

## **Permit & Inspection Info Sheet**

**Phone: 936-597-6434**

**Fax: 936-597-6437**

**Email: [Permits@ci.montgomery.tx.us](mailto: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](mailto: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.