



DEVELOPMENT SERVICES DEPARTMENT

**Permits and Inspections Division**  
 1522 Texas Parkway, Missouri City, TX 77489  
 Phone (281) 403-8600  
 www.missouricitytx.gov  
 developmentservices-psr@missouricitytx.gov

**RESIDENTIAL BUILDING PERMIT APPLICATION**

**\*Applicant must complete all required spaces where applicable**

**EXTERIOR MODIFICATIONS ONLY:** This work  DOES NOT  DOES lie within the authority of a HOA. If it DOES, you must provide a copy of the notification letter sent to the HOA.\*

**NOTICE:** Separate permits are required for electrical, mechanical, plumbing, heating, or ventilation.

1. JOB ADDRESS* (correct address is required to process this application)				
2. LEGAL DESC*	LOT NO	BLOCK	TRACT/SUBDIVISION	
3. OWNER*	MAILING ADDRESS		ZIP PHONE	
4. CONTRACTOR*	MAILING ADDRESS		ZIP PHONE	
5. ARCHITECT OR DESIGNER*	MAILING ADDRESS		ZIP PHONE	
6. ENGINEER*	MAILING ADDRESS		ZIP PHONE	
7. USE OF BUILDING*				
8. CLASS OF WORK*: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTER /REPAIR <input type="checkbox"/> GRADE / FILL <input type="checkbox"/> UTILITIES <input type="checkbox"/> MISC*				
9. DESCRIBE TYPE OF WORK YOU ARE PERFORMING*:				
10. FLOOD ZONE*:		*FEMA Certificate is REQUIRED regardless of Flood Zone		
If yes , Please provide a Supplemental Form for Floodplain Management				
11. TYPE OF ROOF*:		12. BUILDING HEIGHT*:		
13. SLAB ELEVATION*: <b>Slab/lowest floor of structure shall be certified by a registered engineer or registered public surveyor to be in compliance with the COMC Code of Ordinances-Chapter 42 Floodplain management. A signed and stamped form survey with slab form MSL elevation shall be submitted prior to slab inspection. Where construction is in a flood zone: Finished construction elevation certificate will be required to obtain the certificate of occupancy.</b>				
<b>APPLICANT TO COMPLETE*</b> (State N/A to those sections that do not apply)		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.*  Date: _____ Signature of Applicant _____  _____ Printed Name  _____ Cell Phone _____ Fax Number _____  _____ E-Mail Address		
# of Stories	Construction Type			Occupancy Group
1 <sup>st</sup> Floor (SF)	# of Sleeping Rooms			
2 <sup>nd</sup> Floor (SF)	Total Paving			Use Zone
3 <sup>rd</sup> Floor (SF)	Lot Size			Fire Sprinkler Req
Garage (SF)	Total Bldg (SF)			% Lot Coverage

(For Office Use Only)

**BUILDING PERMIT #** \_\_\_\_\_

**Plan Review Fee:** \$ \_\_\_\_\_ **Inv: #** \_\_\_\_\_  
(Due at time of submittal)

**PSR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLAN REVIEW APPROVAL**

Building Official \_\_\_\_\_

Date \_\_\_\_\_

**Building Permit Fee** \$ \_\_\_\_\_ **Inv: #** \_\_\_\_\_  
(Due at time of approval)

**PSR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLAN REVIEW FEE**

When the valuation of the proposed construction exceeds \$1,000.00, and the City requires a plan to be submitted, a plan-review fee shall be paid to the City at the time of submitting plans and specifications. Such plan review fee shall be equal to one-half of the required building permit fee. **Such fee is in addition to the Building Permit Fee.**

**BUILDING PERMIT FEES**

Description	Plan Review Fee	Fee
Single Family Residential & Duplex Building, including additions	Total SF x \$ 0.20	Total SF x \$ 0.50
All other categories including Multi-family (including additions)	Total SF x \$ 0.20	Total SF x \$ 0.60
Major Remodel	\$30	\$75
Minor Remodel	\$25	\$50
Detached Accessory Structures (Storage, Shed, Porch, Carports)	\$50	\$100
Patio without roof	\$25	\$50
Solar Panels	\$50	\$100
Driveways and/or Driveway approach	\$25	\$100
Generators	\$25	\$50
Permit for placement of portable storage unit	n/a	\$25
Roof/Reroof	n/a	\$75
Windows Installation/Replacement (<= 5)	n/a	\$25
Windows Installation/Replacement (> 5)	n/a	\$50
Siding, Façade changes	n/a	\$75
Foundation Repair	n/a	\$50
Fences over 6' (the first 50 linear feet)	n/a	\$35
Each additional 50 linear feet or part thereof	n/a	\$15
Demolition of any building or structure 0 to less than 100,000 cu.ft.	n/a	\$50
Demolition of any building or structure 100,000 cu.ft and over	n/a	\$ 0.50 /1,000 cu.ft

**PENALTIES**

Where work for which a permit is required by this Code is started or proceeded prior to obtaining a permit, the fees herein specified shall be doubled, but the payment of such double fees shall not relieve any persons from fully complying with the requirements of this Code in the execution of the work nor from any other penalties prescribed herein.