



CITY OF CONROE

RESIDENTIAL BUILDING PERMIT APPLICATION

Use this form for all one and two family new construction, alterations, additions, and renovations; and detached residential accessory structures such as but not limited to: storage buildings, outdoor kitchens, fences over 6 feet in height.

All plans must be designed in accordance with the City of Conroe adopted codes and amendments. The property to be developed must comply with the City of Conroe Subdivision Ordinance, Chapter 94. A building permit may not be issued unless the property has been properly platted and/or you have a Certificate of Compliance. Please contact 936-522-3100 for platting and Certificate of Compliance information.

The permit fees for one and two family dwellings will be based on the total gross square footage (total area of each story under roof) of the building times a rate of \$0.64 per square foot. The plan review fee is included in this fee. The permit fees for additions or alterations to one and two family dwellings will be based on the total square footage of the work areas times a rate of \$0.64 per square foot. The permit fees for accessory structures such as storage sheds, porches, and patios will be based on the total cost of construction. Please refer to our [online permit fee calculator](#). Input the total cost of construction and it will compute the permit fee for you.

To obtain a Residential Building Permit, the Owner/Developer/Engineer must complete this application including **all necessary accompanying forms that are listed below** and submit in a digital unlocked PDF format by emailing it to permits@cityofconroe.org If the file size is over 10MB you may submit in person on a thumb drive. If submitting a thumb drive in person, please ask for a submittal receipt. Storage devices will not be returned. Additional items may be required, depending on the specific situation. **Submitting an incomplete application will result in your application being denied.** The applicant will receive the City’s written comments, and notification of any additional required documents, within 30 business days. Once a permit is issued, the approved plans will be emailed to the applicant and the applicant must print and have a copy available on the job site.

The permit issued for this application becomes null and void if work or authorized construction is not commenced or completed within a period of six months. One six month extension will be granted without penalty for a total permit validity period not to exceed twelve months. Beyond twelve months any extensions shall be requested in writing and justifiable cause must be demonstrated. ½ of the original permit fee must be paid for any extensions beyond 12 months.

Permits for electrical, mechanical, plumbing or other technical code work must be obtained in addition to the building permit. Technical trade permit applications are available on our website or may be obtained at the Permit Office. Trade permit fees are in addition to the building permit fees.

ADDITIONAL FORMS REQUIRED WITH THIS APPLICATION
Water and Sewer Tap Application: This application is required on all new construction or where new water and sewer taps or meters are needed.
Driveway Application: This application is required for all new construction. If a driveway exists, please indicate it on the driveway application.

ALL ITEMS MUST BE ANSWERED BEFORE THE SUBMITTAL WILL BE ACCEPTED.

Note: All applicants must complete and sign this list indicating that the plans were prepared in compliance with the City of Conroe requirements. Applicants shall check their plans against this list before submittal. If compliance is not possible, please indicate and explain.

RESIDENTIAL BUILDING PERMIT CHECKLIST				
PLEASE PROVIDE ONE UNLOCKED ELECTRONIC PDF SHOWING THE FOLLOWING:				
"N" denotes information required for most new construction. (Additional information may be required.)		YES	NO	N/A
"R" denotes information required for most interior remodels. (Additional information may be required.)				
N	Is the property in a Floodplain? If yes, floodplain development permit will be required.			
N,R	One electronic unlocked PDF emailed to permits@cityofconroe.org or on a thumb drive.			
N	Water and sewer tap application (if applicable, see page 1.).			
N	Driveway application (if applicable, see page 1.).			
N	Plot plan of proposed and existing structures with easements, driveways and set-backs shown. Typical set backs from property lines: 25 ft. in front, 5 ft. each side, 10 ft. from the rear. Corner lots: 25 ft. in front, 10 ft. on the minor street side, 5ft other side, 10 ft. from the rear.			
N	Structural foundation plans certified by a Licensed Engineer in the State of Texas.			
N,R	Designed in accordance with the currently adopted codes and amendments.			
N,R	Energy code compliance (example, REScheck) as published on the U.S. Department of Energy website (www.energycodes.gov)			
N,R	Framing plan with joist and rafter layout.			
N,R	Floor plan showing all existing and all proposed construction with wall details.			
N,R	Window sizes shown.			
N,R	Tempered glass shown at hazardous locations.			
N,R	Electrical plan with smoke detectors shown.			
N,R	A plat or re-plat shall be filed in accordance with the City of Conroe Subdivision Ordinance if the lot where the building permit is required is a part of another tract of record. If a recorded plat does not exist you will be required to obtain a Certificate of Compliance.			

DESCRIBE IN DETAIL THE NATURE OF THE PROPOSED IMPROVEMENTS:
