

City of La Porte
604 W. Fairmont Pkwy
La Porte TX 77571

Planning & Development
BUILDING PERMIT APPLICATION

Phone: 281.470.5073
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permits@laportetx.gov

Applicant Name:		Project Address:		Site Plan No. if applicable:		
HCAD Parcel No. (s): (1) _____ (2) _____ (3) _____						
LEGAL DESCRIPTION:						
Property Owner:	Mailing Address:	E-Mail:	Phone:			
Contractor:	Mailing Address:	E-Mail:	Phone:			
Architect:	Mailing Address:	E-Mail:	Phone:			
Engineer:	Mailing Address:	E-Mail:	Phone:			
Contact Person:	Mailing Address:	E-Mail:	Phone:			
IS YOUR PROPERTY INSURED?			Business/ Project Name:			
		YES	NO			
Building Use:	No. of Stories:	Living Sq. Ft.	Garage Sq. Ft.	Porch Sq. Ft.	Other Sq. Ft.	Total Sq. Ft.
SELECT ALL THAT APPLY:		*RESIDENTIAL		COMMERCIAL		VALUATION REQUIRED \$ _____
		*DOES NOT REQUIRE VALUATION				
NEW	ADDITION	REMODEL	CULVERTS			
FOUNDATION	IRRIGATION	SIGN	OTHER			
FENCE	POOL	DRIVEWAY				
DESCRIBE WORK: _____						
APPLICATION CHECKLIST & SUPPORTING DOCUMENTATION:						
RESIDENTIAL PROJECT: COMPLETE BUILDING PERMIT APPLICATION AND (2) COMPLETE SET OF CONSTRUCTION PLANS OR TO SCALE DRAWINGS						
COMMERCIAL PROJECT: HARD COPIES: COMPLETE BUILDING PERMIT APPLICATION, (2) 24 X 36 COMPLETE PLAN SET, AND SITE PLAN USB MUST INCLUDE THE FOLLOWING IN PDF FORMAT: COMPLETE BUILDING PERMIT APPLICATION, COMPLETE PLAN SET IN A SINGLE FILE, AND SITE PLAN. (PLEASE DO NOT SUBMIT CD IN LIEU OF USB)						
<i>NOTE: SITE PLAN FEE DUE AT TIME OF SUBMITTAL. MAJOR SITE PLAN 10 ACRES OR GREATER: \$300.00 + \$5.00 PER ADDITIONAL ACRE; MINOR SITE PLAN LESS THAN 10 ACRES: \$200.00 + \$5.00 PER ADDITIONAL ACRE.</i>						
CONTRACTOR REQUIREMENTS: CURRENT GENERAL LIABILITY CERTIFICATE OF INSURANCE MINIMUM OF \$100,000. CITY OF LA PORTE; 604 W. FAIRMONT PKWY; LA PORTE, TX 77571 AS THE CERTIFICATE HOLDER.						
NOTE: NOT A VALID PERMIT UNTIL OWNER/ CONTRACTOR IS NOTIFIED OF APPROVAL AND ALL APPLICABLE FEES ARE PAID IN FULL.						
AS A CONDITION OF THIS SUBMITTAL, I AGREE TO ALLOW EMPLOYEES OF THE CITY OF LA PORTE TO ACCESS MY PROPERTY FOR THE PURPOSE OF INSPECTING OR VERIFYING INFORMATION PROVIDED IN THIS APPLICATION & THE PLANS SUBMITTED THEREWITH.						
SIGNATURE OF APPLICANT: _____		PRINTED NAME: _____		DATE: _____		
STAFF USE ONLY:						
TAXES:	CODE ENFORCEMENT:	FLOOD ZONE:	TYPE OF CONSTRUCTION:	TYPE OF OCCUPANCY:	USE ZONE:	
BASE PERMIT FEE	PERMIT FEE	PLAN REVIEW FEE	DRIVEWAY TIE-IN FEE	PARKLAND & ZONE FEE	OTHER FEE	
NEW WATER ACCOUNT SET-UP REQUIRED FOR THIS PROJECT:				YES	NO	
PERMIT APPLICATION RECEIVED BY:				DATE:		
PERMIT NO.				APPROVED FOR PERMIT ISSUANCE BY:		
				DATE:		