



www.montgomerytexas.gov

101 Old Plantersville Road

Montgomery, TX 77316

Phone: 936-597-6434

Fax: 936-597-6437

permits@ci.montgomery.tx.us

COMMERCIAL BUILDING PERMIT APPLICATION

For the erection of buildings, accessories, repairs, demolition, moving, etc. Expires in 6 months. (180 days); Non-Transferable.

Building Permit # _____

Application Date: _____

E-911 Designated Jobsite Address: _____

Legal Property Description: _____ **Lot:** _____ **Block:** _____ **Section:** _____

Property Owner: _____ **Phone:** _____ **Email:** _____

Property Owner Mailing Address: _____

Contractor: _____ **Company Email:** _____

Company Address: _____

Field Supervisor Name: _____ **Email:** _____

Cell Phone: _____ ☐ Proof of Ownership: Deed/Lease Attached

Type(s): ☐ New ☐ Addition ☐ Shell Build-Out ☐ Remodel ☐ Exterior ☐ Interior **Gross Square Footage:** _____

Project Valuation: \$ _____ **Type of Construction (IBC 602):** _____

Occupancy Classification (IBC 302): _____

\$0.00 - \$1,000 = \$60.00 Flat Fee **(Permit Fee is based on Valuation plus \$300 Base Application Fee)**
\$1,001 - \$50,000 = \$15.00 for first \$1,000 + \$5.00 for each additional \$1,000 or fraction thereof
\$50,001 - \$100,000 = \$260.00 for first \$50,000 + \$4.00 for each additional \$1,000 or fraction thereof
\$100,001 - \$500,000 = \$460.00 FOR FIRST \$100,000 + \$3.00 for each additional \$1,000 or fraction thereof
OVER \$500,001 = \$1,660.00 FOR FIRST \$500,000 + \$2.00 for each additional \$1,000 or fraction thereof

PLAN REVIEW FEE IS HALF OF TOTAL PERMIT FEE - DUE UPON SUBMITTAL

Separate Permits are required for Public Utilities; Electrical; Plumbing; Mechanical; Heating, Ventilation & Air Conditioning; Grading; Alarms; Roofing; Landscaping; Fire Sprinklers and Lawn Sprinklers. I hereby attest that I am the legal owner or authorized agent of the property described on this document. I certify that I am an authorized signer with the authority to submit this application. I certify that I have read and examined this application and attest that the information I am providing is correct. I understand that it is against the law to make a false statement on a government document and that incomplete applications will be denied. I agree to comply with all provisions of laws and ordinances governing this type of work, whether specified herein or not. The approval of this application 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.

Applicant Signature: _____ **Printed Name:** _____ **Date:** _____

OFFICE USE ONLY

☐ Received for Review by: _____ **Date:** _____

☐ Approved by: _____ **Date:** _____

Re-inspections=\$75 each.

Additional inspections required during project = \$100 each.

☐ Fire Marshall Approval

Base Application Fee:	\$ 300.00
+ Fee Based on Valuation:	\$
Building Permit Fee	\$
Plan Review Fee	\$
Receipt #:	

Revision: 05/21/2025