



Phone: (903) 677-6615  
 Fax: (903) 220-0935  
 Email: [planning@athenstx.gov](mailto:planning@athenstx.gov)

Development Services  
 501 U.S. Highway 175 West  
 Athens, TX 75751

## BUILDING PERMIT APPLICATION

### PROJECT INFORMATION

This Project is:  Residential  Commercial/Multifamily

Property Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Business Name: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Project Value: \$ \_\_\_\_\_

#### Project Category:

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> New Construction    | <input type="checkbox"/> Remodel                 | <input type="checkbox"/> Addition        | <input type="checkbox"/> Accessory Building |
| <input type="checkbox"/> Mobile Home Install | <input type="checkbox"/> Plumbing Only           | <input type="checkbox"/> Electrical Only | <input type="checkbox"/> Mechanical Only    |
| <input type="checkbox"/> Demolition          | <input type="checkbox"/> Grading/Excavation Only | <input type="checkbox"/> Driveway/Patio  | <input type="checkbox"/> Curb Cut Only      |
| <input type="checkbox"/> Carport/Canopy/Tent | <input type="checkbox"/> Fence                   | <input type="checkbox"/> Other: _____    |   |

#### Project Description:

\_\_\_\_\_  
 \_\_\_\_\_

### APPLICANT CONTACT INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner (if different): \_\_\_\_\_

### CONTRACTOR INFORMATION

All Contractors must be registered with the City of Athens and appear in person to sign the permit prior to initiating work.

Contractor	Name	Contact Person	Phone	Signature
General:				
Plumbing:				
Electric:				
Mechanical:				
Other:				

*I agree to abide by all laws and ordinances governing this type of work whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. I acknowledge that all of the information provided in the application is true and correct to the best of my knowledge. Furthermore, I am the legal owner of the property described in the application or, alternatively, that I am authorized to represent all of the owners of the property where the construction will occur.*

**I have read and understand the supplemental information on the reverse side of this application.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved By: _____	Date Approved: _____	Permit #:
Reason for Decline:	_____		
Permit Fee:	Payment Date: _____	Received By: _____	Receipt #:



Phone: (903) 677-6615  
Fax: (903) 220-0935  
Email: [planning@athenstx.gov](mailto:planning@athenstx.gov)

Development Services  
501 U.S. Highway 175 West  
Athens, TX 75751

## BUILDING PERMIT APPLICATION

### APPLICATION SUBMITTAL REQUIREMENTS

1. Completed Application Form and Fee
2. For RESIDENTIAL BUILDING PROJECTS:
  - a. Site Plan (property lines, setbacks, easements, utilities, etc.)
  - b. Building Design and Materials (Engineer/Architect drawings if required)
  - c. If new residential, the City will require the following plans: floor, elevation, structural, foundation, electrical, plumbing, and mechanical.
3. For COMMERCIAL BUILDING PROJECTS:
  - a. Site Plan (property lines, setbacks, easements, utilities, etc.)
  - b. Building Design Materials (Engineer/Architect drawings if required)
  - c. Landscape Plans
  - d. Building Façade/Elevations
  - e. Civil Engineering Plans (if Required)
  - f. Asbestos Survey (for renovation and demolition projects)
4. Other information as requested by City Staff

### SITE PLAN REVIEW

A Site Plan Review with Development Services Staff shall be required for the following:

1. Any non-residential development
2. Any multifamily development or manufactured/mobile home park
3. Any development with two or more buildings per platted lot
4. Any Planned Development District or Specific Use Provision (public hearings may also be required).

### OTHER PERMIT CONDITIONS

1. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.
2. All permits require a final inspection.
3. It is the responsibility of the applicant to notify the City of Athens for all inspections required by the adopted Building Code.
4. It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted, altered, or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the City of Athens.