

PERMIT APPLICATION

THIS IS NOT A PERMIT--WORK IS PROHIBITED UNTIL A PERMIT IS ISSUED.

TYPE: BUILDING ELECTRICAL PLUMBING MECHANICAL FENCE RE-ROOF SIGN FLATWORK OTHER
CONSTRUCTION: NEW REMODEL INTERIOR EXTERIOR ADDITION ACC BUILDING OTHER
USE OF PROPERTY/STRUCTURE: Residential Commercial Tax Exempt

Date _____ Permit Application # _____

Address of Property Where Work Will Be Performed _____

Owner Name _____

Owner Address _____
(if different from property address—no PO Boxes)

Owner Telephone(s) _____

Contractor Name _____
(Company name and name of owner)

Contractor Address _____
(No PO Boxes)

Contractor Telephone(s) _____ License & Registration # _____

Name of person requesting permit/representing Owner and Contractor above _____
(Type or print legibly)

DESCRIPTION OF WORK TO BE PERFORMED UNDER THIS PERMIT

Use extra sheets and/or attach plats, surveys, plans, specifications, and related information and graphics.

In accordance with item 4 on the reverse, the total market value of this project is _____.

SEE NEXT PAGE FOR CERTIFICATION STATEMENTS

Signature of applicant _____ Date signed _____

Three sets of plans received _____ Permit notice issued _____

PERMIT APPLICATION

By signature on the reverse, I certify I am legally authorized to obtain this permit and I understand and agree that:

1. All work described herein and for which this permit is issued will be performed in accordance with all applicable:
 - a. codes, ordinances, and requirements of the City of Castle Hills;
 - b. state and federal laws as well as requirements of state and federal regulatory agencies; and
 - c. plans and specifications of manufacturers, architects, engineers, and/or qualified designers.Any conflict in requirements among the above entities will immediately be brought to the attention of the city for resolution.
2. Unless approved by the City, no portion of any building or structure undergoing repair, replacement, or construction may be used, occupied or inhabited until all work has been completed, all inspections passed, all requirements met, and a Certificate of Occupancy issued.
3. This permit shall become invalid unless work begins, continues without abatement, and substantial progress is continuously made on a timely basis so as to be able to complete the work by the permit expiration date. The Building Official may authorize one extension of the permit in the event of a good faith delay due to a confirmed occurrence such as inclement weather during a phase of the project vulnerable to adverse weather conditions. The extension request must be made in writing by the permit holder within two business days of the occurrence causing the delay and include details and documentation regarding the justifiable cause. If any permitted work is not complete upon the expiration or revocation of a permit, the entire project is declared a nuisance and must be removed or demolished within a maximum of sixty days from date of permit expiration or revocation and the site and/or structure restored to a condition, in the opinion of the City, that is equal to or better than what existed prior to beginning of work that is safe and in compliance with all other requirements of the City. A permit is not transferable; if the original permit holder is removed or withdraws from the job that permit expires and a new permit must be obtained before work may resume.
4. The permit fee is based on the market prices of goods and services. This permit reflects the total market value of the project. The City can consider such information as current costs of commodities and labor, an arm's length fair market value contract, actual current invoices for purchases, or the valuations published by the International Code Congress. Volunteer labor, donated goods or products, free services or materials, and similar criteria that do not reflect costs under existing market conditions shall not be used in determining valuation. The final determination of value shall be at the sole option of the City.
5. I must have in my possession a satisfactory inspection report from the City before proceeding with any phase of work and/or construction that was dependent upon completion of a prior phase. I will contact the City to request any required inspection before 4:00PM at least one business day prior to the date of inspection. No inspections are made on weekends or City holidays. Failed inspections will result in a \$20 fee which must be paid prior to requesting a subsequent inspection.
6. Refunds: The first \$25 of permit fees are not refundable. Up to 50% of fees above the non-refundable \$25 may be refunded if all of the following are met:
 - A. a written request for cancellation of the permit is delivered (a postmark will not satisfy the delivery requirement) to the Building Permit Office, 209 Lemonwood, Castle Hills, TX 78213 within five business days of permit issuance;
 - B. no work has begun;
 - C. the City has not incurred costs related to the permit greater than 50% of the fee; and
 - D. in the event the City has incurred costs greater than 50% of the fee, all of the costs incurred will be withheld by the City and the remainder, if any, will be refunded.
7. If the permit is not paid for and picked up by the beginning of the tenth calendar day after verbal, written, or electronic notification by the City that the permit application has been approved, this application will be void and a new permit application will be required. City notification is effective upon verbal contact with an applicant or representative; leaving a telephonic message with a person or on a machine at a number given by applicant; sending an e-mail, electronic message, or facsimile message; or the date of the postmark on a City envelope.
8. Any material misrepresentation associated with this permit and its accompanying data or failure to comply with any applicable city, state, or federal requirement will result in the permit being canceled and voided and will subject me to legal action.