



# WALLER TEXAS *City of Waller*

1218 Farr St., Waller, TX 77484

**Permits & Inspections Department**

(936) 372-3880 x116 [permits@wallertexas.gov](mailto:permits@wallertexas.gov)

## RESIDENTIAL BUILDING PERMIT APPLICATION

(FOR OFFICE USE ONLY) Building Permit Number:		Job Valuation:			
Project Name:					
Project Address:					
Project Type (please circle):   New SFR   Addition   ★   Remodel   Pool   Accessory Building   Fence					
Project Description:					
Square Feet	Living:	Covered Porch:	Garage:	Total:	Number of Stories:

Property Owner Name:	Phone:
Mailing Address:	
Email Address:	

	Business Name/ Contact Person	Phone	Email
Engineer			
Contractor			
HVAC / Mechanical			
Electrician			
Plumber			

A 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. All permits require final inspection.

**A certificate of occupancy must be issued before any building is occupied.**

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 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 the performance of construction.

### Office Use only:

Approved By:	Date Approved:
Plan review Fee:	Issued Date:
Total Permit Fees:	Issued By:

## Residential Project Checklist

YES NO

- ☐ ☐ Have two (2) sets or digital copies of construction plans been submitted? The City of Waller has adopted the **2021** International Building Code and **2023** National Electrical Code. All building plans should adhere to these building codes.
- ☐ ☐ Have two (2) sets or digital civil plans been submitted?
- ☐ ☐ Has this lot/site been platted?
- ☐ ☐ Has a site plan been provided?
- ☐ ☐ Has a signed and stamped survey been submitted?
- ☐ ☐ Has a plumbing riser diagram been submitted?
- ☐ ☐ Has a foundation plan been provided?
- ☐ ☐ Have framing plans been provided?
- ☐ ☐ Has an electrical layout and load analysis been submitted?
- ☐ ☐ Has an HVAC layout been submitted?
- ☐ ☐ Has an Energy Code compliance report been provided?
- ☐ ☐ If this is a driveway project has TXDOT approval been received?
- ☐ ☐ Has a drainage plan been submitted?

### SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, AND MECHANICAL.

#### General Information:

- Permits will only be issued for lots on approved subdivision plat, on file with the planning department.
- The City of Waller collects water and wastewater impact fees.
- Have your structured designed to meet 100 MPH-3 second gust wind speed.
- Approved plans must be available on site for the Building Inspectors to view when necessary.
- Address must be visible from the street.
- Plan check fees are due upon submission of information. All other applicable fees are for building and impact fees are payable upon final approval of the building permit.
- Construction hours within the city outdoor (unenclosed) construction of buildings and structures and related activities within the city is permitted during the following times only:  
Monday through Friday - 7:00 a.m. to 6:00 p.m.  
Saturday, Sunday, and any holiday observed by the city - 9:00 a.m. to 6:00 p.m.

**Note:** Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. I further understand that plans submitted for approval will be subjected to a comprehensive check against municipal ordinance and building code. Any set of plans that must be returned for modifications or corrections in order to come into compliance with ordinance or code will be subject to rechecking in order of submittal. **Under no circumstances will paid fees be refunded or transferred. Applications and plans will be held for 180 days. After 180 days this application and plans will be voided and disposed of unless a valid building permit is issued.**

\*All items must be completed and signed by the named professional contractor on this application.

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

#### Notice to Builders / Developers

The City of Waller, Texas (the "City") has entered into a Professional Services Agreement with Bureau Veritas North America, Inc. ("BVNA"), as amended from time to time, to perform such professional services as:

1. Construction Code Services (including Plan Review and Inspections)
2. Fire Services (including fire service plans review, fire services inspections, annual fire safety inspections, and fire code plan review services and inspection services)
3. Health Services (such as regulation of food establishments and pools and spas)
4. Public Works Services (including inspections, plan review, and technical support)
5. Planning and Mapping Services (including base mapping, housing inventory, population, land use inventory, economic development, street system, water system, wastewater system, storm drainage system, recreation and open space, and capital improvements program)

The City has designated BVNA to serve as the City's Fire Marshal and the City's Building Official in support of the Department of Public Works. Acting in the capacity of the City's Fire Marshal and/or Building Official, BVNA will set the timing, process, procedures and method needed to enforce the City's Ordinances, the International Building Codes adopted by the City, and State law. This includes necessary permits and permitting procedures, application documentation and procedures, plan documentation and submission, plan review procedures, and inspection policies and procedures. The City and/or BVNA reserves the authority to put an administrative hold on any process or procedure for a builder/developer that refuses to comply with the processes and procedures established by BVNA. The City and BVNA reserves the authority to reject permits and applications due to incompleteness, inaccuracy, and/or administrative holds. The City and BVNA reserves the authority to refuse review and inspections for reasons related to habitual noncompliance, false callings, and/or no preparation. The builder/developer will be provided notice from BVNA and/or the City that they are in noncompliance with the processes and procedures and at risk for an administrative hold.