



City of Saginaw

Building Addition and Remodel

Required Documents

- Contractors must be registered with the City of Saginaw
 - Must have proof of general liability insurance at minimum \$100,000 with the City of Saginaw listed as a certificate holder
- Permit Application
- Plans that meet currently adopted code and Saginaw ordinances
 - Plans should include all frame, electrical, mechanical, and plumbing work to be done

AFTER ALL PERMITS ARE APPROVED.

- Inspections
 - The inspection line is **817-232-4263**
 - Requests made before 7:30 a.m. will be inspected that day.
 - Requests made after 7:30 a.m. will be done the following day.
 - Please give permit number, permit address, and type of inspection being requested.

Inspections

1. Stake out (according to approved plan)
2. Plumbing Rough*
3. Foundation Pre pour*
4. Frame, Electrical Rough*, Mechanical Rough*, Plumbing top out*
5. Insulation
6. Dry Wall
7. Final

***- If applicable under scope of work.**

City of Saginaw
 Permit Department
 301 S. Saginaw Blvd.
 Bus: 817-230-0453 Fax: 817-232-8565
 E-mail: permits@saginawtx.org



City of Saginaw

Permit Date: _____
 Permit #: _____
 Total Fee: _____
 Receipt #: _____

Commercial Building Addition and/or Remodel Permit Application

Permit Address:

| | | |
|------|--------|-----------|
| Lot: | Block: | Addition: |
|------|--------|-----------|

Permit Type: **Commercial Building Addition** **Commercial Remodel**

Property Owner Information

| | | |
|----------|---------|------|
| Name: | | |
| Address: | | |
| City: | State: | Zip: |
| Phone: | E-mail: | |

Occupancy Information

| | | |
|----------|---------|------|
| Name: | | |
| Address: | | |
| City: | State: | Zip: |
| Phone: | E-mail: | |

Permit Information

| | |
|---|--|
| Construction Value (Including: electrical, mechanical, plumbing): | |
| Sqaure Footage: | |
| Site Plan (Must Be To Scale): | |
| Construction Plans (Must Be To Scale): | |
| Asbestos Survey*: | |

Permit Requirements

1. Must provide one (1) complete set of plans (24x36), also loaded on a USB drive.
2. Plans should include all frame, electrical, mechanical, and plumbing work to be done.
3. Plans must meet currently adopted codes and city ordinances.
4. *Asbestos survey shall be provided with the application before approval may be given.

Describe All Work:

Contractor Information

All Contractors must be registered with the City of Saginaw, be validated on the permit, and hold general liability insurance with the City of Saginaw as a certificate holder prior to the permit being released

General Contractor Information

| | | |
|---------------|---------|------|
| Company Name: | | |
| Address: | | |
| City: | State: | Zip: |
| Phone: | E-mail: | |

Electrical Contractor Information

| | | |
|---------------|---------|------|
| Company Name: | | |
| Address: | | |
| City: | State: | Zip: |
| Phone: | E-mail: | |

Mechanical Contractor Information

| | | |
|---------------|---------|------|
| Company Name: | | |
| Address: | | |
| City: | State: | Zip: |
| Phone: | E-mail: | |

Plumbing Contractor Information

| | | |
|---------------|---------|------|
| Company Name: | | |
| Address: | | |
| City: | State: | Zip: |
| Phone: | E-mail: | |

All work must meet currently adopted codes and city ordinances. Inspections must be requested for all permits.

This permit, once issued, expires by limitation 180 days from the date of issuance unless construction is commenced and inspection approval is obtained within 180 days of issuance. The authority having jurisdiction shall be permitted to grant an extension of the permit time period for additional 180 days upon written documentation, by the permittee, of a satisfactory reason for failure to start or complete the work or activity authorized by the permit. Only one extension will be allowed.

I understand that all permits require phase inspections in addition to a final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein 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 construction or the performance of construction.

| | |
|-----------------------------|--------------|
| Applicant Signature: | Date: |
| Printed Name: | Date: |