

Nancy S. Mikeska, Assistant Director



Chuck Purvis, Certified Building Official

CITY OF CONROE
 COMMUNITY DEVELOPMENT
 (936) 522-3610

RESIDENTIAL BUILDING PERMIT APPLICATION

All plans must be designed in accordance with the City of Conroe adopted codes and amendments. The property to be developed must comply with the City of Conroe Subdivision Ordinance, Chapter 94. A building permit may not be issued unless the property has been properly platted. For Platting information, contact the Engineering Department at 936-522-3100. The permit fees for one and two family dwellings will be based on the total gross square footage (total area of each story under roof) of the building times a rate of \$0.41 per square foot.

The permit fees for additions or alterations to one and two family dwellings will be based on the total square footage of the work areas times a rate of \$0.41 per square foot. The permit fees for accessory structures such as storage sheds, porches, and patios will be based on the total cost of construction. Please refer to our permit fee calculator (online at: <http://cityofconroe.org/departments/public-works-home-page/building-permits>). Input the total cost of construction and it will compute the permit fee for you.

To obtain a Residential Building Permit, the Owner/Developer/Engineer must complete and submit the attached application including all necessary accompanying forms that are listed below to the Permit Office located in City Hall at the address located at the bottom of this page. 2 copies of all supporting documents, plans, etc., must accompany the application. Additional items may be required, depending on the specific situation.

Submitting an incomplete application will result in your application being denied. The applicant will receive the City’s written comments, and notification of any additional required documents, within 30 business days. Once plans are denied or rejected, if the plans are not picked up within 30 days they will be recycled.

The permit issued for this application becomes null and void if work or authorized construction is not commenced within a period of six months, or if construction work is suspended or abandoned for a period of six months at any time after work is commenced. Time extensions on permits may be applied for. The extension shall be requested in writing and justifiable cause must be demonstrated. Permits for electrical, mechanical, plumbing or other technical code work must be obtained in addition to the building permit. Technical trade permit applications are available on our website or may be obtained at the Permit Office. Trade permit fees are in addition to the building permit fees.

ADDITIONAL FORMS REQUIRED WITH THIS APPLICATION:

NEW CONSTRUCTION	INTERIOR REMODEL OR BUILDING ADDITION
Water and sewer tap application : This application is required where new water and sewer taps or meters are needed	If new water or sewer taps are required please include the water and sewer tap application.
Driveway application : This application is required for all new construction. If a driveway exists, please indicate it on the driveway application	If a new driveway is proposed, please include the driveway application.
Clearing Permit application	

ALL ITEMS MUST BE ANSWERED BEFORE THE SUBMITTAL WILL BE ACCEPTED.

Note: All applicants must complete and sign this list indicating that the plans were prepared in compliance with the City of Conroe requirements. Applicants shall check their plans against this list before submittal. If compliance is not possible, please indicate and explain.

**RESIDENTIAL BUILDING PERMIT CHECKLIST
PROVIDE 2 SETS OF DRAWINGS SHOWING THE FOLLOWING:**

“N” denotes information required for most new construction. (Additional information may be required.) “R” denotes information required for most interior remodels. (Additional information may be required.)		YES	NO	N/A
N	Is the property in a Floodplain? If yes, elevation certificates will be required.			
N,R	Two complete sets of drawings.			
N	Water and sewer tap application (if applicable, see page 1).			
N	Driveway application (if applicable, see page 1).			
N	Plot plan of proposed and existing structures with easements, driveways and set-backs shown			
N	Clearing Permit Application			
N	Drainage Plan			
N	Typical setbacks from property lines: 25 ft. in front, 5 ft. each side, 10 ft. from the rear. Corner lots: 25 ft. in front, 10 ft. on the minor street side, 5ft other side, 10 ft. from the rear			
N	Structural foundation plans certified by a Licensed Engineer in the State of Texas			
N,R	Designed in accordance with the currently adopted codes and amendments.			
N,R	Energy code compliance (example, RES check as published on the U.S. Department of Energy website www.energycodes.gov)			
N,R	Framing plan with joist and rafter layout			
N,R	Floor plan showing all existing and all proposed construction with wall details			
N,R	Window sizes shown			
N,R	Tempered glass shown at hazardous locations			
N,R	Electrical plan with smoke detectors shown.			
N,R	A plat or re-plat shall be filed in accordance with the City of Conroe Subdivision Ordinance if the lot where the building permit is required is a part of another tract of record. Plat requirements shall be made in compliance with the latest City and State Regulations.			

DESCRIBE IN DETAIL THE NATURE OF THE PROPOSED IMPROVEMENTS:

Project Information

Number of bedrooms:	Number of Bathrooms:
Proposed Value of all work:	Garage: <input type="checkbox"/> Attached <input type="checkbox"/> Detached
Type of Improvement:	
<input type="checkbox"/> New Construction of one or two family dwelling <input type="checkbox"/> Addition to an existing dwelling <input type="checkbox"/> Alteration to an existing dwelling <input type="checkbox"/> New construction of a detached accessory building <input type="checkbox"/> Demolition of a dwelling	Gross Floor Area Per Floor (ft2)
	1 st Floor:
	2 nd Floor:
	3 rd Floor:
	Total:

Project Location

911 Assigned address:

Subdivision:	Lot:	Blk:	Sec:
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Owner or Owner's Agent Information

Name:	Phone:	Fax:
Address:		
Email:		

Contractor Information

Name:	Phone:	Fax:
Address:		
Email:		

Architect Information

Name:	Phone:	Fax:
Address:		
Email:		

The undersigned [] Owner / [] Agent / [] Contractor / [] Architect of this building, had read all of the information contained in this application, agrees to conform to all applicable laws of the Jurisdiction, and certifies that the information provided herein is true and correct.

Signature of Applicant Application Date Phone

Printed Name Contract Email

How do you prefer to receive correspondence?

- Mail Fax
- Email Pick-Up

Attach the required forms to accompany this application. (Reference page 1 of this application)