



# Trade Building Permit Application for Electrical/ Mechanical/ Plumbing/ Irrigation

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

**ONLY** individual contractors should complete this form. If your state license or COI (Certificate of Insurance) is expired, the permit you are associated with will be invalid and will not be issued or may be cancelled by the building official.

**(ONE APPLICATION PER TRADE)**

- Class of Work:**     Electrical                       Mechanical                       Plumbing                       Irrigation
- Type of Dwelling:**     Commercial                       Residential
- Construction Type:**     New                       Addition                       Remodel/ Repair/ Alteration

Job Address: \_\_\_\_\_

Value of Construction: \_\_\_\_\_ SQ. FT.: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Are you registered with the city?  YES  NO

**Detailed Description of Work:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTICE:**

**THIS PERMIT IS ISSUED BASED UPON THE CURRENT INTERNATIONAL CODECOUNCIL BUILDING, ELECTRICAL, MECHANICAL, PLUMBING, AND RESIDENTIAL CODES; 2011 NATIONAL ELECTRICAL CODE; AND THE CITY OF WESTWORTH VILLAGE CITY ORDINANCES**

I HEREBY CERTIFY THE FOREGOING TO BE CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO AGREE THE SAID WORK (ELECTRICAL, PLUMBING, MECHANICAL, HVAC, OR IRRIGATION) SHALL BE PERFORMED BY ME AT THE ABOVE STATED ADDRESS 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)*

RECEIPT

**FOR INTERNAL CITY USE ONLY**

**A. PERMITS DEPARTMENT**

- Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_
- Application Payment Received by: \_\_\_\_\_ Date: \_\_\_\_\_
- Registration with City Verified by: \_\_\_\_\_ Date: \_\_\_\_\_
- Entered into Incode Project Code: \_\_\_\_\_ Date: \_\_\_\_\_
- Routed to Inspection Department by: \_\_\_\_\_ Date: \_\_\_\_\_

**B. BUILDING 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: \_\_\_\_\_

**C. PERMITS DEPARTMENT**

- Permit Created by: \_\_\_\_\_ Date: \_\_\_\_\_
- Permit # Issued: \_\_\_\_\_     Permit & Application Scanned into Tyler Content Manager
- Permit Mailed to Applicant by: \_\_\_\_\_ Date: \_\_\_\_\_

**D. CITY SECRETARY**

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

**E. 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.