



TOWN OF DOUBLE OAK
320 Waketon Road
Double Oak, Texas 75077
P: 972-539-9464 F: 972-539-9613
permits@doubleoak.texas.gov

Building Permit Application
Commercial Building Application

PERMIT #

DATE: / /

Location & Description of Work

(Location of Work)

(Subdivision Name)

(Lot #)

(Block #)

(Description of Work)

(Homeowner's Name)

(Homeowner's Phone)

(Email)

Project Information

Type of Work: New Construction New Construction (Shell Only) Addition/Expansion

Remodel/Alteration/Tenant Finish Out Other: _____

Occupancy Classification: _____

Square Footage: _____

Construction Type: _____

General Contractor Information

(Company Name)

(Address)

(City)

(Zip Code)

(Contact Name)

(Phone)

(Fax)

(Email)

(License #)

Electrical Contractor Information

(Company Name)

(Address)

(City)

(Zip Code)

(Contact Name)

(Phone)

(License #)

Plumbing Contractor Information

(Company Name)

(Address)

(City)

(Zip Code)

(Contact Name)

(Phone)

(License #)

PLEASE COMPLETE THE INFORMATION REQUIRED FOR THE PERMIT REQUESTED

Visit <https://www.doubleoak.texas.gov> for ordinance information.



TOWN OF DOUBLE OAK
320 Waketon Road
Double Oak, Texas 75077
P: 972-539-9464 F: 972-539-9613
permits@doubleoak.texas.gov

Building Permit Application
Commercial Building Application

PERMIT #

DATE: / /

Mechanical Contractor Information

(Company Name)

(Address)

(City)

(Zip Code)

(Contact Name)

(Phone)

(License #)

Application Checklist

- 1) Application completed and signed.
- 2) Submit Fees (\$0.75 Sq ft plus all required permits).
- 3) All Contractors information & license #'s
- 4) The required documents below:

CONSTRUCTION DOCUMENT SUBMITTALS: The Site Plan and Civil Plans must be approved before the building application is accepted. Three (3) copies of the completed sets of construction documents and one electronic copy are required for plan review. Construction documents must be submitted along with completed permit application form and information sheet.

- An additional set of plans will be required for fire sprinklered buildings
- An additional set of plans will be required for projects which require a health review

Note: Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered/Licensed Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS:

(Town Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

- A. Floor plans and roof plans (if existing layout of building before and after construction)
- B. Exterior elevation
- C. Door schedules, window schedules, hardware schedules
- D. Construction details, interior elevations and interior finish schedules
- E. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details.
(Engineering letter for foundation design is required)
- F. Mechanical, electrical and plumbing site plans and schedules
- G. Plumbing plans (including riser diagram)
- H. Mechanical plans
- I. Electrical plans (including riser diagrams)
- J. Driveway plans, concrete with location of curb cut, sidewalks and/or culverts
- K. One of the following: Aerobic System Design with affidavit to the Public and 2-year agreement; if not connecting to public sewer
- L. Certified Energy Compliance Report
- M. Landscape Plan
- N. Site Plan
- O. Masonry Plan
- P. Tree preservation plan
-

PLEASE COMPLETE THE INFORMATION REQUIRED FOR THE PERMIT REQUESTED

Visit <https://www.doubleoak.texas.gov> for ordinance information.



TOWN OF DOUBLE OAK
 320 Waketon Road
 Double Oak, Texas 75077
 P: 972-539-9464 F: 972-539-9613
 permits@doubleoak.texas.gov

**Building Permit Application
 Commercial Building Application**

PERMIT #

DATE: / /

- Q. Fire alarm, fire sprinkler and/or fire protection plan (The Fire Department will answer questions on sprinklers, alarms etc.) This may be submitted after start of construction and a separate permit is needed.
- R. Asbestos Survey (If renovation or demolition before work can start)
- S. Texas Department of Licensing and Regulation architectural barriers project registration information
- T. All buildings will need a Knox box.
- 5) ComCheck Report with Compliance Statement

The applicant/contractor agrees to execute the work in conformance with the plans attached to this application, and agrees to abide by the Building Codes and Ordinances of the Town of Double Oak. These plans (substantially) meet the minimum code requirements of the Town of Double Oak. The applicant is responsible for any and all engineering bills and legal fees if required for the project. Legal fees and engineering fees incurred by the Town in the review and processing of this permit application are pass-through costs that shall be reimbursed by the applicant and is a condition of final approval. Oversights and errors in plans **DO NOT** relieve the contractor or builder of the responsibility of complying with codes and laws in effect at time of issuance.

APPLICANT SIGNATURE

DATE

APPROVED BY BUILDING INSPECTOR

DATE APPROVED

ALL ENGINEERING FEES WILL BE PAID BY THE APPLICANT.

Related Information

- No work, including but not limited to: erosion control, site grading, tree removal, lot-benching, retaining walls, etc., can begin prior to approval of permit application
- Demolition of any existing structures requires a separate demolition permit.
- Separate permit applications and fees are required for any fence, accessory structure and an irrigation system.



TOWN OF DOUBLE OAK
320 Waketon Road
Double Oak, Texas 75077
P: 972-539-9464 F: 972-539-9613
permits@doubleoak.texas.gov

Building Permit Application
Commercial Building Application

PERMIT #

DATE: / /

SCHEDULE OF INSPECTIONS

Call (972)539-9464 to schedule inspections.

Requirements:

Requirements

- Each builder must have a portable toilet for each 1-3 houses under construction.
- Trash bins must be on site
- Erosion control fencing must be in place on the job site.
- Permits must be posted in a visible location and the address must be posted to obtain an inspection.

Required Building Inspections

The mission of the Building Inspection Department is to create and maintain a safe and healthy environment by reasonable enforcement of the codes, providing efficient customer service, and ensuring quality in the design, construction, and use of properties within the Town. This is done through review of requests for permits, confirming compliance with all state and local codes and ordinances, inspection of new construction projects and inspection of existing buildings for code compliance and issuance of construction permits.

1. Temporary Electrical Power Pole
2. Piers (if necessary for this project)
3. Rough Plumbing /Underground Plumbing (Form Board Survey Required)
4. Public Utilities (Storm and Sewer Improvements)
5. Electrical Underground
6. Grade Beam (pre-pour)
7. Foundation (pre-pour)
8. Sidewalk & Approach
9. Seconds (All trades, mechanical, electrical, plumbing (top-out), framing (including gas rough) ready for pre-drywall inspection)
10. Gas Inspection
11. Exterior Sheathing (Wind Bracing) – Before Exterior Wrap, Siding & Brick
12. Duct Rough-ins
13. Insulation (Energy Compliance with Insulation, Doors & Windows)
14. Sheetrock Under stairs, showers, tubs, nailing, fire-walls
15. Wall Ties (May be separate inspection or with seconds)
16. Electrical Above Ceiling – Before Ceiling Tile
17. Final Electrical
18. Fire Lanes (pre-pour steel inspection)
19. Backflow Inspection report if required in the building or irrigation system is installed
20. All finals (plumbing, mechanical & Certificate of Occupancy)
21. Final inspections will not be completed until all other applicable inspections are completed such as Landscaping, Fire and Health.

PLEASE COMPLETE THE INFORMATION REQUIRED FOR THE PERMIT REQUESTED

Visit <https://www.doubleoak.texas.gov> for ordinance information.