

City of La Porte
604 W. Fairmont Pkwy
La Porte TX 77571

Planning & Development
BUILDING PERMIT APPLICATION

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Applicant Name:		Project Address:		Site Plan No. if applicable:		
HCAD Parcel No. (s): (1) _____ (2) _____ (3) _____						
LEGAL DESCRIPTION:						
Property Owner:	Mailing Address:		E-Mail:		Phone:	
Contractor:	Mailing Address:		E-Mail:		Phone:	
Architect:	Mailing Address:		E-Mail:		Phone:	
Engineer:	Mailing Address:		E-Mail:		Phone:	
Contact Person:	Mailing Address:		E-Mail:		Phone:	
Project Description:				Business/ Project Name:		
Building Use:	No. of Stories:	Living Sq. Ft.	Garage Sq. Ft.	Porch Sq. Ft.	Other Sq. Ft.	Total Sq. Ft.
SELECT ALL THAT APPLY:		*RESIDENTIAL		COMMERCIAL VALUATION REQUIRED \$ _____		
		*DOES NOT REQUIRE VALUATION				
NEW	ADDITION	REMODEL	CULVERTS			
FOUNDATION	IRRIGATION	SIGN	OTHER			
FENCE	POOL	DRIVEWAY				
DESCRIBE WORK: _____						
1. APPLICATION CHECKLIST & SUPPORTING DOCUMENTATION:						
<input type="checkbox"/> RESIDENTIAL PROJECT: SUBMIT (2) COMPLETE SETS TO SCALE (HARD COPIES) OF CONSTRUCTION PLANS FOR REVIEW. <input type="checkbox"/> COMMERCIAL PROJECT REQUIRES: 1. (2) COMPLETE SETS (HARD COPIES) OF CONSTRUCTION PLANS AND SITE PLAN FOR REVIEW. 2. CD/ USB IN PDF FORMAT SHOULD INCLUDE CONSTRUCTION PLANS, SITE PLAN, AND COMPLETE APPLICATION. 3. SITE PLAN FEE DUE AT TIME OF SUBMITTAL. MAJOR SITE PLAN 10 ACRES OR GREATER: \$300.00 + \$5.00 PER ADDITIONAL ACRE; MINOR SITE PLAN LESS THAN 10 ACRES: \$200.00 + \$5.00 PER ADDITIONAL ACRE. <input type="checkbox"/> CONTRACTOR REQUIREMENTS: CURRENT GENERAL LIABILITY CERTIFICATE OF INSURANCE MINIMUM OF \$100,000. CITY OF LA PORTE; 604 W. FAIRMONT PKWY; LA PORTE, TX 77571 AS THE CERTIFICATE HOLDER. IF HOMEOWNER IS CONTRACTOR, MUST FURNISH NOTARIZED HOMESTEAD AFFIDAVIT. (FOR RESIDENTIAL PROJECT ONLY) <input type="checkbox"/> NOT A VALID PERMIT UNTIL OWNER/ CONTRACTOR IS NOTIFIED OF APPROVAL AND ALL APPLICABLE FEES ARE PAID IN FULL. SITE PLAN FEE IS DUE AT SUBMITTAL OF APPLICATION.						
AS A CONDITION OF THIS SUBMITTAL, I AGREE TO ALLOW EMPLOYEES OF THE CITY OF LA PORTE TO ACCESS MY PROPERTY FOR THE PURPOSE OF INSPECTING OR VERIFYING INFORMATION PROVIDED IN THIS APPLICATION & THE PLANS SUBMITTED THEREWITH.						
SIGNATURE OF APPLICANT: _____		PRINTED NAME: _____		DATE: _____		
STAFF USE ONLY:						
TAXES:	CODE ENFORCEMENT:	FLOOD ZONE:	TYPE OF CONSTRUCTION:	TYPE OF OCCUPANCY:		USE ZONE:
BASE PERMIT FEE	PERMIT FEE	PLAN REVIEW FEE	DRIVEWAY TIE-IN FEE	PARKLAND & ZONE FEE		OTHER FEE
NEW WATER ACCOUNT SET-UP REQUIRED FOR THIS PROJECT:				YES	NO	
PERMIT APPLICATION RECEIVED BY:					DATE:	
PERMIT NO.				APPROVED FOR PERMIT ISSUANCE BY:		DATE: