

CITY OF MONTGOMERY

P.O. BOX 708
MONTGOMERY, TX 77356
PHONE: 936-597-6434 |
Permits@ci.montgomery.tx.us
www.montgomerytexas.gov

CONSTRUCTION/DEMO PERMIT APPLICATION

For the erection of buildings, accessories, repairs, demolition,
moving, etc.

Expires in 6 months (180 days)
Non-Transferable

DATE OF APPROVAL: _____

PERMIT NUMBER: _____

Owner: _____ | Owner Phone #: (____) _____

Contractor: _____ | Cont. Phone #: (____) _____

Contractor Mailing Address: _____

City: _____ | State: _____ | Zip: _____

Job Site Address: _____

Residential or Commercial Project: _____ | Zoned: _____

LOT #: _____ | BLOCK#: _____ | LOT SIZE: _____ | BLDG. SIZE (SQ. FT.): _____

Description of work (Including Class & Construction Types):

VALUE OF TOTAL WORK: \$ _____

\$0 - \$1000	\$60 FLAT FEE
\$1,001-\$50,000	\$15.00 FOR FIRST \$1,000 + \$5.00 FOR EACH ADDT'L \$1,000 OR FRACTION THEREOF
\$50,001 - \$100,000	\$260.00 FOR FIRST \$50,000 + \$4.00 FOR EACH ADDT'L \$1,000 OR FRACTION THEREOF
\$100,001 - \$500,000	\$460.00 FOR FIRST \$100,000 + \$3.00 FOR EACH ADDT'L \$1,000 OR FRACTION THEREOF
OVER \$500,001	\$1,660.00 FOR FIRST \$500,000 + \$2.00 FOR EACH ADDT'L \$1,000 OR FRACTION THEREOF
PLAN REVIEW FEE	EQUAL TO ONE-HALF OF THE PERMIT FEE WHEN VALUATION EXCEEDS \$70,000.00

NOTICE: SEPARATE PERMITS ARE REQUIRED FOR PUBLIC UTILITIES, ELECTRICAL, PLUMBING, HEATING, VENTILATION, AIR CONDITIONING, GRADING, ALARMS, ROOFING, LANDSCAPING, FIRE SPRINKLERS AND LAWN SPRINKLERS.

I hereby certify that I have read and examined this application and know the same to be true & correct. All provisions of law and ordinances governing this type of work will be complied with whether or not specified herein. The granting of this permit does not presume to give authority to violate or cancel the provisions of any state or local law office regulating construction of the performance of construction.

Name of Applicant: _____

Applicant Signature: _____

OFFICE USE ONLY

Plan Review Fee: \$ _____

Accepted By: _____

Permit Fee: \$ _____

Issued By: _____

PERMIT FEE TOTAL: \$ _____

BUILDING PERMITS AND INSPECTIONS
City of Montgomery

The Building Permit and Inspection office of the City of Montgomery is located at City Hall. Permit Applications, a copy of the Building Code, and all other forms are available there.

To obtain a Building Permit, the Applicant must submit the following as a minimum requirement for accepting the application for review. Additional items may be required by the review process depending on the specific situation. The applicant will receive the City's comments in writing within 10 days.

Building Permits:

1. Four sets of drawings (One set will be returned to the Applicant). If the applicant needs more sets of approved drawings, then additional drawings should be submitted with application.
2. Design Professional: When it is required that documents be prepared by a registered design professional, the building official shall be authorized to require the owner to engage and designate on the building permit application a registered design professional who shall act as the registered design professional in responsible charge in accordance with IBC 106.3.4.
3. Information on construction documents. Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official.
4. Site Architectural Plans showing the proposed structures, parking requirements, drives, and improvements in relation to all lot lines, building setback lines, existing structures, roads, etc. Site Plan should indicate zoning classification of property, location of utilities and connections to city facilities. Grease and lint traps are required for all restaurants and clothes cleaning buildings are applicable. The building plans should show the building floor plan, proposed occupancy classification, ingress and egress, construction materials, fire protection system, accessibility, exterior wall envelope, framing details and other features to show compliance with International Building Code.
5. Structural Plans (for building and foundation). Must be certified by a licensed Engineer. Submit copy of soils report for design of foundation. Structural Plans for a residential structure less than two stories are not required to be prepared by a licensed engineer unless required by other jurisdictions.
6. Drainage Plan. Show the location of all existing and proposed buildings and structures, easements, storm sewers, natural drains, utility lines, and existing ground elevation. Show elevations based on the FEMA Firm datum and indicate

the elevation of the 100-year flood plain if applicable. Finished floor elevations of proposed buildings near the floodplain shall be a minimum of one (1) foot vertically above the calculated 100-year high water elevation. Where not in a flood plain, slab shall be one (1) foot above the curb or surrounding natural ground as applicable. Drainage design in accordance with Montgomery County Drainage Criteria, latest edition. Note: Residential drainage plan not required if in a platted subdivision with an approved drainage plan. Professional engineer not required for residential drainage plan unless the property is in flood plain.

7. Sprinkler System if required by the Fire Department. Not required for single family residential.
8. Copy of latest deed, survey, and recorded plat (if applicable). Platting is required if the land is to be developed or subdivided or if the land was previously subdivided without compliance with the subdivision ordinance.
9. Plumbing plan in accordance with International Building Code. Plan shall be prepared by a licensed plumber or a professional engineer where required by code.
10. Electrical plan in accordance with National Electric Code. Plan shall be prepared by a licensed electrician or a professional engineer where required by code.
11. Heating/AC/Mechanical plan in accordance with International Building Code. Plan shall be prepared by a certified design professional or professional engineer where required by code.
12. A building permit is required for every building or renovation. Separate permits are required after the building permit is issued for the following trades: plumbing, HVAC/Mechanical, electrical.
13. If land is in flood plain, a separate (Chapter 42) development permit is required prior to application for building permit.
14. Other applicable permits, codes: Subdivision ordinance, utility ordinance, flood ordinance, zoning ordinance, sign ordinance.
15. Approved Construction Documents and Permits shall be retained on site during the period of construction. Building Permits are issued with conditions listed on the permit form including: Construction must commence in 6 months and proceed to completion. If construction does not commence in 6 months or is suspended for more than 6 months, the permit expires.
16. No building permit will be issued unless water and sewer service is available. Separate water and sewer tap application and fee required.
17. HUD Code homes submittals shall indicate compliance with HUD Code home ordinance.
18. Other agencies approvals: Where applicable, submit TxDOT Driveway Permit, Texas Accessibility Standards Permit, Stormwater Discharge Permit, and/or other applicable permits by state or federal agencies.

19. A separate tap fee is required for a commercial irrigation system. This tap fee is separate and in addition to the initial water and sewer tap.
20. Sign Permits are required in the City of Montgomery. See City Secretary for details.

Permit & Inspection Info Sheet

Phone: 936-597-6434

Fax: 936-597-6437

Email: Permits@ci.montgomery.tx.us

You may pull a permit no later than 4:30 PM, Monday – Friday. This will allow the clerk time to process your request before the close of business day.

Permit Requests:

- The permit application must be filled out in its entirety. A form that isn't completed will be returned to the applicant.
 - *Residential & Commercial Building permits or Mechanical/HVAC, Electrical, and Plumbing (MEPs) permits that aren't associated with a building permit will require additional documents and go through a review process prior to a permit being issued. Plan reviews can take up to 10 business days.*
- There must be a current Contractor Registration form on file, along with a copy of the contractor/master license and general liability insurance with the City of Montgomery listed as the certificate holder. Only those listed on the registration form will be allowed to pull a permit on the company's behalf.
 - *If this is the first time the contractor is pulling a permit in the City of Montgomery, the license holder will need to visit the City of Montgomery's office to pull the permit in person, providing the above information. Once a relationship has been established, all current registered contractors may pull a permit and submit renewed copies of licenses and insurance certificates via email.*
 - *Plumbers are not required to submit proof of insurance with their license.*
 - *All certificate of insurances must list City of Montgomery as the certificate holder and list the physical address: 101 Old Plantersville Rd, Montgomery TX, 77356*
- All fees must be paid prior to a permit being issued. Acceptable forms of payment include: cash, checks, money orders, or credit/debit cards as long as they are either MasterCard, Visa, or Discover cards.

- *For those who are registered, the City of Montgomery can take a credit/debit card payment via phone at 936-597-6434. Call and ask to speak with the permit department.*

Inspection Requests:

- All inspection requests must be sent via email to permits@ci.montgomery.tx.us with the subject Inspection Request.
- The following information is required in the body of the email:
 - Permit Number
 - Name of Contractor
 - Contact Number
 - Job Site Address
 - Type of Inspection

Missing information may cause a delay in your inspection!

- For next business day inspections, the email request must be received **no later than 11 AM**. Requests received after 11 AM will not guarantee a next business day inspection, and it may take place the following business afternoon.
- Normal inspection requests are covered in your permit price, however any urgent inspection requests will require an additional \$75 payment. This must be paid prior to the inspection taking place.
 - *Urgent inspections availability is up to the inspector's schedule.*
- In the event that a re-inspection is required for a failed inspection, the cost for a re-inspection is \$75 and must be collected prior to scheduling the inspection.