

City of Poteet

Office Use Only
Received Date:
Initials:

491 Ave H /P.O. Box 378 Poteet Tx 78065
Phone (830) 742-3574 Ext 206 Fax (830)742847

Office Use only
Reviewed By:
Approve Date:
Permit Number:

Miscellaneous Permit Application

Fill this form completely, supplying all necessary information and documentation to support your request; including but not limited to a copy of your contract, site plan, and construction plans. **Your application will not be accepted until the application is completed and required information is provided**

Address:

Property Owner Info

Name: _____

Physical Address: _____

Mailing Address: _____

Phone Number: _____

Sign Permit

Permanent

Temporary

30 day extention

Description of sign and use: _____

All work will require plans to be submitted and reviewed before the permit is issued. The Building Department has up to 7 business days to review plans and the application before any permit is issued or plans are sent back for correction.

Inspection and Re-inspection

Inspection outside of permit

After hours inpection

Contractor and Subcontractor Registration

Licensee Name _____

Company Name _____

Address _____

License Number if applicable _____

Expires: _____

Insurance Policy Number: _____

Phone _____

Will require copy of Driver's License, State Licenses, State Contractor Licenses, and Insurance Certificates, where applicable. This registration is required and if not completed, the contractor or tradesperson can face penalties and fines.

A permit becomes null and void if work or construction authorized does not commence within 6 months or if construction or work is suspended, or abandoned for a period of 6 months at any time after work is started. I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I understand granting of a permit does not presume to give authority to violate or cancel the provisions of any city guidelines, ordinances, codes, state or local laws regulating construction or the performance of construction.

(SIGNATURE OF OWNER, CONTRACTOR OR AUTHORIZED AGENT)

DATE

**Note: Inspection of permitted work may reveal code violations not discovered during plan review.

Permit application and registration can take up to seven business days to process once all required documents are submitted