



**DEVELOPMENT SERVICES DEPARTMENT**

**Permits and Inspections Division**

1522 Texas Parkway, Missouri City, TX 77489

Phone (281) 403-8600 • Fax (281) 261-4382

www.missouricitytx.gov

developmentservices-psr@missouricitytx.gov

**RESIDENTIAL BUILDING PERMIT APPLICATION**

**\*Applicant must complete all required spaces where applicable**

**EXTERIOR MODIFICATIONS ONLY:** This work  DOES NOT  DOES lie within the authority of a HOA. If it DOES, you must provide a copy of the notification letter sent to the HOA.\*

**NOTICE:** Separate permits are required for electrical, mechanical, plumbing, heating, or ventilation.

1. JOB ADDRESS* (correct address is required to process this application)																	
2. LEGAL DESC*	LOT NO	BLOCK	TRACT/SUBDIVISION														
3. OWNER*	MAILING ADDRESS		ZIP PHONE														
4. CONTRACTOR*	MAILING ADDRESS		ZIP PHONE														
5. ARCHITECT OR DESIGNER*	MAILING ADDRESS		ZIP PHONE														
6. ENGINEER*	MAILING ADDRESS		ZIP PHONE														
7. USE OF BUILDING*																	
8. CLASS OF WORK*: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTER /REPAIR <input type="checkbox"/> GRADE / FILL <input type="checkbox"/> UTILITIES <input type="checkbox"/> MISC*																	
9. DESCRIBE TYPE OF WORK YOU ARE PERFORMING*:																	
10. FLOOD ZONE*: <span style="float:right">*FEMA Certificate is REQUIRED regardless of Flood Zone</span> If yes , Please provide a Supplemental Form for Floodplain Management																	
11. TYPE OF ROOF*:																	
12. TOTAL VALUATION OF WORK*: (New Homes: Total selling price of home, including lot price)																	
13. BUILDING HEIGHT*:		<b>APPLICANT TO COMPLETE*</b>  (State N/A to those sections that do not apply)															
14. SLAB ELEVATION*:	(For Office Use Only)																
Slab/lowest floor of structure shall be certified by a registered engineer or registered public surveyor to be in compliance with the COMC Code of Ordinances-Chapter 42 Floodplain management. A signed and stamped form survey with slab form MSL elevation shall be submitted prior to slab inspection. Where construction is in a flood zone: Finished construction elevation certificate will be required to obtain the certificate of occupancy.	<b>Building Permit #</b> _____  <b>Plan Review Fee:</b> \$ _____ (Due at time of submittal)  <b>Inv: #</b> _____  <b>PSR:</b> _____  <b>Date:</b> _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td># of Stories</td> <td>Construction Type</td> <td>Occupancy Group</td> </tr> <tr> <td>1<sup>st</sup> Floor (SF)</td> <td># of Sleeping Rooms</td> <td></td> </tr> <tr> <td>2<sup>nd</sup> Floor (SF)</td> <td>Total Paving</td> <td>Use Zone</td> </tr> <tr> <td>3<sup>rd</sup> Floor (SF)</td> <td>Lot Size</td> <td>Fire Sprinkler Req</td> </tr> <tr> <td>Garage (SF)</td> <td>Total Bldg (SF)</td> <td>% Lot Coverage</td> </tr> </table>	# of Stories	Construction Type	Occupancy Group	1 <sup>st</sup> Floor (SF)	# of Sleeping Rooms		2 <sup>nd</sup> Floor (SF)	Total Paving	Use Zone	3 <sup>rd</sup> Floor (SF)	Lot Size	Fire Sprinkler Req	Garage (SF)	Total Bldg (SF)	% Lot Coverage
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**PLAN REVIEW APPROVAL**

Building Official \_\_\_\_\_

Date \_\_\_\_\_

**Building Permit Fee \$** \_\_\_\_\_  
(Due at time of approval)

**Inv: #** \_\_\_\_\_

**PSR:** \_\_\_\_\_

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

I hereby certify that I have read and examined this application and know the same to be true and correct. All Provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.\*

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Fax Number

**PLAN REVIEW FEE**

When the valuation of the proposed construction exceeds \$1,000.00, and the City requires a plan to be submitted, a plan-review fee shall be paid to the City at the time of submitting plans and specifications. Such plan review fee shall be equal to one-half of the required building permit fee. **Such fee is in addition to the Building Permit Fee.**

**BUILDING PERMIT FEES (Total Valuation)**

**A. Building**

Less than \$1,000	\$15.00 fee
\$1,000 to \$49,999.99	\$15.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$49,999.99
\$50,000 to \$99,999.99	\$260.00 for the first \$50,000 plus \$4.00 for each additional thousand or fraction thereof, to and including \$99,999.99
\$100,000 to \$499,999.99	\$460.00 for the first \$100,000 plus \$3.00 for each additional thousand or fraction thereof to and including \$499,999.99.
\$500,000 and up	\$1,600.00 for the first \$500,000 plus \$2.00 for each additional thousand or fraction thereof.

**B. Moving Fee**     \$100.00     For the moving of any building or structure.

**C. Demolition Fee:** \$50.00     For the demolition of any building or structure,  
0 to less than 100,000 cu. ft.

                                 \$0.50/     100,000 cu. ft. and over  
                                 1,000 cu ft.

**PENALTIES**

Where work for which a permit is required by this Code is started or proceeded prior to obtaining a permit, the fees herein specified shall be doubled, but the payment of such double fees shall not relieve any persons from fully complying with the requirements of this Code in the execution of the work nor from any other penalties prescribed herein. Revised 8-16-18