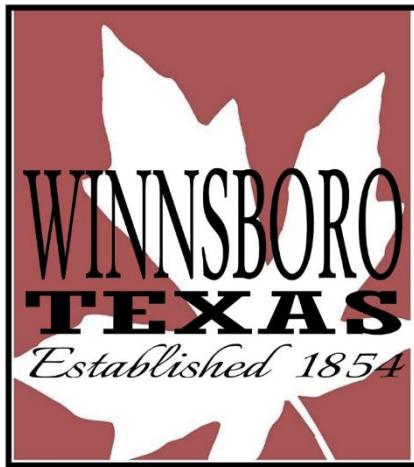


Trade Permit Application

Trade permits are pulled in addition to new construction or remodel permits.



Trades and sub-contractors are required to be registered with the City and have current copies of license and liability insurance on file ***PRIOR*** to beginning work.

§ 3.02.005 Penalties

- a) Permit fees shall be doubled if the permit called for is not received before work commences.*
- b) It shall be unlawful for any person, firm, or corporation to violate the provisions of this article. Any violation of said article shall be deemed a misdemeanor, and any person, firm or corporation convicted thereof shall be fined any sum not exceeding the maximum amount permitted by state law, and each and every day is a separate offense.*



Trade Permit Application

903-342-3654 x 403

501 S. Main St., Winnsboro, TX 75494

permit@winnsborotexas.com

Project Information					
<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	HVAC
<input type="checkbox"/>	Gas	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	Irrigation
<input type="checkbox"/>	Roofing	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Culvert / Curb Cut
<input type="checkbox"/>	Fence	<input type="checkbox"/>	Accessory Structure	<input type="checkbox"/>	Manufactured Home
<input type="checkbox"/>	Sign <input type="checkbox"/> No Electric <input type="checkbox"/> w/ Electric	<input type="checkbox"/>	Swimming Pool <input type="checkbox"/> In Ground <input type="checkbox"/> Above	<input type="checkbox"/>	Other:
Project Description					
Is that in addition to an existing permit?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide the permit number:		

Site Information				
Street Address of Proposed Project		Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>
Description of Property Use				

Property Owner Information	
Name	Email
Address	Phone Number

Contractor Information	
Business Name	Phone Number
License Holder's Name	Phone Number
Address	Email Address
License #	Expiration Date

License Type					
<input type="checkbox"/>	Master Electrician	<input type="checkbox"/>	Master Plumber	<input type="checkbox"/>	Responsible Master Plumber (RMP)
<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	HVAC	<input type="checkbox"/>	General Contractor
<input type="checkbox"/>	Other:				
Are you a registered contractor with the City?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If " Yes ", what is the last date of registration: _____		
If " No ", please complete a contractor registration form and provide all required documents.					

NOTICE TO APPLICANT: This permit is issued based on information furnished in this application and on any submitted plans, any change to plans after permit is issued must be approved by Building Official and additional fees may apply and is subject to the provisions and requirements of the City of Winnsboro Code of Ordinances and International Building Codes. Where work for which a permit is required by the code is started or preceded prior to obtaining said permit, the fees herein specified may be doubled. The payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work. Permit fees are nonrefundable.

Incomplete applications will not be processed.

Email application to: permit@winnsborotexas.com

Please allow 24 hours for permit processing and inspection requests.

I HEREBY ACCEPT ALL CONDITIONS HEREIN ABOVE MENTIONED AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE; I ALSO UNDERSTAND THAT THIS PERMIT EXPIRES SIX MONTHS FROM ISSUE DATE, AND THAT A 24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTION REQUESTS.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant Signature:

Accepted by (City Personnel):

Date: _____

Date: _____

BELOW COMPLETED BY CITY

Permits must be acknowledged by each of the following departments:

Department Name	Dept. Head Signature	Date
Public Works		
Water		
Wastewater		
Building & Code		
Fire Department		

Approved Disapproved By:

Printed Name & Position

Signature

Date



Contractor Registration

903.342.3654

501 S. Main, Winnsboro, TX 75494

permit@winnsborotexas.com

Registration Type

<input type="checkbox"/> Master Electrician	<input type="checkbox"/> General Contractor
<input type="checkbox"/> Master Plumber w/ RMP	<input type="checkbox"/> Other: _____
<input type="checkbox"/> HVAC / Mechanical	

Required Documents

Plumbers & Electricians are fee exempt but still must register and provide all documents. If your trade does not require a license, please provide current identification and proof of liability insurance coverage.

