

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	
<ul style="list-style-type: none"> ● 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 	

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.

To have the City mail the permit and plans, please provide a correctly-sized, stamped, self-addressed envelope.

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

Name				Signature			
Phone			Email				

Office Use Only	

Provide Contractor Information

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