



Mountain City, Texas

For Official Use Only:

Permit # \_\_\_\_\_

Date Received: \_\_\_\_\_

## Building Permit Application

*For Residential, Swimming Pools, Ancillary Buildings, Fencing, Driveway Additions*

### Submittal Instructions

**Homeowner or representative must be present during the respective Board of Adjustment meeting to discuss the plans.**

1. Fill out the permit application completely.
2. For all Building Permit Applications;
  - a. Attach a copy of the site plan showing the information listed below;
    - i. Shape of the lot.
    - ii. Shape of the existing house on the lot.
    - iii. Draw the proposed construction in relation to the house and property lines.
    - iv. Indicate the distance from the proposed construction to all property lines.
    - v. Show the location and size of other structures on the lot including, but not limited to; pool, retaining walls, fences, ancillary buildings, swimming pool, reattached garage, propane tank, water collection system etc.
    - vi. Show the locations of electric, gas and water lines if applicable and in area of construction.
3. For Home Additions, include all of the aforementioned as well as:
  - a. A copy of a floor plan of the new rooms. The floor plan should show the following;
    - i. Show the types of rooms (living room, bedroom, utility, garage, etc)
    - ii. Show the size of the addition & placement.

**\*\*The exterior walls of any ancillary building, garage, residence or other structure, erected on a lot shall consist of a building product or material that is approved for use by an applicable national model code published within the last three code cycles\*\***

All construction permits are required to be in compliance with current City of Mountain City Code and Ordinances. All requestors must be current in Mountain City Water System payments with no outstanding fees.

**NOTE: Inspections are required for all permits at the homeowner's expense through an approved vendor. By submitting a Building Permit Application you are agreeing to these terms and requirements.**

Building Permits are valid for 1 year from the date of issuance. Projects must be complete within the year; extensions may be granted upon request through the Board of Adjustments.

**All permits must be legible and must be emailed to [mountaincitytx@gmail.com](mailto:mountaincitytx@gmail.com) no less than 2 weeks prior to the monthly meeting. Electronic copies must be clean, clear PDFs.**



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Homeowner Name(s):	
Homeowner Email Address	Phone:
Construction Address:	
General Contractor:	Phone:
Electrical Contractor:	Phone:
Plumbing Contractor:	Phone:
Mechanical Contractor:	Phone:
Describe Work Being Done:	
Area in Square Feet (Project Area) Project _____ Sq Ft _____	Any Heating or AC work Involved? <input type="checkbox"/> No <input type="checkbox"/> Yes Describe:
Any Electrical Work Involved? <input type="checkbox"/> No <input type="checkbox"/> Yes Describe:	Any Plumbing Work Involved? <input type="checkbox"/> No <input type="checkbox"/> Yes Describe:
Type of Foundation (Slab, Pier & Beam)	What Materials will be used on Exterior Walls?
What materials will be used for support posts for patio covers, etc (metal, brick, wood posts, etc)?	
What roofing materials will be used (Composition, roll, metal)?	How tall to the highest point of the roof or top of structure?
<b>NOTICE TO APPLICANT:</b> This permit is issued on the basis of information furnished in this application and on any submitted plans and is subject to the provisions and requirements of the City of Mountain City Code of Ordinances and any other applicable ordinances of the City, regardless of information and/or plans submitted. <b>Applicant must be current on Mountain City Water System payments and is agreeing to pay for inspections through an approved 3<sup>rd</sup> party vendor as requested by the City.</b>	
Applicant/Lot/Homeowner Name (printed)	
Signature	Date
<b>OFFICE USE ONLY</b>	
Construction Type	Reviewed and Accepted By: