



Planning and Development Department
 Old City Hall 119 Palo Pinto Weatherford, Texas 76086

**PERMITS FEES BASED ON
 CONTRACT AMOUNT**

VALUATION OF WORK = \$ _____

**COMMERCIAL ONLY
 Expedited Permit
 Process**

(More than one trade involved you must use the Tenant Improvement application)

******LOCATION OF WORK******

Project Address: _____

******BUILDING OWNER INFORMATION******

Owner Name: _____ Tenant Business Name: _____
 Owners Address: _____ Phone # _____

******CONTRACTOR INFORMATION******

Contractor : _____ Company Name: _____
 Mailing Address: _____ Phone # _____
 License Number: _____ Fax # _____ Email: _____

******DESCRIPTION OF WORK**** *Note: (Complete system devices or fixture replacement requires plans and plan review)***

PLUMBING

- | | | |
|----------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Water Heater (change out) | <input type="checkbox"/> Gas Test (<i>Natural or LPG</i>) | <input type="checkbox"/> Backflow/RPZ Device |
| <input type="checkbox"/> Water/Sewer (yard line) | <input type="checkbox"/> Repair Only what? _____ | <input type="checkbox"/> Water Tap _____ inch |
| <input type="checkbox"/> Replacing Fixture(s) _____
<small>TYPENUMBER</small> | <input type="checkbox"/> Sewer Tap _____ inch | <input type="checkbox"/> Gas Pipe _____ inch |

ELECTRICAL

- | | | |
|---------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Service Upgrade Size _____ amp | <input type="checkbox"/> Repair Only (Explain?) _____ | <input type="checkbox"/> Utility provider? |
| <input type="checkbox"/> Temporary Power Pole | <input type="checkbox"/> Existing Service Reconnect | <input type="checkbox"/> Weatherford Electric |
| <input type="checkbox"/> New Service Installation | | <input type="checkbox"/> TXU/ONCOR |
| <input type="checkbox"/> Adding # _____ Circuits | | <input type="checkbox"/> Tri-County |
| | Overhead or Underground? | <input type="checkbox"/> OH <input type="checkbox"/> UG |

MECHANICAL

- | | | |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Change Out Existing Unit Only
Size _____ ton (provide cut sheets) | <input type="checkbox"/> New Exhaust Vent | <input type="checkbox"/> Ductwork Modification (provide plan sheet) |
| | <input type="checkbox"/> New Kitchen Hood (plans) | <input type="checkbox"/> Diffuser Relocation (provide plan sheet) |

MISCELLANEOUS

- | | |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Window Replacement # _____ (<i>Plan Layout Required</i>) | <input type="checkbox"/> New Siding (Setbacks Required) |
| <input type="checkbox"/> Roof Replace/Repair- (<i>Max 2 layers</i>) | <input type="checkbox"/> Minor Wall/Door Modification (Plan Required) |
| <input type="checkbox"/> Change of Occupancy -(Accessibility upgrades only) | |

Caution: If your work is included and paid for under a building permit you do not need this permit.

This permitting process is only available for: Existing Commercial, Existing Tenant Businesses

Note: Provide manufactures cut sheets on all mechanical equipment.

Note: Asbestos report required as per TCEQ.

****PROCESSING PROCEDURE****

1. Submit completed application and copy of license by Fax (817) 598-4487 or Email acox@weatherfordtx.gov
2. The Permit Technician will call you if your application is incomplete or to obtain credit card information for payment. **(Incomplete applications will not be processed)**
3. For work not requiring a plan review, if the application is complete and signed, contractor license and insurance is current you will be issued the permit .
4. If the Building Official, State of Texas or your scope of work, (covering multiple trade disciplines), requires plans or schematics for your project three hard copies of the plans must be submitted with the Tenant Improvement application/checklist. You can verify this with the Plans Examiner @ 817-598-4291.

Signature of Applicant: _____ Date: _____

City of Weatherford

Planning & Development Department

Credit Card Application

**All Permit Fees Are Based Upon:
Contract Amount/Bid Amount/Valuation
This Amount Must Include Labor Time and Materials**

Company Name: _____

Cardholder Name: _____

Cardholder Address: _____

Credit Card #: _____

Expiration Date: _____

3 digit code: _____

Note: American Express is not accepted

Signature X _____

**** (Payment not received within 48 hours of application the permit will be VOID) ****

If you have any questions or concerns please feel free to contact:

Amy Cox
City of Weatherford
Permit Technician

Phone: 817-598-4284

Fax: 817-598-4487

acox@weatherfordtx.gov