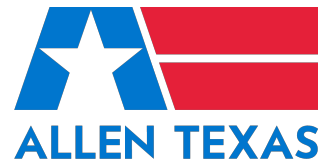


Guide to Residential Building Permit Submittals

Apply for all permits through our online Citizen Self-Service (CSS) Portal:
allentx.gov/CSS



Homeowners doing the permitted work will be required to fill out a Homeowners Affidavit.

Permit Type	Submittal Requirements
Residential New House / Townhome / Duplex / Residential Addition / Remodel	Building Permit Application
	Residential Plan Review Guideline
	Construction Plans with Plot / Site Plans
Demolition	Building Permit Application
	Asbestos Certification Survey (if applicable)
Patio Cover / Carport / Shade / Arbor / Deck / Pavilion	Building Permit Application
	Patio Cover Plan Review Guideline
	Construction Plans with Plot / Site Plan
Pool / Spa	Building Permit Application
	Swimming Pool / Spa Review Guideline
	Pool Protection Device Letter and Drainage Letter
	Construction Plans with Plot Plan or Survey
Storm Shelter	Building Permit Application
	Storm Shelter Plan Review Guideline
	Construction Plans
Accessory Buildings	Building Permit Application
	Accessory Structure Plan Review Guideline
	Construction Plans with Plot / Site Plan
Irrigation	Building Permit Application
	Irrigation Plan Review Guideline
	Construction Plans with Plot / Site Plan
Fence / Screening Wall	Building Permit Application
	Fence and Wall Plan Review Guideline
	Plot / Site Plan
Solar Photovoltaic System*	Building Permit Application
	Solar Photovoltaic Plan Review Guideline
	Construction Plans / Site Plans

*Energy Storage systems must be permitted separately. See next page.

Water Heater / Roof / HVAC / Electrical / Plumbing* *For Electrical and Plumbing apply for an "Over the Counter Trade" Permit.	Online submission (CSS Portal)
	Include detailed description / location of work
	*Additional documents may be required.
Energy Storage Systems* *Permit application will not be processed until the Stationary Battery System Permit Issued by the Fire Department has been uploaded.	Apply for an "Over the Counter Trade" Permit.
	Building Permit Application
	Stationary Battery System Permit Issued by the Fire Department.
	Electrical One-Line Diagram
	Specifications and Installation Manual
	Structural Mounting Details if Applicable