



# RESIDENTIAL ACCESSORY BUILDING PERMIT APPLICATION

## BUILDING & COMMUNITY SERVICES

DATE \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

### LEGAL DESCRIPTION OF PROPERTY

STREET ADDRESS \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ PHASE \_\_\_\_\_

### DESCRIPTION OF PROJECT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONSTRUCTION VALUE \$ \_\_\_\_\_ SQUARE FEET UNDER ROOF \_\_\_\_\_

### SUBCONTRACTORS

- Electrical Contractor: \_\_\_\_\_
- Plumbing Contractor: \_\_\_\_\_
- Mechanical Contractor: \_\_\_\_\_

### ELECTRIC UTILITY PROVIDER

- \_\_\_\_\_ Oncor Electric
- \_\_\_\_\_ Hilco Electric

### PERMIT APPLICANT INFORMATION

Contractor / Homeowner \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Address \_\_\_\_\_

Phone / Cell # \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Fax # \_\_\_\_\_

Signature of Permit Applicant \_\_\_\_\_

Please Print Name \_\_\_\_\_

Building Permit Fee \$ \_\_\_\_\_

Released for Construction \_\_\_\_\_

Date \_\_\_\_\_

401 S. ROGERS | P.O. BOX 757 | WAXAHACHIE, TX 75168 | (469)309-4020 | FAX (469)309-4023  
www.waxahachie.com | EMAIL: bcservices@waxahachie.com



# RESIDENTIAL ACCESSORY BUILDING PERMIT APPLICATION

**BUILDING & COMMUNITY SERVICES**

## SUBMITTAL CHECKLIST

The City has in effect the Unified Development Codes, the 2012 International Residential Code. Please refer to these documents for preparation of your plans. Plans must include all of the following checklist items or will not be accepted for review.

### \*SUBMIT (2) COPIES OF THE FOLLOWING:

- Building Plans** Size: 11" X 17"
  - Elevations- showing proposed material
  - Floor plan
  - Roof plan- showing proposed material
  - Framing plan
  - Electrical plan
  
- Site Plan** Size: 11" X 17"
  - Must show individual square foot measurements for the footprint of the house, footprint of accessory buildings, and driveways/ parking areas.
  - Must show location of building on property and measurement to property lines from building.
  
- Energy Plans** Required for Conditioned Space Size: 8.5" X 11"
  - Accompanied with chosen path documents
  
- Engineered Foundation Letter** Required for Additions 500 sf or larger Size: 8.5" X 11"
  - Must state the foundation was designed to the 2012 International Residential Code and the specific soil conditions.
  - Sealed and signed by a professional engineer.
  
- Engineered Foundation Plan** Required for Additions 500 sf or larger Size: 11" X 17"
  - Sealed and signed by same professional engineer as letter.

Please allow minimum of (10) working days for review.

The permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF 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 PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR PERFORMANCE OF CONSTRUCTION.

Signature of Applicant

Date

401 S. ROGERS | P.O. BOX 757 | WAXAHACHIE, TX 75168 | (469)309-4020 | FAX (469)309-4023  
www.waxahachie.com | EMAIL: bcservices@waxahachie.com