



Accessory Structure/Work

This section office use only					
Application #			Receipt #		
Cash <input type="checkbox"/>	CC <input type="checkbox"/>		Phone order <input type="checkbox"/>		
Check #			Balance due		
Permit type		Plan #		TIFF #	

Date		Tax ID # (If applicable)	
<p>● All application fees are non-refundable ● All credit card transactions include a 3% convenience fee ● Permits and approved plans must be posted on site as failure to post may result in re-inspection fee ● City will call when permit is ready for pickup ● Application must be completed in its entirety prior to submittal</p>			

Job Address				Suite #	
Subdivision			Block		Lot
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial		Cost of work being done	\$	
Property owner name				Phone	
Tenant/business name				Phone	
Who is performing the work? <input type="checkbox"/> Owner <input type="checkbox"/> Contractor					
Contractor (contact person)				Carrollton ID#	
Company name				Expiration	
Company address				Phone	

Electrical work is being performed Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, a separate electrical permit will be required.
There are existing accessory/storage buildings on site. Yes <input type="checkbox"/> No <input type="checkbox"/>

Select work description:		
<input type="checkbox"/> Awning/canopy	<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Fuel tank - above ground (fee \$100)
<input type="checkbox"/> Carport	<input type="checkbox"/> Roofing	<input type="checkbox"/> Fuel tank - underground (fee \$100)
<input type="checkbox"/> Foundation repair	<input type="checkbox"/> Shed (over 120 sf)	<input type="checkbox"/> Deck (wood over 30" in height)
<input type="checkbox"/> Patio cover		<input type="checkbox"/> Other _____
Contact all public utility companies for line locations at 1-800-245-4545		

By signing below, 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 herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. The issuance of any permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

To have the City mail the permit and plans, please provide a correctly-sized, stamped, self-addressed envelope.
Check for additional checklist information on reverse side of application

Name			Signature	
Phone		Email		

Please use the correct checklist below for your permit submittal.

Requirements checklist
Carport, patio cover, arbor, shed, deck
<input type="checkbox"/> 2 copies of plot plan or a drawing to scale showing location
<input type="checkbox"/> 2 copies (maximum paper size 11" x 17") of drawings/plans, with dimensions including height, width and length
<input type="checkbox"/> List type of materials used

Retaining Wall
A permit is required for the installation of retaining walls four feet and above in height. This height is measured from the top of the wall to the bottom of the footing, whether exposed or covered. Such walls are required to be designed by a professional engineer. If a contractor is used, that contractor must be registered in the City of Carrollton. Retaining walls that face or have exposure to any public thoroughfare shall be constructed of brick or stone. An inspection will be required upon completion of work.
<input type="checkbox"/> 2 copies of a property survey plan, plot plan or a drawing to scale showing location of the retaining wall on the property, with length and height
<input type="checkbox"/> 2 copies (signed and stamped with engineer's seal) of an engineer's plans

Foundation Repair
<input type="checkbox"/> 2 copies (signed and stamped with engineer's seal) of an engineer's letter which includes property address
<input type="checkbox"/> A pier plan showing elevations, location of all piers and a pier detail drawing (signed and stamped with engineer's seal)
<input type="checkbox"/> All foundation repairs must be inspected and closed out with a final engineer's report and seal

Fuel Tank
<input type="checkbox"/> Site plan showing location of tank
<input type="checkbox"/> Drawing details (maximum paper size 11" x 17") with dimensions including height, width and length

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