

# BUILDING PERMIT PROCEDURES

This checklist is only an outline of some of the process for submitting permits. **NOTICE: If ANY work is done prior to the approval of permits, there will be a penalty assessed. The penalty fee must be paid BEFORE any further inspections can be completed and before a Certificate of Occupancy is issued. Please direct any questions you may have through email to [info@annettatx.gov](mailto:info@annettatx.gov).**

**ALL INSPECTIONS ARE REQUIRED BY THE GENERAL CONTRACTOR OR HOMEOWNER DIRECTLY THROUGH BUREAU VERITAS AT (877) 837-8775. Items to be inspected must be complete before calling for an inspection. Incomplete work is subject to a re-inspection fee of \$110. It is your responsibility to ensure all parties are aware of the Town of Annetta's inspection procedures.**

## Permit Checklist:

1. All contractors and sub-contractors must be registered in the Town of Annetta's Contractor Registry and provide a copy of master's license, driver's license and proof of liability insurance. **This must be done prior to completing or submitting permit application or required documents. WE WILL NOT ACCEPT INCOMPLETE DOCUMENTS.**
2. Once all contractors and sub-contractors have been registered, we require four (4) Residential Permit Applications in total. One main permit application will list all contractors and sub-contractors and must be signed by the general contractor or homeowner. Three (3) additional permit applications must be completed and signed by each sub-contractor or master licensed contractor.
3. Building plans, plot plans (site plan must include all survey information including legal description, lot dimensions, easements, existing structures and any water well(s) and/or septic location(s), foundation plans sealed by a State of Texas licensed engineer, energy report – **ALL DOCUMENTS MUST BE SUBMITTED ELECTONICALLY** on a flash drive or emailed to [info@annettatx.gov](mailto:info@annettatx.gov) (PDF formatted to print 11"x 17").
4. Review the Town of Annetta's Ordinance 168 and exhibits (2015 IRC Building Codes & 2014 National Electrical Code). Ordinance 168 is located on the Town's website at [www.annettatx.gov/government/complete-list-of-ordinances.html](http://www.annettatx.gov/government/complete-list-of-ordinances.html).
5. The General Contractor is responsible for **ALL** permit fees to be paid check or credit card. Water, meter and sewer tap fees must be paid by separate payment. The General Contractor is responsible for any damage to the water meter once installed. Payment must be submitted with the completed permit applications.
6. After approval of plan review by Bureau Veritas, the Town of Annetta will notify the applicant that the permit is ready for pick up. The permit must be displayed on site and visible from the road.
7. A garbage receptacle, constructed or rented must be on site. Republic Services is the only authorized vendor for trash removal/roll-off rental service. They can be contacted at (817) 441-2303. Please maintain your building site daily and be respectful of neighbors.