

This permit application is issued to allow construction conforming to the codes and ordinances of the Town. Should this application result in a permit, it will be based solely on the information furnished in this application and any submitted plans and is to the provisions and requirements of the Town of Addison Code of Ordinances as well as any other applicable ordinance.

PROPERTY ADDRESS

Property Address: _____ Suite Number: _____

Subdivision: _____ Lot: _____ Block: _____

Area (square feet): _____ Valuation: _____ Proposed Use: _____

Proposed Tenant: _____

APPLICATION TYPE

Commercial		Residential	
Accessory Building	Electrical	Mechanical	Retaining Wall
Addition	Fence	New Construction	Roof
Backflow	Foundation	Plumbing	Solar Ground Roof
Cellular Tower/Network Node	Remodel/Finish-Out	In-Ground Swimming Pool Above Ground Spa	Window
Demolition	Irrigation	Portable Trailer	Other
PROJECT DESCRIPTION/SCOPE:			

PROPERTY OWNER INFORMATION

Property Owner Name: _____

Mailing Address: _____

Email: _____ Telephone: _____

APPLICANT INFORMATION

Company Name: _____ Applicant Name: _____

Addison Registration #: _____ Telephone: _____ Email: _____

Mailing Address: _____

CONTRACTOR INFORMATION

*Contractors must register via CSS portal: https://egov.addisontx.gov/energov_prod/selfservice#/home

Mechanical, Electrical, Plumbing Trade Contractors are required to submit validation forms signed by the authorized signer or license holder.

Click [HERE](#) for validation forms

Asbestos Survey. Section 1954.259 of the Texas Occupations Code states: "A municipality that requires a person to obtain a permit before renovating or demolishing a public or commercial building may not issue the permit unless the applicant provides: 1) evidence acceptable to the municipality that an asbestos survey, as required by this chapter, of all parts of the building affected by the planned renovation or demolition has been completed by a person licensed under this chapter to perform a survey; or (2) a certification from a licensed engineer or registered architect, stating that: (A) the engineer or architect has reviewed the material safety data sheets for the materials used in the original construction, the subsequent renovations or alterations of all parts of the building affected by the planned renovation or demolition, and any asbestos surveys of the building previously conducted in accordance with this chapter; and (B) in the engineer's or architect's professional opinion, all parts of the building affected by the planned renovation or demolition do not contain asbestos." One of the above listed items must be included with the permit application.

Accessibility. State Law requires verification that a construction project has been registered with the Texas Department of Licensing and Regulation (TDLR) for compliance with the Texas Architectural Barriers Act. This act mirrors the requirements of the Federal ADA regulations. Section 469.102(d) of the Texas Government Code states: "A public official of a political subdivision who is legally authorized to issue building construction permits may not accept an application for a building construction permit for a building or facility subject to Section 469.101 unless the official verifies that the building or facility has been registered with the department as provided by rule." A copy of the registration form verifying registration with TDLR must be included with the permit application packet.

I hereby certify that the information provided by me on the above document is true and accurate to the best of my knowledge.

Applicant Name (Printed): _____ Date: _____

Applicant's Signature: _____