
| <b>Applicant Name:</b>  |                   | <b>Project Address:</b>          |                       | <b>Site Plan No. if applicable:</b>           |                                  |
| HCAD Parcel No. (s):<br>(1) _____ (2) _____ (3) _____   |                   |                                  |                       |   |                                  |
| <b>LEGAL DESCRIPTION:</b>   |                   |                                  |                       |   |                                  |
| <b>Property Owner:</b>  |                   | Mailing Address:                 |                       | E-Mail:                                       | Phone:                           |
| <b>Contractor:</b>  |                   | Mailing Address:                 |                       | E-Mail:                                       | Phone:                           |
| Architect:  |                   | Mailing Address:                 |                       | E-Mail:                                       | Phone:                           |
| Engineer:   |                   | Mailing Address:                 |                       | E-Mail:                                       | Phone:                           |
| <b>Contact Person:</b>  |                   | Mailing Address:                 |                       | E-Mail:                                       | Phone:                           |
| <b>IS YOUR PROPERTY INSURED?</b>  |                   | <b>YES      NO</b>               |                       | Business/ Project Name:                       |                                  |
| Building Use:   | No. of Stories:   | Living Sq. Ft.                   | Garage Sq. Ft.        | Porch Sq. Ft.                                 | Other Sq. Ft.      Total Sq. Ft. |
| <b>SELECT ALL THAT APPLY:</b>   |                   |                                  |                       |   |                                  |
|   |                   | <b>*RESIDENTIAL</b>              |                       | <b>COMMERCIAL</b> VALUATION REQUIRED \$ _____ |                                  |
|   |                   | *DOES NOT REQUIRE VALUATION      |                       |   |                                  |
| NEW   |                   | ADDITION                         |                       | REMODEL                                       |                                  |
| FOUNDATION  |                   | IRRIGATION                       |                       | SIGN  |                                  |
| FENCE   |                   | POOL                             |                       | DRIVEWAY                                      |                                  |
| CULVERTS  |                   |                                  |                       | OTHER   |                                  |
| DESCRIBE WORK: _____  |                   |                                  |                       |   |                                  |
| <b>APPLICATION CHECKLIST &amp; SUPPORTING DOCUMENTATION:</b>  |                   |                                  |                       |   |                                  |
| <b>RESIDENTIAL PROJECT:</b> COMPLETE BUILDING PERMIT APPLICATION AND (2) COMPLETE SET OF CONSTRUCTION PLANS OR TO SCALE DRAWINGS  |                   |                                  |                       |   |                                  |
| <b>COMMERCIAL PROJECT:</b> HARD COPIES: COMPLETE BUILDING PERMIT APPLICATION, (2) 24 X 36 COMPLETE PLAN SET, AND SITE PLAN<br>USB MUST INCLUDE THE FOLLOWING IN PDF FORMAT: COMPLETE BUILDING PERMIT APPLICATION, COMPLETE PLAN SET IN A SINGLE FILE, AND SITE PLAN. (PLEASE DO NOT SUBMIT CD IN LIEU OF USB) |                   |                                  |                       |   |                                  |
| <i>NOTE: SITE PLAN FEE DUE AT TIME OF SUBMITTAL. MAJOR SITE PLAN 10 ACRES OR GREATER: \$300.00 + \$5.00 PER ADDITIONAL ACRE; MINOR SITE PLAN LESS THAN 10 ACRES: \$200.00 + \$5.00 PER ADDITIONAL ACRE.</i>   |                   |                                  |                       |   |                                  |
| <b>CONTRACTOR REQUIREMENTS:</b> CURRENT GENERAL LIABILITY CERTIFICATE OF INSURANCE MINIMUM OF \$100,000.<br>CITY OF LA PORTE; 604 W. FAIRMONT PKWY; LA PORTE, TX 77571 AS THE CERTIFICATE HOLDER.   |                   |                                  |                       |   |                                  |
| <b>NOTE:</b> NOT A VALID PERMIT UNTIL OWNER/ CONTRACTOR IS NOTIFIED OF APPROVAL AND ALL APPLICABLE FEES ARE PAID IN FULL.   |                   |                                  |                       |   |                                  |
| AS A CONDITION OF THIS SUBMITTAL, I AGREE TO ALLOW EMPLOYEES OF THE CITY OF LA PORTE TO ACCESS MY PROPERTY FOR THE PURPOSE OF INSPECTING OR VERIFYING INFORMATION PROVIDED IN THIS APPLICATION & THE PLANS SUBMITTED THEREWITH.   |                   |                                  |                       |   |                                  |
| <b>SIGNATURE OF APPLICANT:</b> _____  |                   | <b>PRINTED NAME:</b> _____       |                       | <b>DATE:</b> _____                            |                                  |
| <b>STAFF USE ONLY:</b>  |                   |                                  |                       |   |                                  |
| TAXES:  | CODE ENFORCEMENT: | FLOOD ZONE:                      | TYPE OF CONSTRUCTION: | TYPE OF OCCUPANCY:                            | USE ZONE:                        |
| BASE PERMIT FEE   | PERMIT FEE        | PLAN REVIEW FEE                  | DRIVEWAY TIE-IN FEE   | PARKLAND & ZONE FEE                           | OTHER FEE                        |
| NEW WATER ACCOUNT SET-UP REQUIRED FOR THIS PROJECT:   |                   |                                  |                       | YES   | NO                               |
| PERMIT APPLICATION RECEIVED BY:   |                   |                                  |                       | DATE:   |                                  |
| PERMIT NO.  |                   | APPROVED FOR PERMIT ISSUANCE BY: |                       |   | DATE:                            |