

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 #	
CD Received <input type="checkbox"/>		CD Required <input type="checkbox"/>			

## Residential Dwelling

Date	
<p>● All application fees are non-refundable ● All credit card transactions include a 2% 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											
Subdivision				Block		Lot					
Owner name					Phone						
Work description											
Water meter size:	1" <input type="checkbox"/>					Other:					
Number of:	Stories			Bedrooms			Bathrooms				
Living area			sf.	Garage area			sf.	Total area			sf.

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.

\*AN EMAIL ADDRESS OF THE MAIN CONTACT **MUST** BE PROVIDED TO RECEIVE INSPECTION RESULTS.

**Provide contractor information and see additional checklist information on reverse side of application**

Name				Signature			
Phone			Email*				

Office Use Only	

**Provide Contractor Information**

<b>General Contractor</b> (contact person)		Carrollton ID#	
Company Name		Expiration	
Company Address		Phone	
<b>Electrical Contractor</b> (contact person)		Carrollton ID#	
Company Name		Expiration	
Company Address		Phone	
<b>Mechanical Contractor</b> (contact person)		Carrollton ID#	
Company Name		Expiration	
Company Address		Phone	
<b>Plumbing Contractor</b> (contact person)		Carrollton ID#	
Company Name		Expiration	
Company Address		Phone	

**Additional checklist information is on next page**

## Residential Dwelling Checklist

### New Home Construction

- 2 Copies of plot plan
- Plans – Shall contain 2 electronic sets (CD), containing PDF or TIFF and shall contain:
  - Elevations
  - Floor plans
  - Electrical plans
  - Door & window size
  - Stair & handrail detail
  - Ceiling joist layout
  - Roof plan
  - Third party floor plans
  - Engineered wall bracing & wind shear plans
  - Foundation plan – stamped with seal
- Engineer's letter for foundation plan
- 2018 Energy code compliance information

### Remodel/ Addition

- 2 Copies of plot plan showing:
  - Show area of addition
- 2 Copies of plans – 1 paper set (11" x 17"), OR 1 electronic (PDF or TIFF), if available
  - Foundation
  - Window & door sizes
  - Elevations
- 2018 Energy code compliance information

### Fire Smoke & Water Remodel

- 2 Copies of plot plan
- Scope of work with details
- 2018 Energy code compliance information

### Garage Conversion (Conversion of a garage to another use is prohibited unless another garage exists or is constructed.)

- 2 Copies of plot plan
- 2 Copies of plans/drawings (11" x 17")
- 2018 Energy code compliance information