



APPLICATION FOR

RESIDENTIAL BUILDING PERMIT

Department of
Community Development

Incomplete applications will not be accepted.
Indicate "NA" when an item does not pertain to your application.

All projects must comply with City of Willis land use and zoning requirements. Construction plans must be designed IAW the City of Willis [adopted codes](#). One PDF digital copy of the plans and all supporting documents, must accompany the application. If new water and/or sewer taps are required, please include the [water and sewer tap application](#). If a new driveway is proposed, please include the [driveway application](#).

Plan review and permit fees are based on the building square foot. The Building Official reserves the right to make the square foot determination. The plan review fee is .14 per square foot and is required at time of submittal. The remaining fees are due at permit issuance. Permit fees may be found on our [Fee Schedule](#).

Please complete and submit the application and all necessary accompanying forms to the permit office located in City Hall at the address located at the bottom of this page. **Submitting an incomplete application will result in the application being denied.** The applicant will receive the City's written comments, and notification of any additional requirements, within 10 business days.

ALL DOCUMENTS MUST BE OF SUFFICIENT CLARITY TO FACILITATE A REVIEW.

SUBMITTAL CHECKLIST

Please make sure all of the following information is included on the plans or addressed in the submittal. "N" denotes information required for most new construction. (Additional information may be required.) "R" denotes information required for most interior remodels. (Additional information may be required.)		YES	NO	N/A
N,R	Is the property legally platted or subdivided? A permit may not be issued if the parcel where the building permit is required is part of another lot or tract of record.			
N,R	Is the property in a Floodplain? If yes, elevation certificates will be required.			
N,R	Plans designed in compliance with the current adopted version of the International Residential Code. (reference Adopted Codes) 2018 IRC			
N	Plot plan of proposed and existing structures with easements, driveways, set-backs, and proposed drainage shown.			
N	Finish floor elevations shown or note that finished floor must be a minimum of one foot above the crown of the road or top of curb whichever is greater.			
N	Foundation plans certified by an engineer licensed by the State of Texas.			
N,R	Floor plan showing all existing and proposed conditions.			
N,R	All window and door sizes and type shown; Safety glass or tempered glass to be noted in hazardous locations;			
N,R	Smoke detectors shown in all bedrooms and areas outside, adjacent to the bedrooms.			
N	Framing plan showing wall details, stud, joist, and rafter grade, sizes, and spans. Attachment methods			
N,R	Plumbing plans with details and specifications. Isometric Diagrams-DWV-Water supply & Distribution Gas Riser			
N,R	Electrical Plans showing all lighting, and receptacles. One-Line Diagram, Load Analysis			
N,R	Mechanical Plans with details and specifications. Isometric Diagram Showing Duct Sizes.			
N	Water and Sewer Tap Application (if applicable).			
N	Driveway Application (if applicable).			
N	Energy code compliance certificate (REScheck) as published on the U.S. Dept of Energy website (www.energycodes.gov) . 2015 or 2018 IECC			

2018 Editions

- | | | |
|---|--|---|
| A. International Building Code (IBC) | E. International Mechanical Code (IMC) | I. International Energy Conservation Code |
| B. International Residential Code (IRC) | F. International Plumbing Code (IPC) | J. International Swimming and Spa Code |
| C. International Fire Code (IFC) | G. International Existing Building Code | K. International Performance Code |
| D. International Fuel Gas Code (IFGC) | H. International Property Maintenance Code | L. International Zoning Code |
- Latest Edition of the NFPA70 National Electric Code (Currently the 2017 NEC)

PROJECT LOCATION

911 Assigned address:

Subdivision:

Lot:

Blk:

Sec:

PROJECT INFORMATION

New Construction

Addition/Remodel

Accessory Bldg

Other:

Number of stories:

Number of bedrooms:

Number of bathrooms:

Total Living Area Sq Ft:

Area 1st Floor:2nd Floor:

Garage:

Covered Porches:

Total Area:

Brief Description of Work:

OWNER INFORMATION

Name:

Phone:

Fax:

Address:

Email:

CONTRACTOR INFORMATION

Name:

Phone:

Fax:

Address:

Email:

APPLICANT INFORMATION

Name:

Phone:

Fax:

Title:

Address:

Email:

CERTIFICATION: THE UNDERSIGNED HEREBY CERTIFIES THAT ON THIS DATE APPLICATION WAS MADE FOR A PERMIT WITH THE CITY OF WILLIS AND THAT THE INFORMATION PROVIDED ON THIS APPLICATION FORM AND ANY PLANS OR SUPPORTING DOCUMENTATION SUBMITTED IS TRUE AND CORRECT. BY THIS SIGNATURE; THE APPLICANT HAS READ ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION AND AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL CODES AND CITY ORDINANCES.

THIS APPLICATION SHALL EXPIRE: PURSUANT TO SECTION 105.3.2 OF THE 2018 INTERNATIONAL BUILDING CODE / RESIDENTIAL CODE, APPLICATIONS FOR PERMIT WILL BE DEEMED ABANDONED 180 DAYS AFTER THE DATE OF FILING UNLESS THE APPLICATION HAS BEEN PURSUED IN GOOD FAITH OR A PERMIT HAS BEEN ISSUED.

Signature of Applicant

Printed Name

Date

OFFICE USE ONLY

Regulated Flood plain:

In

Out

Zone:

BFE:

LFFE:

Panel #

Notes:

Approved by:

Date

Issued by:

Date:

Building Permit Fees:

Plan Review Fees:

Inspection Fees:

Registration Fees:

Tap Fees:

Other Fees:

Total Fees:

Permit Number: