

CITY OF COMANCHE

101 East Grand Avenue
Comanche, Texas 76442

APPLICATION NO. _____

DATE: _____

PERMIT FEE: \$ 5.00

BUILDING PERMIT APPLICATION

OWNER - APPLICANT

NAME: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

CITY, STATE, ZIP: _____

MOBILE # _____

PROPERTY INFORMATION

STREET ADDRESS: _____ SUBDIVISION: _____

LOT NO. _____ BLOCK NO. _____ EXISTING USE: _____

CURRENT ZONING: _____ IS PROPOERTY LOCATED IN A FLOOD HAZARD AREA _____

SPECIAL USE PERMIT-VARIANCE REQUEST: _____

SCOPE OF WORK

RESIDENTIAL

COMMERCIAL

ESTIMATED PROJECT COST \$ _____

NEW CONSTRUCTION

REMODEL

RELOCATE

REPAIR

BUILDING ADDITION

STORAGE BUILDING

DEMOLITION

MOBILE-MANUFACTURED HOME

CARPORT

GARAGE

FENCE

DRIVEWAY

DECK/PATIO

SIGN

LOT SIZE: _____ SQ. FT.

BUILDING: _____ SQ. FT.

NO. PARKING SPACES: _____

UTILITIES

WATER

NEW LINE

ALTER EXISTING LINE

RELOCATE EXISTING LINE

SEWER

NEW LINE

ALTER EXISTING LINE

RELOCATE EXISTING LINE

ELECTRIC

NEW LINE

ALTER EXISTING LINE

RELOCATE EXISTING LINE

NAT. GAS/PROPANE

NEW LINE

ALTER EXISTING LINE

RELOCATE EXISTING LINE

TELCOM

NEW LINE

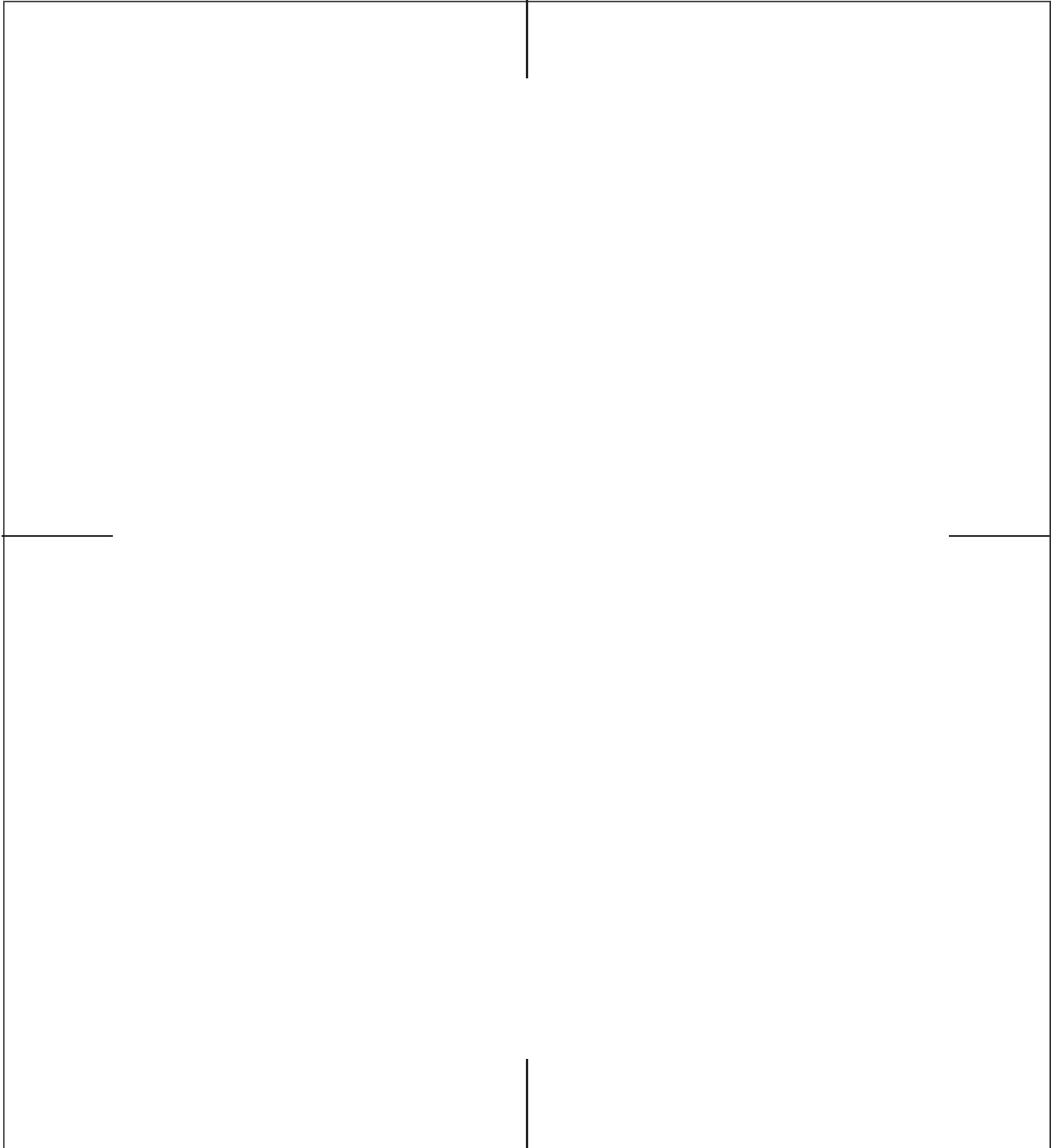
ALTER EXISTING LINE

RELOCATE EXISTING LINE

SITE PLAN

A Site Plan is required for all permits. Please indicate size and location of all existing and proposed structures, buildings, driveways; front, rear, and side setbacks; existing and proposed utility lines (water, sewer, electric, telecommunication, natural gas or propane tank); parking areas; and/or signage placement locations.

Please include a detailed description of proposed construction, roofing, fencing and paving materials, including the height of any proposed construction of structures, buildings, poles, signs, and towers. Please attach additional sheets if necessary.



GUIDELINES

1. A Site Plan **must** accompany the Permit Application.
2. **Include** photograph(s) and map of proposed project area as attachments to the Site Plan.
3. All permits and approvals must be obtained prior to commencement of the project.
4. If the project requires a variance or special use permit, approvals must be obtained from the Planning & Zoning Commission and the Comanche City Council prior to commencement of the project.
5. Permits are valid for six (6) months from the date of approval.

Please note that these guidelines are to provide assistance and may not be all inclusive. In some cases additional information may be requested to complete the permitting process.

