



# FENCE / WALL APPLICATION

## ALL CONTRACTORS

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

### \*\*SUBMITTAL REQUIREMENTS\*\*

**IF AN ADDRESS HAS NOT BEEN ESTABLISHED FOR THIS PROJECT LOCATION, PLEASE CONTACT A PLANS EXAMINER TO OBTAIN AN ADDRESS PRIOR TO APPLYING FOR THE PERMIT.**

Apply online in CSS portal with this application and detailed drawings to include engineer stamped plans (if applicable) and site plan showing wall location (s). Additional information may be required at plan review. A permit is **NOT** required if you are replacing a fence with the same height, location and materials. If you are adding additional footage to the existing, **YES** a permit will be required.

### \*\*PROJECT INFORMATION\*\*

**Please check all that apply:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Residential Fence | <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Is there a pool on the property?           |
| <input type="checkbox"/> Commercial Fence  | <input type="checkbox"/> Screen Wall    | <input type="checkbox"/> Is there a retaining wall on the property? |

**PROJECT STREET ADDRESS:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_ **VALUE OF CONSTRUCTION:** \_\_\_\_\_

**LOT:** \_\_\_\_\_ **BLOCK:** \_\_\_\_\_ **SUBDIVISION:** \_\_\_\_\_

**DETAILED SCOPE OF WORK:**

### \*\*CONTACT INFORMATION\*\*

**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.

### GENERAL CONTRACTOR (APPLICANT, BUILDER, AGENT)

Print Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Signature: \_\_\_\_\_

### ENGINEER OF RECORD

Print Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Building Inspections Department

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This publication can be made available upon request in alternative formats, such as, Braille, large print, audiotape or computer disk. Requests can be made by calling 972-547-2694 (Voice) or email [contactadacompliance@mckinneytexas.org](mailto:contactadacompliance@mckinneytexas.org) Please allow at least 48 hours for your request to be processed. **Updated 01/18/2019**