



## PROJECT PERMIT APPLICATION

100 Highridge Drive  
Lakewood Village, TX 75068  
(972) 294-5555 Office  
[linda@lakewoodvillagetx.us](mailto:linda@lakewoodvillagetx.us)

### BUILDING DEPARTMENT

REVISED: 05/13/2021

#### PERMIT TYPE

☐ MECHANICAL ☐ ELECTRICAL ☐ PLUMBING ☐ IRRIGATION ☐ FENCE ☐ OTHER

#### PROPERTY OWNER INFORMATION

Property Owner

Property Owner Address

Phone

Email

Inspection Scheduling

Online requests will be accepted  
until 12:00 pm for an inspection  
within 48 hours.

<http://building.lakewoodvillagetx.us>



#### DESCRIPTION OF WORK

Class of Work: ☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Replace

#### NOTICE

This permit shall become null and void if work or construction authorized is not commenced within one hundred eighty (180) days, or if work or construction is suspended or abandoned for a period of one hundred eighty (180) days at any time work is commenced.

All fees associated with this permit will be in accordance with the Town's adopted Consolidated Fee Ordinance at the time the permit is applied for.

The person issued the permit shall be responsible for submitting a request for inspection upon completion of the required steps identified by the building inspector.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions and 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 provision of any other state or local law regulating construction or performance of construction.

Signature

Date

#### TOWN ADMINISTRATION

Permit Issued To

☐ Home Owner ☐ Contractor

Date Paid

☐ Check ☐ Cash ☐ Online

Fee

#### BUILDING INSPECTOR

Required Inspections / Notes



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REVISED: 05/25/2021

#### ADDITIONAL INFORMATION NEEDED

##### **ACCESSORY BUILDING OR DETACHED GARAGE**

Show location on lot including flood plain elevation line if applicable. **NO** permanent structures in the building setbacks.

Square Footage  $\geq$  250: ☐ No ☐ Yes - Size: \_\_\_\_\_

Type of foundation: \_\_\_\_\_, if engineered, include foundation plans.

Does the structure include any of the following? ☐ Electrical ☐ Water ☐ Sewer ☐ Propane

##### **FENCE**

Pool Barrier/Enclosure: ☐ No ☐ Yes - Must be compliant with adopted International Residential Code

Property: ☐ No ☐ Yes – Must be compliant with adopted Fence Ordinance

##### **FLATWORK**

Show location on lot. Rebar spacing, chair spacing, minimum thickness and strength requirements must be compliant with adopted International Residential Code. Coverage ratio of the front yard not to exceed 50% as required by the adopted zoning ordinance.

##### **GENERATOR – BACKUP POWER**

Show location on lot including location of connection points to home electrical and fuel source. **NO** permanent structures in the building setbacks.

Fuel Type: ☐ Propane ☐ Other \_\_\_\_\_

Inspection date must be confirmed 48 hours in advance and a 2 hour notice is required the day of work being ready for inspection.

##### **HOME REMODEL**

☐ Structure / Framing ☐ Exterior Windows or Doors ☐ Electrical ☐ Water ☐ Sewer ☐ Propane

##### **IRRIGATION**

Water Source: ☐ Municipal **OR** ☐ Lake, ☐ Dallas Water Utilities Permit and ☐ U.S. Army Corp Engineers Permit  
Backflow prevention report due at time of inspection.

##### **OUTDOOR KITCHEN**

Show location on lot. **NO** permanent structures in the building setbacks.

Does the kitchen include any of the following? ☐ Electrical ☐ Water ☐ Sewer ☐ Propane

##### **PROPANE TANK**

Tank location must be installed per National Fire Protection Association (NFPA) 58, Annex I Container Spacing.

##### **RETAINING WALL**

Show location on lot. Include engineered design if over 4 feet in height.



## CONTRACTOR REGISTRATION

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#### TERMS AND CONDITIONS

All contractors who are required by state law or local ordinance to be licensed must register with the Town of Lakewood Village before applying for permits or performing any work. A master or contractor license in the specific trade is required to register as a contractor. Licensed Journeyman working for the contractor shall be listed on the contractor registration. All work shall be supervised by a licensed individual, and must be onsite of any job under their supervision. A licensed residential wireman may supervise one helper or apprentice. Any work discovered being performed without the required licensed personnel shall be conspicuously identified to prevent reuse and shall be removed. Multiple violations of licensure requirements may result in suspension of the contractors' registration, including the right to obtain permits to work in the town. Any individuals found performing work without the required license will be required to leave the jobsite. A contractor is defined as a General, Electrical, Plumbing, Mechanical, Irrigation, Backflow Tester, Pool, Sign, Concrete, Fencing or Roofing.

#### TRADE

- |  |                                     |                                     |                                |   |  |
|--|-------------------------------------|-------------------------------------|--------------------------------|---|--|
| <input type="checkbox"/> GENERAL (HOMEBUILDER) | <input type="checkbox"/> MECHANICAL | <input type="checkbox"/> ROOFING    | <input type="checkbox"/> SIGN  | <input type="checkbox"/> BACKFLOW TESTER  | <input type="checkbox"/> OTHER (SPECIFY) |
| <input type="checkbox"/> GENERAL (COMMERCIAL)  | <input type="checkbox"/> PLUMBING   | <input type="checkbox"/> IRRIGATION | <input type="checkbox"/> FENCE | <input type="checkbox"/> CUSTOMER SERVICE |  |
|  | <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> CONCRETE   | <input type="checkbox"/> POOL  | INSPECTOR (CSI)                           |  |

#### CONTRACTOR INFORMATION

Applicant Name		Business Address
Office Number	Mobile Number	
Email		

Persons authorized to sign applications, pick up approved permits and/or perform inspections for your company.

Agent #1	Agent #2
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#### SUPPORTING DOCUMENTS

- 1) TX Driver's license or photo ID;
- 2) License number;
- 3) Master license;
- 4) Certificate of liability insurance or bond.

#### NOTES

- 1) All journeyman, tradesman, and apprentices performing work must be registered and possess a current license.

#### NOTICE

All registrations will be valid for one (1) calendar year from the original date of registration and is valid in both the Town limits and the Extraterritorial Jurisdiction (ETJ). It will be the responsibility of the registered individuals to ensure that this process is complete before permits will be issued and any work in the specific trade is commenced. The Town of Lakewood Village reserves the right to deny or revoke any contractor registration if there are justifiable reasons or violations as determined by the Building Official.

Contractor Signature	Date
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#### TOWN USE ONLY

Date Registered			Copies of License(s) Received <input type="checkbox"/> YES
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**DRAWING / SKETCHING SPACE** (A SITE PLAN MAY BE ATTACHED IN PLACE OF A SKETCH)