

INSTRUCTIONS TO BUILDING PERMIT APPLICANTS

1. Completely fill out application.
2. Supply the City with one (2) complete set of plans of proposed construction. The plans should include contour and drainage plans; location of existing city services and necessary extensions, etc; architectural features of construction; layout and details of foundation and structural plan; plumbing layout; electrical layout; and, where appropriate, fire preventive and assisting devices.
3. Remember, filing of a building permit application **is not** the permit.
4. Provide City Hall with the following:
 - a. Contractor's name, address, and telephone number.
 - b. Plumber's name, address, and telephone number (he must file with the City a copy of his state Master's plumber's license and a \$1,000 bond).
 - c. Electrician's name, address and telephone number (must be licensed and bonded with the City of Daingerfield).
5. Allow 3-10 days for the building and electrical inspectors to review the plans. The inspector will notify City Hall when a permit may be issued.
6. The building permit is a printed card to be affixed to a stake in front of the construction area. This card should be displayed at the construction site at all times until **all** inspections are completed and approved.
7. Building permits are to be issued for a maximum period of 180 days(6 Months). If longer building time is necessary, complete re-permitting is required with payment of additional fees.
8. A separate sheet detailing inspection schedules is available at City Hall. When ready for inspection, call the City offices at 903-645-3906 and advise what type of inspection is needed. Please call at least eighteen (18) hours in advance. If entry to the building is required, **be sure** the building is unlocked or leave instructions regarding access to the key. If the inspector is unable to gain access, a reinspection fee may be charged before he will make the inspection.
9. Evidence of current liability (performance bonding) may be requested before the permit is issued.

10. The City is contracted with Republic Services and any use of roll offs/dumpsters for collection must go through them. Please contact Republic directly for assistance @ 903-575-1568