



RESIDENTIAL PERMIT APPLICATION

TODAY'S DATE: _____

ALL CONTRACTORS

MUST FIRST REGISTER (ONE TIME ONLY) THROUGH THE CITIZEN SELF SERVICE (CSS) PORTAL PRIOR TO COMPLETING THIS FORM

NOTE: This application may be used for all New and Remodel construction. For all commercial construction, please use Commercial or Sign Permit Application.

Check the box for the type of Residential Permit:

Single Family Home (detached) Townhome (attached) Duplex Garage (addition or alteration) Foundation Repair
 Window Replacement Storm Shelter Addition (includes attached living area, arbor, patio covers, storage sheds, etc.)
 Alteration (includes detached arbor, patio covers, storage sheds, etc.) Water Heater
Check all that apply for the type of MEP Stand-Alone Permit: Mechanical / Electrical Elec Meter Release / Plumbing Gas meter release

Project Address: _____
 (Street address)

Subdivision: _____ Lot: _____ Block: _____

Property Owner: _____
 (Name) (Address) (City, State, & Zip Code)

(Email) (Phone)

Contractor: _____
 (Name) (Address) (City, State, & Zip Code)

(Email) (Phone)

The City encourages you to have approval from your HOA prior to submittal. Check here if there is NOT an HOA at the project location.

Project Type, Detailed Scope and Location of Work (please be specific, add separate sheet if necessary):

Valuation of Work: \$ _____ Builder's House Plan & Elevation Designation: _____

Will the Home include a Fence? Piers? Res Fire Sprinkler? Is there an Alley adjacent to the Property? Yes No

Elect. Provider: Oncor GCEC CoServ Gas Provider: Atmos CoServ

Storm Shelter Location? Interior Exterior

Where is the Water Heater located? _____ Are you changing the location? Yes No

What type of Water Heater is it? Tankless Boiler Storage Tank Other

Are you changing from a Storage Tank to Tankless? Yes No Is the Water Heater Electric? Gas?

Size of Water Heater in gallons: _____ Number of Water Heaters: _____

NOTICE: AN ISSUED PERMIT BECOMES INVALID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE; OR IF THE WORK ON THE SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER THE WORK COMMENCED. **ALL PERMITS REQUIRE FINAL INSPECTION.** I HEREBY CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER AND HAVE THE OWNER'S CONSENT TO ENTER ONTO THE PROPERTY TO COMPLETE THE WORK. AFTER CLOSE REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE WORK SHALL COMPLY WITH ALL PROVISIONS OF LAWS AND ORDINANCES, WHETHER SPECIFIED OR NOT. THE GRANT OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Print Applicant's Name: _____ Signature: _____ Date: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Building Inspections Department

221 N. Tennessee Street • McKinney, Texas 75069 • Tel: 972-547-7400 • Fax 972-547-2605 Website: www.mckinneytexas.org

This publication can be made available upon request in alternative formats, such as, Braille, large print, audiotope or computer disk. Requests can be made by emailing contactadacompliance@mckinneytexas.org Please allow at least 48 hours for your request to be processed. **Updated 04/30/2019**



GENERAL GUIDELINES FOR FOUNDATION REPAIR

Foundation repairs are defined as any leveling, replacement of piers, footings, shimming, or replacement of any part of the floor system. Any of these repairs will require a permit. These requirements pertain only to the sections of the foundation that you repair. Existing “un-touched” piers, beams, and floor systems do not have to meet these requirements.

To obtain the permit you must first submit an engineer’s letter and drawing(s) detailing the location of the area(s) affected, and if any affected plumbing systems will require testing (water, sewer, and/ or gas). Along with a scope of work, please provide the valuation of the work being performed. Permit submittal should be brought to the Development Service building at 221 N. Tennessee St.

NOTE: The above requirements pertain to both slab-on-grade and pier & beam foundations alike.

** Foundations (new or repaired) are required to be engineered by a licensed professional registered in the state of Texas **

TO CLOSE OUT THE PERMIT:

Upload the Final Engineer’s Report to the CSS portal to the permit. Then email permitapplications@mckinneytexas.org to let us know the letter is uploaded so a Permit Technician can complete the permit.

If you have any questions or concerns please call the Building Inspections Department at 972-547-7400