



**COMMERCIAL ACCESSORY BUILDING  
PERMIT APPLICATION**  
**BUILDING & COMMUNITY SERVICES**

DATE \_\_\_\_\_

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

**PROPERTY DESCRIPTION**

PROJECT ADDRESS \_\_\_\_\_ PROPERTY OWNER NAME \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ PROPERTY OWNER ADDRESS \_\_\_\_\_

PROJECT NAME \_\_\_\_\_ PROPERTY OWNER PHONE # \_\_\_\_\_

**DESCRIPTION OF PROJECT**

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

**SUBCONTRACTORS**

**ELECTRIC UTILITY PROVIDER**

Electrical Contractor: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_

\_\_\_\_\_ Oncor Electric

\_\_\_\_\_ Hilco Electric

**PERMIT APPLICANT INFORMATION**

General Contractor \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

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**



## COMMERCIAL ACCESSORY BUILDING PERMIT APPLICATION

### **BUILDING & COMMUNITY SERVICES**

## SUBMITTAL CHECKLIST

The City has in effect the Unified Development Codes, the 2012 International Codes and the 2011 National Electrical 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) hard copies and (1) digital copy including 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 (15) 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.

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Signature of Applicant

Date

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