



Westworth Village
The Hidden Jewel of the Metroplex.

Building Permit Application

City of Westworth Village – Permits Department: 817-710-2505
311 Burton Hill Rd., Westworth Village, TX 76114

Permit Application Type: Residential Commercial ROW/ Utility

(SEPARATE PERMITS REQUIRED FOR ALL TRADE WORK)

Job Address: _____

Property Owner: _____

Email: _____ Phone #: _____

Construction Type: New Addition Remodel/ Repair/ Alteration

Proposed Use of Building/ Land: _____

Value of Construction: _____ Total SQ. FT.: _____

General Contractor Name: _____ Licensed Contractor #: _____

Address: _____

Email: _____ Phone #: _____

Electrical Contractor: _____ Phone #: _____

Mechanical Contractor: _____ Phone #: _____

Plumbing Contractor: _____ Phone #: _____

Detailed Description of Work:

NOTICE:

THIS PERMIT IS ISSUED BASED UPON CURRENT APPROVED INTERNATIONAL BUILDING CODE AND THE CITY OF WESTWORTH VILLAGE CITY ORDINANCES. EVERY PERMIT ISSUED SHALL BECOME INVALID UNLESS THE WORK ON THE SITE AUTHORIZED BY SUCH PERMIT IS COMMENCED WITHIN 180 DAYS AFTER ITS ISSUANCE, OR IF THE WORK AUTHORIZED ON THE SITE BY SUCH PERMIT IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AFTER THE TIME THE WORK IS COMMENCED. THE BUILDING OFFICIAL IS AUTHORIZED TO GRANT, IN WRITING, ONE OR MORE EXTENSIONS OF TIME, FOR PERIODS NOT MORE THAN 180 DAYS EACH. THE EXTENSION SHALL BE REQUESTED IN WRITING AND JUSTIFIABLE CAUSE DEMONSTRATED.

I HEREBY CERTIFY THE FOREGOING TO BE CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO AGREE THE SAID WORK SHALL BE PERFORMED IN CONFORMANCE WITH THE INFORMATION HEREIN SET FORTH AND 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 THE PERFORMANCE OF WORK.

Signature

Date

Name (Print)

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

- Application & Plans Received by: _____ Date: _____
- Application Payment Received by: _____ Date: _____
- Registration with City Verified by: _____ Date: _____
- Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____

B. BUILDING DEPARTMENT

- Application Approved Application Denied Signature: _____ Date: _____
Reason for Denial: _____
- Application Routed to Public Works Department by: _____ Date: _____

C. PUBLIC WORKS DEPARTMENT

- Application Approved Application Denied Signature: _____ Date: _____
Reason for Denial: _____
- If approved for permit, route to Permits Department. If denied, route to City Secretary for issuance of denial notice.*

- Application Routed to Permits Dept. or City Secretary by: _____ Date: _____

D. COMMUNITY DEVELOPMENT DEPARTMENT

- Signature Required if for ROW/ Utility: _____ Date: _____

E. PERMITS DEPARTMENT

- Inspection Forms Received and Scanned by: _____ Date: _____
- Permit Created by: _____ Permit # Issued: _____ Date: _____
- Routed to Building Department by: _____ Date: _____
- Permit Mailed to Applicant by: _____ Date: _____
- Permit & Application Added to Property File by: _____ Date: _____
- Permit File Closed by: _____ Date: _____

F. CITY SECRETARY

- Denial Notice Mailed to Applicant & Copied to Application by: _____ Date: _____

G. RECORDS DEPARTMENT

- PW5250-04a – Applications for which permit granted – Keep application for 5 years; or, if property subject to issuance of certificate of occupancy, date of issuance of the certificate + 5 years.
- PW5250-04b - Applications for which permit *not granted* – Keep application for 1 year.