

CITY OF SANCTUARY
P O BOX 125 AZLE TEXAS 76098 817.221.6016
cityofsanctuarytexas.com

Building Permit Application Application Fee \$25.00

Please fill out the application completely and return it along with the application fee to the above address.

If you are planning on building a new home or building with bathrooms etc. on a vacant lot, you will need to go to Parker County Platting Department first and present your floor plans as well as your lot survey so that they can plat it (Per City Zoning Ordinance, page 9). You will also need to apply for and be approved for a Septic Permit from Parker County. Once you have both of those, please turn those in along with this application. In addition to these requirements, *if your property is in the Flood Plain, you will also have to be approved by the Parker County Flood Plain Manager to build within the flood plain. If you are not certain, you may look up your address here on the FEMA Flood Risk Maps*

<https://msc.fema.gov/portal/home>

I have also enclosed the one page from our Planning and Zoning Ordinance that gives you the required setbacks as well as minimum square footage . **All electrical and plumbing must be performed by state licensed electricians and plumbers. If you need a dumpster, the city has an exclusive contract with Republic Waste-you may contact them at 817-258-5925-be sure to tell them you are in the City of Sanctuary as we receive discounted pricing.**

Your application will be processed within 30 days. Should we have any questions at all we will contact you immediately.

If you have any questions, do not hesitate to contact me or the City Secretary,
(817-221-6016).

Mayor Mark Sommers

Application for Construction Permit
Per Ordinance #66, City of Sanctuary, P.O. Box 125, Azle, TX 76098

FOR OFFICE USE ONLY		
Application Number	Permit Number (If Different)	Date Received

A. Address of Construction Site			
Street Address or Legal Description			
City	County	State	Zip Code
Is Property:		<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential

B. Applicant			
Applicant Is:		<input type="checkbox"/> Owner	<input type="checkbox"/> Authorized Agent of Owner
Last Name	First Name	Name of Company	
Street Address			Suite or Apt. #
City	County	State	Zip Code
Home Phone ()	Cell Phone ()	Business Phone ()	Ext.
Email Address			

C. Owner (If Different From Applicant)			
Last Name	First Name	Name of Company	
Street Address			Suite or Apt. #
City	County	State	Zip Code
Home Phone ()	Cell Phone ()	Business Phone ()	Ext.
Email Address			

D. Builder or Person Doing Work			
Company Name			
Last Name (Company Rep or Individual)		First Name	
Street Address			Suite or Apt. #
City	County	State	Zip Code
Home Phone ()	Cell Phone ()	Business Phone ()	Ext.
Email Address			
Residential Contractors Lic. #		MEP Contractors Lic. #	

Application for Construction Permit

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E. Purpose of Application

☐ Addition to An Existing Building

☐ New Construction

☐ Alteration/Repair

Proposed Use of Building

Current Use of Building

Description of Proposed Work

F. Information

- * Is Property In a Designated Flood Plain
- * Construction Must Meet the Requirements of Ordinance #1 and #66
- * Permit Fee is \$25.00

☐ Yes

☐ No

G. Declaration of Applicant

I, _____ certify that:
(Print Name)

The Information Contained in This Application is True to the Best of My Knowledge.

Signature of Applicant

_____/_____/20
Date

FOR OFFICE USE ONLY

Approved By: _____
(Printed Name) (Title)

Signature

_____/_____/20
Date

Comments: