



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
Request for Variance

PERMIT #

DATE: / /

Type of Application (check the appropriate box)

- Zoning Sign Subdivision Other

Property Owner and Authorization (*sign and notarize*)

(Company Name)	(Email)
(Physical Address)	(City) (State) (Zip Code)
(Mailing Address)	(City) (State) (Zip Code)
(Property Owner Name)	(Phone) (Fax)

General Description/Reason of Request (*complete the following*)

Subject Property Information: (*complete the following*)

(General location, street address if known; if not known, provide name of street fronting property and name and distance to nearest cross street)

(Subdivision Name) (Lot #) (Block #)

Items Required with Submittal (please check the boxes to indicate items submitted with the application)

- 1) Attach a site plan, maps, designs or any other documents deemed necessary. (digital versions shall be sent to permits@doubleoak.texas.gov)
- 2) Submit Application Fee (\$150.00)

Engineering fees will be billed separate from the application fee.
Applicant or their designated representative will be responsible for all engineering fees.

I certify that I am the legal owner or record of the property or that I have secured the property owner's permission as shown on the attached affidavit and that the information concerning this request for variance is true and correct.

_____ APPLICANT'S SIGNATURE	_____ DATE
_____ RECEIVED BY	_____ DATE RECEIVED

***** For Office Use Only *****			
<i>Paid: \$</i>	<i>Receipt #:</i>	<i>Date:</i>	
<i>Application Complete: Y / N</i>			
<i>Date to appear before:</i>	<i>P&Z:</i>	<i>TC:</i>	<i>BOA:</i>