



# Building Permit Application

City of Westworth Village – Permits Department: 817-710-2505  
311 Burton Hill Rd., Westworth Village, TX 76114

Permit Application Type:                     Residential                     Commercial                     ROW/ Utility

**(SEPARATE PERMITS REQUIRED FOR ALL TRADE WORK)**

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

Property Owner: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Construction Type:     New                     Addition                     Remodel/ Repair/ Alteration

Proposed Use of Building/ Land: \_\_\_\_\_

Value of Construction: \_\_\_\_\_ SQ. FT.: \_\_\_\_\_

General Contractor Name: \_\_\_\_\_ Licensed Contractor #: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Detailed Description of Work:

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### NOTICE:

THIS PERMIT IS ISSUED BASED UPON CURRENT APPROVED INTERNATIONAL BUILDING CODE AND THE CITY OF WESTWORTH VILLAGE CITY ORDINANCES. EVERY PERMIT ISSUED SHALL BECOME INVALID UNLESS THE WORK ON THE SITE AUTHORIZED BY SUCH PERMIT IS COMMENCED WITHIN 180 DAYS AFTER ITS ISSUANCE, OR IF THE WORK AUTHORIZED ON THE SITE BY SUCH PERMIT IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AFTER THE TIME THE WORK IS COMMENCED. THE BUILDING OFFICIAL IS AUTHORIZED TO GRANT, IN WRITING, ONE OR MORE EXTENSIONS OF TIME, FOR PERIODS NOT MORE THAN 180 DAYS EACH. THE EXTENSION SHALL BE REQUESTED IN WRITING AND JUSTIFIABLE CAUSE DEMONSTRATED.

I HEREBY CERTIFY THE FOREGOING TO BE CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO AGREE THE SAID WORK SHALL BE PERFORMED IN CONFORMANCE WITH THE INFORMATION HEREIN SET FORTH AND ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING THE PERFORMANCE OF WORK.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name (Print)*

**FOR INTERNAL CITY USE ONLY**

**A. PERMITS DEPARTMENT**

- Application & Plans Received by: \_\_\_\_\_ Date: \_\_\_\_\_
- Application Payment Received by: \_\_\_\_\_ Date: \_\_\_\_\_
- Registration with City Verified by: \_\_\_\_\_ Date: \_\_\_\_\_
- Entered into Incode & Tyler Content Manager Project Code: \_\_\_\_\_ Date: \_\_\_\_\_

**B. BUILDING DEPARTMENT**

- Application Approved     Application Denied    Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason for Denial: \_\_\_\_\_
- Application Routed to Public Works Department by: \_\_\_\_\_ Date: \_\_\_\_\_

**C. PUBLIC WORKS DEPARTMENT**

- Application Approved     Application Denied    Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason for Denial: \_\_\_\_\_

*If approved for permit, route to Permits Department. If denied, route to City Secretary for issuance of denial notice.*

- Application Routed to Permits Dept. or City Secretary by: \_\_\_\_\_ Date: \_\_\_\_\_

**D. COMMUNITY DEVELOPMENT DEPARTMENT**

- Signature Required if for ROW/ Utility: \_\_\_\_\_ Date: \_\_\_\_\_

**E. PERMITS DEPARTMENT**

- Inspection Forms Received and Scanned by: \_\_\_\_\_ Date: \_\_\_\_\_
- Permit Created by: \_\_\_\_\_ Permit # Issued: \_\_\_\_\_ Date: \_\_\_\_\_
- Routed to Building Department by: \_\_\_\_\_ Date: \_\_\_\_\_
- Permit Mailed to Applicant by: \_\_\_\_\_ Date: \_\_\_\_\_
- Permit & Application Added to Property File by: \_\_\_\_\_ Date: \_\_\_\_\_
- Permit File Closed by: \_\_\_\_\_ Date: \_\_\_\_\_

**F. CITY SECRETARY**

- Denial Notice Mailed to Applicant & Copied to Application by: \_\_\_\_\_ Date: \_\_\_\_\_

**G. RECORDS DEPARTMENT**

- PW5250-04a – Applications for which permit granted – Keep application for 5 years; or, if property subject to issuance of certificate of occupancy, date of issuance of the certificate + 5 years.
- PW5250-04b - Applications for which permit *not granted* – Keep application for 1 year.