



**City of Melissa**

Phone Number: 972-838-2036

3411 Barker Ave.

Fax: 972-837-2846

Melissa, Texas 75454

**Commercial Building Permit Application**

Building Permit Number:	Valuation: _____				
Project Name:	Square Foot: _____				
Project Address:					
Project Description:	New <input type="checkbox"/>	Addition <input type="checkbox"/>	Remodel <input type="checkbox"/>	Finishout <input type="checkbox"/>	
Sign <input type="checkbox"/>	Plumbing <input type="checkbox"/>	Mechanical <input type="checkbox"/>	Electrical <input type="checkbox"/>	Other <input type="checkbox"/>	
Scope of Work:					

Owner Information:					
Name:	Contact Person: _____				
Address:	Contact Number: _____	Fax Number: _____	Email Address: _____		

Tenant Information:					
Name:	Contact Person: _____				
Address:	Contact Number: _____	Fax Number: _____	Email Address: _____		

Engineer	Contact Person	Phone Number	Fax Number
Architect	Contact Person	Phone Number	Fax Number
General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

**A certificate of occupancy must be issued before any building is occupied.**

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 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.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Approved by: _____	Date approved: _____	
Building Permit Fee: _____	Water Connection Fee: _____	Total Fees: _____
Plan Review Fee: _____	Sewer Connection Fee: _____	Issued Date: _____
Plumbing Permit Fee: _____	Meter Installation Fee: _____	Issued By: _____
Mechanical Permit Fee: _____		
Electrical Permit Fee: _____	BV Project # _____	