



6810 Guyler Street, Bldg. – P. O. Box 190, Wallis, TX 77485

Phone: 979-478-6712 – Fax 979-478-7537

Home Page: www.wallistexas.org

Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

- An additional set of plans may be required for fire sprinklered buildings

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

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architects Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS: (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan (a)
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections, and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance report {b}
12. Asbestos Survey (for renovation or demolition plans)
13. Texas Department of Licensing and Regulation architectural barriers project registration information.

NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. U.S. Department of Energy, www.energycodes.org
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6000, www.dshs.state.tx.us/asbestos]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]

Inspections – Inspections are covered in the permit fee, unless it is a failed inspection, a \$75.00 reinspection fee will be charged. ALL PROJECTS MUST HAVE INSPECTOINS.

Request an inspection by calling City Hall 979-478-6712 Option 4 and Option 1. Can also be mailed to permits@wallistexas.org



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6810 Guyler, Bldg. B
 Wallis, TX 77485
permits@wallistexas.org

Commercial Permit Application

Building Permit Number: _____		Valuation: _____	
Project Name: _____		Zoning: _____	
Project Address: _____		Square Foot: _____	
Project Description:	New <input type="checkbox"/>	Addition <input type="checkbox"/>	Remodel <input type="checkbox"/>
Sign <input type="checkbox"/>	Plumbing <input type="checkbox"/>	Mechanical <input type="checkbox"/>	Electrical <input type="checkbox"/>
			Finishout <input type="checkbox"/>
			Other <input type="checkbox"/>
Scope of Work: _____			
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information: _____	
Name: _____	Project Contact Person: _____
Address: _____	
Phone Number: _____	Mobile Number: _____ Email: _____

Engineer	Contact Person	Phone Number	Email
Architect	Contact Person	Phone Number	Email
General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

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.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY: Approvals are required from all departments prior to issuance of permit

Plan Review	Fire
Public Works	Planning

Building Permit Fee: _____
 Plan Review Fee: _____
 Water Tap Fee: _____
 Sewer Tap Fee: _____

Meter Deposit Fee: _____

Total Fees: _____
Receipt #: _____
Issued Date: _____
Issued By: _____
 BV Project #: _____

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CONTRACTOR REGISTRATION FORM
REGISTRATION FEE \$100

CONTRACTOR INFORMATION

COMPANY NAME: _____ PHONE: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

LICENSEE NUMBER: _____ PHONE: _____

ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE. All unlicensed contractors must have \$10,000 Surety Insurance showing City of Wallis, 6810 Guyler St. Bldg. B Wallis, TX 77485 as certificate holder. All state licenses must be current in order to complete the contractor registration process and obtain a permit with the City of Wallis. (All plumbers, electricians and mechanical contractors are exempt from the Registration Fee).

REGISTRATION FEE -EXPIRES ONE YEAR FROM DATE BELOW

Registration Fee - \$100.00

Check _____

Cash _____

Date: _____

Credit Card _____

List all persons employed with your company authorized to purchase permits under your registration and call for inspections. (Note: All permit applications must be signed by the master, including contractor registration form.

1. _____

TDL _____

2. _____

TDL _____

3. _____

TDL _____