



City of Willow Park

516 Ranch House Road

Willow Park, Texas 76087

Phone: (817) 441-7108 * Fax: (817) 441-6900

www.willowpark.org

Residential: Electrical – Plumbing – Mechanical

The City of Willow Park has adopted the 2012 versions of the International Codes (Building, Residential, Mechanical, Plumbing, Energy, Fuel Gas, Fire) and the 2011 National Electric Code.

When is a permit needed?

Electrical Upgrades/ Repairs - A permit is required for all service upgrades, service repairs or circuit replacements.

Plumbing Upgrades/ Repairs - A permit is required when a gas line is added, replaced or repaired, installing gas logs inside your fireplace, replacing a gas or electric water heater, adding a water softener to your home or sprinkler system, replacing water and sewer lines.

Irrigation Systems - A permit is required for the installation or repair of all residential irrigation systems. An approved backflow device must be installed with each sprinkler system and a backflow test report must be submitted to the city.

Mechanical Upgrades/ Repairs - A permit is required when an air conditioner or furnace is replaced or repaired.

What is needed to obtain a permit? A plan review is not required, but a permit fee is due upon permit issuance. Permit fees are non-refundable.

Submittal documents: Fill out a Residential permit application.

Inspections

Request an inspection from Bureau Veritas. Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day.

Phone: toll free (877) 837-8775

Fax: toll free (877) 837-8859

Can also be emailed to: inspectionstx@us.bureauveritas.com

All Electrical, Plumbing, Irrigation and Mechanical work described above require an inspection and Contractor Registration.



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Residential Permit Application

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Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning District: _____	
Lot: _____	Block: _____	Subdivision: _____	
Project Description:			
NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	
PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>	DEMO <input type="checkbox"/>
DRIVEWAY <input type="checkbox"/>	FENCE <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
Description of Work:			
Area Square Feet:		Covered	
Living: _____	Garage: _____	Porch: _____	Total: _____
Number of stories: _____			
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information: _____		
Name: _____		Contact Person: _____
Address: _____		
Phone Number: _____	Fax Number: _____	Email: _____

General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

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 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 construction or the performance of construction.

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY:

Approved by: _____	Date approved: _____
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Building Permit Fee: \$ _____
Plan Review Fee: \$ _____
Electrical Permit Fee: \$ _____
Plumbing Permit Fee: \$ _____
Mechanical Permit Fee: \$ _____

Total Permit Fees: \$ _____
Received By: _____
Date: _____
BV Project #: _____



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Contractor Registration Form

TYPE OF CONTRACTOR LICENSE

_____ ELECTRICAL CONTRACTOR

_____ MASTER ELECTRICIAN

_____ JOURNEYMAN ELECTRICIAN

_____ MASTER SIGN ELECTRICIAN

_____ MECHANICAL (HVAC)

_____ IRRIGATOR (LANDSCAPE)

_____ BACKFLOW (*special form required*)

_____ MASTER PLUMBER

_____ JOURNEYMAN PLUMBER

_____ OTHER

_____ THIRD PARTY ENERGY PROVIDER

CONTRACTOR INFORMATION

COMPANY NAME: _____

PHONE: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

LICENSEE NUMBER: _____

PHONE: _____

ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

SIGNATURE: _____

DATE: _____

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE

City of Willow Park must be listed as Certificate Holder on Liability Insurance Document