The foregoing is a true and correct description of the improvement proposed by the undersigned applicant and the applicant states that he will have full authority over construction of same. The building permit shall not be held to permit or be an approval of the violation or modification of any provisions of City ordinances, codes, subdivision restrictions of State law, or be a waiver by the City of such violation. Alteration changes or deviations from the plans authorized by this permit are unlawful without written authorization from the City of Comanche. The applicant hereby agrees to comply with all City ordinances, codes, subdivision, restrictions and State laws and assume all responsibility for such compliance. Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance or if the work authorized by such permit is suspended or abandoned for six months after the time of work is commenced. This permit is good for six (6) months only. The Texas Department of Health requires that any public building be inspected for asbestos before major repairs, remodeling or demolition can begin.

PRINT (OWNER)

SIGNATURE

PRINT (CONTRACTOR)

SIGNATURE

DATE

APPROVALS: City Official _____

Date _____

Planning & Zoning Commission

Date _____

Comanche City Council

Date _____

COMANCHE BUILDING PERMITS

When is a Permit Required? A Building Permit is required to erect, construct, enlarge, alter, repair, improve, remove, convert, move or demolish any building or structure within the City's zoning jurisdiction.

Examples of Work Requiring a Permit: Any new construction, remodel, repair, demolition, building addition, storage building, porch, deck, patio, driveway, carport, garage, roof, fence, signs, mobile, manufactured, or modular home.

How do I obtain a Building Permit? You must complete a Building Permit Application in person at Comanche City Hall, 101 East Grand Avenue, and pay a Building Permit Fee. A Site Plan **must** be included in the submitted application.

How long does it take to get a Building Permit approved? You are strongly encouraged to submit your application **a minimum of sixty (60) days** prior to beginning your project.

What is the Review Process? There is a usually a three-phase Review and Approval Process for all Building Permits. The first phase of the Review Process is an application review by the Code Enforcement Officer Administrator and Development Director to ensure the project is compliant with City Ordinances. The second phase is the formal review and acceptance (or rejection) by the Planning & Zoning Commission (if necessary). If the Planning & Zoning Commission accepts the application, the Commission recommends the application move to the third and final phase, presentation to the Comanche City Council for final approval.

When can I start my project? You may begin your project once approval confirmation is received from the Code Enforcement Officer and/or the Comanche City Council regarding your Building Permit Application.

Please contact the Code Enforcement Officer at 325.356.2101 or Comanche City Hall at 325.356.2616 if you have any additional questions.