<input type="checkbox"/> Completed Contractor Registration Form	<input type="checkbox"/> Copy of State Trade License(s)
<input type="checkbox"/> Copy of Driver's License / Government I.D.	<input type="checkbox"/> Copy of Company Liability Insurance

Company Name _____ Owner Name _____

Company Address: _____

Contact Numbers (Cell) _____ (Office) _____

Name of License Holder _____ Email _____

Contractor Signature

Approved By Signature

Office Use

Date Registered: _____ Expiration Date: _____



Inspection Request

903.342.3654

501 S. Main Street

Winnsboro, TX 75494

permit@winnsborotexas.com

REQUESTS MUST BE RECEIVED BY 12:00 P.M. FOR NEXT DAY INSPECTION

Inspection Details			
Requestor Name		Permit Number	
Telephone		Email	
Inspection Address		Date Needed	
Special Instructions		Date Requested	

Inspection Type

<input type="checkbox"/> T-Pole	<input type="checkbox"/> Framing	<input type="checkbox"/> Construction Electric
<input type="checkbox"/> Yard Sewer	<input type="checkbox"/> Plumbing Top Out	<input type="checkbox"/> Gas Final
<input type="checkbox"/> Water Service	<input type="checkbox"/> Rough Gas Test	<input type="checkbox"/> Fireplace Final
<input type="checkbox"/> Plumbing Rough	<input type="checkbox"/> Mechanical Rough	<input type="checkbox"/> Plumbing Final
<input type="checkbox"/> Gas Wrap (underground)	<input type="checkbox"/> Electrical Rough	<input type="checkbox"/> Electrical Final
<input type="checkbox"/> Form Board Survey	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Mechanical Final
<input type="checkbox"/> Electrical Underground	<input type="checkbox"/> Energy Insulation	<input type="checkbox"/> Energy Final
<input type="checkbox"/> Mechanical underground	<input type="checkbox"/> Flatwork	<input type="checkbox"/> Building Final
<input type="checkbox"/> Piers	<input type="checkbox"/> All Seconds	<input type="checkbox"/> All Finals
<input type="checkbox"/> Foundation		
<input type="checkbox"/> Other: _____		

Permits

Table 1 - Building Permit Fee Schedule

Type	Base Fee	Additional Fee / Notes
Accessory Structures: Prefabricated	\$100	Storage Building, Carports (etc.)
Accessory Structures: Site Built	Based on Valuation Chart	Table 2 Table 3
Alarms	\$100	Annual Registration Required
Certificate of Occupancy	\$100	Change in use or Vacant > 90 days
Concrete / Flatwork	\$100	Contractor Registration Required
Contractor Registration	\$75	Liability Insurance Required
Customer Service Inspection	\$100	
Demolition	\$100	Utility Locates Required
Electrical	\$200	Contractor Registration Required
Temporary T-Pole	\$100	Contractor Registration Required
Extension Request	\$100	Three-month extension
Fence	\$100	Site Plan & Utility Locates Required
Garage Sale	\$5.00	72 Hour Maximum
General Construction	Based on Valuation Chart	Table 2 Table 3
HVAC / Mechanical	\$200	Contractor Registration Required
Manufactured Homes	\$200 (HUDD Only)	+ Trades
Moving Fee	\$100	Dwellings
Non-residential Construction	Table 2	
Plan Review	\$200	Per dwelling
Plumbing	\$200	Contractor Registration Required
Pools – In Ground	Based on Valuation Chart	+ Trades
Pools, Hot Tub & Spa	\$100	Site Plan Required
Residential Construction	Table 3	
Roofing	\$100	Only required if > 10% Replaced
Signs	\$100	+ Electrical if requested
Signs - Billboards	\$200 / Per Side	+ Electrical if requested
Specific Use Permit	\$250	Additional Requirements
Stop Work Order	Double Permit Fee	Violation or Failure To Pull Permit
Wastewater Discharge	\$125	Per Truck
Wastewater Industrial	\$200	Annual