

Planning & Development Department  
**DEMOLITION PERMIT APPLICATION**

**PROJECT INFORMATION:**

DATE OF SUBMITTAL: \_\_\_\_\_

PROJECT ADDRESS (IF EXISTING): \_\_\_\_\_

HCAD PARCEL NO(s) 13-digit Tax ID: \_\_\_\_\_ PROPERTY LEGAL DESCRIPTION: \_\_\_\_\_

DESCRIBE WORK: \_\_\_\_\_

INTERIOR DEMO ONLY? \_\_\_\_\_  RESIDENTIAL – TYPE \_\_\_\_\_  COMMERCIAL – TYPE: \_\_\_\_\_

**PROPERTY OWNER CONTACT INFORMATION:**

OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**CONTRACTOR:**

CONTRACTOR COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Application Checklist and Supporting Documentation:**

COMPLETE ITEMS 1 THROUGH 6 OF CHECKLIST

NOTES TO APPLICANT:

- CASH BOND IS REQUIRED FOR DEMOLITION OF BUILDING. CASH BOND DOES NOT APPLY FOR INTERIOR DEMOLITION ONLY.
  - CASH BOND IS REFUNDABLE UPON CITY APPROVAL OF FINAL INSPECTION
- CONTRACTOR MUST BE REGISTERED WITH THE CITY. TO REGISTER WITH THE CITY, SUBMIT CURRENT CERTIFICATE OF INSURANCE WITH THE CITY OF LA PORTE AND CITY'S ADDRESS AS A CERTIFICATE HOLDER.
- **NOT A VALID PERMIT UNTIL OWNER/CONTRACTOR IS NOTIFIED OF APPROVAL AND ALL APPLICABLE FEES ARE PAID IN FULL**
- CONTRACTOR IS RESPONSIBLE FOR UTILITY DISCONNECTS
- CONTRACTOR IS RESPONSIBLE FOR DISPOSAL OF ALL DEMOLITION DEBRIS/MATERIALS
- WATER AND SANITARY SEWER LINES SHALL BE CAPPED AT GROUND LEVEL
- ADDING FILL AND GRADE TO PROPERTY AT WORK LOCATION AND OTHER DAMAGED AREAS TO ENSURE PROPER SITE DRAINAGE REQUIRES FILL DIRT PERMIT (REAR TO STREET FRONTAGE)
- UPON DEMO COMPLETION, PROPERTY MUST BE MOWABLE AND LEVEL AS TO NOT POOL WATER

APPLICANT PRINTED NAME: \_\_\_\_\_ APPLICANT SIGNATURE: \_\_\_\_\_

**(FOR STAFF USE ONLY)**

APPLICATION RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

FLOOD ZONE: \_\_\_\_\_ USE ZONE: \_\_\_\_\_

PERMIT FEE: \$75 CASH BOND: \$250 (HOMEOWNER) \$500 (CONTRACTOR) TOTAL PERMIT FEE: \_\_\_\_\_

ASBESTOS SURVEY RECEIVED? YES NO N/A

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_



## DEMOLITION PERMIT CHECKLIST

### SUBMIT THE FOLLOWING APPLICATIONS AND INFORMATION WITH THE COMPLETED DEMOLITION PERMIT APPLICATION

1. \_\_\_\_\_ Completed Demolition Permit Application. An incomplete application will be returned to the applicant for the required information and may delay the issuance of a Demolition Permit.
2. \_\_\_\_\_ Residential Demolition OR  
  
\_\_\_\_\_ Commercial Demolition – Will require an Asbestos Survey by a qualified person licensed by the Texas Department of State Health Services.
3. \_\_\_\_\_ A Protection Pedestrian Plan
4. \_\_\_\_\_ Completed Fill Dirt Permit Application (prior to permit issuance)
5. \_\_\_\_\_ Completed Plumbing Permit Application by Licensed Plumber
6. Plot Plan, Site Plan or Property Survey, **to scale** and Show All Of The Following:
  - a. \_\_\_\_\_ North Arrow
  - b. \_\_\_\_\_ All existing structures to include fences, driveways, accessory structures, etc.
  - c. \_\_\_\_\_ Indicate/call out all structures proposed for demolition
  - d. \_\_\_\_\_ Provide dimensions and square footage of all structures proposed for demolition

Submit completed applications and supporting documents to [permits@laportetx.gov](mailto:permits@laportetx.gov).

REVISED 10.2021