



# Application for Building Permit

City of Princeton  
2000 E. Princeton Drive, Princeton, TX 75407  
214-960-5653  
development-info@princetontx.us

## The following steps must be followed in order to obtain a grading or building permit for new construction that changes the use or adds to the development footprint:

1. Submit the following documents in PDF format in individual file folders by address. Acceptable format for the submittals include disk, flash drive, email or other digital transfer means. Site Plans to include the following:
  - Complete address
  - North arrow
  - Footprint of building
  - Setbacks to all property lines
  - All easements
  - Location of fence
2. Construction Plans
  - Framing plans
  - Floor plan
  - Elevation drawings
  - Electrical and plumbing plans
3. Sub-Contractors to be registered i.e.: HVAC, ELECT, PLUMBING, IRRIGATION BACKFLOW TESTER
4. Engineered Foundation Plans with letter
5. Square footage breakdown
6. Energy Code submittal letter
  - Builder's name
  - Plan number
  - Address specific
  - Energy Code Certification Number
7. Letter of intent for termite protection

### **PRE-CONSTRUCTION REQUIREMENTS**

### **RESIDENTIAL & COMMERCIAL SITES**

The following items are required to be in place FOR THE PLUMBING ROUGH INSPECTION

- PORTA-LET (on commercial sites, one porta-let per 10 persons and on residential sites, one per lot.)
- TRASH RECEPTACLE (four-sided plywood or OSB nailed well) or commercial container
- SILT FENCE (properly trenched, see SWPPP for details)
- CURLEX (if less than 70% vegetation exists)
- COMPANY SIGN W / PHONE # AND ADDRESS OF SITE

City of Princeton ordinances require that these systems remain in place and in good repair for the duration of the project.

Exceptions:

- No porta-let required after there are *working toilets* in the structure that workers can use.
- Trash receptacle may be removed when brick package and sheet rock is completed (use garage for trash and debris).

SILTFENCE and CURLEX may be moved in order to excavate for utilities and flatwork but must be back in place upon completion of the work. *It can be removed only when there is sod on site or hydro mulch is completed.*

*I have carefully examined and read the completed application and know the same is true and Correct and hereby agree that if a permit is issued, all the provisions of the Building Ordinances and State Laws will be complied with, whether herein specified or not. I further agree to comply with all property restrictions. I am the owner of the above property or his duly authorized agent. I agree to conform to and to abide by all regulations and restrictions imposed upon construction by agencies of the United States Government.*

Signature \_\_\_\_\_ Date \_\_\_\_\_



PRINCETON TEXAS

BUILDING PERMIT APPLICATION

PERMIT NO. 202

Submittal Date

INSPECTION PROCEDURES FOR ALL PERMITS: The Contractor should call in inspection requests for work done on private property at 214-960-5653 or email to development-info@princetontx.us. Any inspection called in or by email by 12pm midnight will be scheduled for the next business workday.

NOTE: INSPECTIONS WILL NOT BE SCHEDULED OVER THE CELL PHONE!!!

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PROJECT INFORMATION
Project Address
Lot Block Subdivision Unit
OWNER INFORMATION -
Name
Address
City/State/Zip
Telephone Cell
By signing, you hereby certify that you have met all HOA requirements/approvals.
Signature Date

CONTRACTOR INFORMATION Builder ( ) Owner ( )
Name City Registration#
Company
Address/City/ST/Zip
Telephone Cell
Signature Date
SUB-CONTRACTOR INFORMATION
HVAC City Registration#
Plumbing City Registration#
Electrical City Registration#
Irrigation Backflow City Registration#

REQUIRED WITH APPLICATION

- 1. One (1) set of building plans
2. One (1) set of Site Plans
3. One (1) Engineered Foundation Plans with letter
4. Square footage breakdown
5. Energy code submittal letter
6. Letter of intent for termite inspection

BUILDING CLASSIFICATION CHART

- (1) Single Family Dwelling
(2) Res. Add/Alterations
(3) Res. Accessory Building
(4) Res. Swimming Pool/Spa
(5) Res. Roof
(6) Res. Fence/Retaining Wall
(7) Res. Patio/Deck
(8) New Commercial Building
(9) Commercial Add/Alterations
(10) Commercial Accessory Building
(11) Commercial Roof Repair
(12) Commercial Fence/Ret. Wall
(13) Commercial Patio/Deck
(14) New Apartment
(15) Hotels/Motels
(90) Other

BUILDING PROJECT DESCRIPTION
PURPOSE (See Building Classification Chart above right) #
I - II - III - IV - V - N - A - B - 1 - 2 - 3 Type of Construction
A - B - E - F - H - I - M - R - S - U - 1 - 2 - 3 - 4 - 5 - 6 - 7 Occupancy Use
FLOOR AREA (v) AREA VALUE
SFD Under Roof x \$70.00= \$
Comm. Under Roof x \$85.00= \$
Foundation \$
Swimming pool/spa \$
Patio \$
Accessory Building \$
Driveway/Flatwork \$
Other/Site Dev. \$
TOTAL\$
ROOF only
Type Installed
3-Tab
Metal
Other
Type Removed
3-Tab
Metal
Other
None
Times over-laid
Width
X
Length
=
Total Sq. Ft.
TOTAL\$
FENCE only
Type
Adjoins River/Drainage
Yes
No
Total Length
Fence Height
TOTAL\$
FEES
SUBTTL \$
[] Plan Rev.\$
[] Impact \$
[] Misc. \$
[] Red Tag \$