



www.cityofwebster.com

COMMERCIAL BUILDING PERMIT APPLICATION

101 Pennsylvania Ave. ♦ Webster, TX 77598

Office Hours
Mon.-Thur. 7:30am-5:30pm
Friday 7:30am-11:30am
OFC: (281) 338-2925
FAX: (281) 316-4128

(APPLICATION SUBMITTAL DOES NOT CONSTITUTE APPROVAL OF PROJECT)

*******NOTE:** *Plan review fee must be paid before processing begins.*

Building permit fee must be paid before permit can be issued.

PLEASE ALLOW PLAN REVIEW PROCESSING TIME (7-10 Business Days)

- All information is required and application must be filled in completely by applicant in order to process this application.
- Additional information may be required regarding property owner and contractor if not currently on file.
- Allow one week (or more for more complex projects) for comprehensive review.
- **BUILDING PERMIT FEE AND UTILITY IMPACT FEES MUST BE PAID WHEN PERMIT IS ISSUED.**
- AUTHORIZED REP will be emailed and/or faxed notification of plan review status when review is complete.

Date:			
Project Name:		Telephone #	
Physical Address:		Suite #	
Mailing Address:		City	State Zip
Type of Business:			
Use of Building:			
Cost of Construction:			
Property Owner:		Telephone #	
Address:			
City:		State	Zip
Business Owner:		Telephone #	
Address:		City	State Zip
Detailed Scope of Work:			
Name of Contractor:			
Contractor's Address:			
City, State, Zip:			
Authorized Representative:			
Representative E-mail Address:			
Telephone Number:		Cell#:	
Fax #			
Signature of Applicant		Print Name	
All applications for a building permit must include three (3) sets of construction drawings, drawn to scale with sufficient clarity and detail to indicate the nature and character of the proposed work. Digital files are required for all projects.			
All plans for new buildings or structural alterations of existing buildings must include:			
1. Complete architectural drawings.	6. Complete site plan.		
2. Complete engineered structural drawings.	7. Complete parking lot layout.		
3. Electrical layout & load analysis.	8. Complete landscaping plans per City Ordinance.		
4. Plumbing layout & raiser diagram.	9. Approval of Texas Department of Licensing & regulation for compliance with Texas Accessibility Act		
5. Mechanical equipment & layout.			
DESIGN PROFESSIONAL The design professional shall be an architect or engineer legally registered under the laws of the state regulating the practice of architect or engineering and shall affix his official seal to said drawings, specifications and accompanying data, for the following:			
1. All Group A, E, and I occupancies.			
2. Buildings and structures three stories high or more.			
3. Building and structures 3,000 sq. ft. (465 sq m) or more in area.			