

City of Saginaw
 Permit Department
 301 S. Saginaw Blvd.
 Bus: 817-230-0453 Fax: 817-232-8565
 E-mail: permits@saginawtx.org



City of Saginaw

Permit Date: _____
 Permit #: _____
 Total Fee: _____
 Receipt #: _____

**COMMERCIAL / INDUSTRIAL
 NEW CONSTRUCTION PERMIT APPLICATION**

Permit Address:			
Lot:	Block:	Addition:	Zoning:

PROPERTY OWNER INFORMATION

Name:		
Company Name:		
Address:		
City:	State:	Zip:
Phone:	Fax:	Cell:

OCCUPANCY INFORMATION

Company Name:		
Address:		
City:	State:	Zip:
Phone:	Fax:	Cell:
Mailing Address:		
Mailing City:	Mailing State:	Mailing Zip:

Permit Information

Construction Value (Including: electrical, mechanical, plumbing):	
Sqaure Footage:	
Site Plan (must be to scale and turned in with application):	
Construction Plans (must be to scale and turned in with application):	
Do you have the owner's consent to perform work?	Yes: No:

WATER / SEWER INFORMATION

Water Meter Size:	Sewer Size:	Irrigation Meter Size:
2nd Water Meter Size:	2nd Sewer Size:	

Water fees are figured by the water department and are due with permit fees.
 *There is an additional charge for the city to make taps.

Describe All Work:

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Contractor Information

All Contractors must be registered with the City of Saginaw, be validated on the permit, and hold general liability insurance with the City of Saginaw as a certificate holder prior to the permit being released

General Contractor Information

Company Name:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	

Electrical Contractor Information

Company Name:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	

Mechanical Contractor Information

Company Name:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	

Plumbing Contractor Information

Company Name:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	

PERMIT REQUIREMENTS

The following guidelines apply for this permit:

- 1) Applicant must provide three (3) complete sets of plans designed by a registered design professional licensed by the State of Texas.
- 2) Work must be designed and performed in accordance with all current codes and Saginaw ordinances.
- 3) Permit and inspection fees are based on construction value of project (re-inspection fees may be assessed as necessary)
- 4) Water / Sewer fees are based on the size and type of water meter(s) requested.

All work must meet currently adopted codes and city ordinances. Inspections must be requested for all permits.

This permit, once issued, expires by limitation 180 days from the date of issuance unless construction is commenced and inspection approval is obtained within 180 days of issuance. The authority having jurisdiction shall be permitted to grant an extension of the permit time period for additional 180 days upon written documentation, by the permittee, of a satisfactory reason for failure to start or complete the work or activity authorized by the permit. Only one extension will be allowed.

I understand that all permits require phase inspections in addition to a 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 herein 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.

Applicant Signature:	Date:
Printed Name:	Date:

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Commercial/Industrial New Construction

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Lot:	Block:	Addition:	Zoning:

-----FOR OFFICE USE ONLY-----

CERTIFICATE OF OCCUPANCY INFORMATION

Occupancy Group:	Fire Sprinkler:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Construction Type:	Any Non Conforming Use:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Occupancy Load:		

BUILDING AND WATER METER FEE BREAKDOWN

iWorQ			WATER METER SIZE:		SEWER SIZE:
Is Property Plated?:	YES <input type="checkbox"/> NO <input type="checkbox"/>		CODE	DESCRIPTION	FEE AMOUNT
Plat Date:			UBTPW	*WATER TAP INSPECTION	
Zoning:			UBTPS	**SEWER TAP INSPECTION	
Square Footage:			ACCFW	FT WORTH ACCESS - WATER	
Construction Value:			ACCFW	FT WORTH ACCESS- SEWER	
BUILDING FEES			IFWTR	SAGINAW IMPACT - WATER	
CODE	DESCRIPTION	FEE AMOUNT	IFSWR	SAGINAW IMPACT - SEWER	
PERBL	PERMIT FEE				
PERBL	PLAN REVIEW FEE				
SUBTOTAL:			SUBTOTAL:		

2ND WATER METER AND IRRIGATION METER FEES BREAKDOWN

WATER METER SIZE:		SEWER SIZE:	IRRIGATION METER SIZE:		FEE AMOUNT
CODE	DESCRIPTION	FEE AMOUNT	CODE	DESCRIPTION	FEE AMOUNT
UBTPW	*WATER TAP INSPECTION		UBTPW	*WATER TAP INSPECTION	
UBTPS	**SEWER TAP INSPECTION		UBTPS	**SEWER TAP INSPECTION	--N/A--
ACCFW	FT WORTH ACCESS- WATER		ACCFW	FT WORTH ACCESS-WATER	
ACCFW	FT WORTH ACCESS- SEWER		ACCFW	FT WORTH ACCESS-SEWER	--N/A--
IFWTR	SAGINAW IMPACT - WATER		UBTPW	SAGINAW IMPACT - WATER	
IFSWR	SAGINAW IMPACT - SEWER		UBTPS	SAGINAW IMPACT - SEWER	--N/A--
SUBTOTAL:			SUBTOTAL:		

*Water Tap Inspection Fee-does not include city installed tap **Sewer Tap Inspection Fee -does not include city installed tap

RECEIPT #	AMOUNT	RECEIPT #	AMOUNT
BUILDING:		WATER 1:	
WATER 2:		WATER (Irr):	
RECEIVED BY:		DATE:	