

MONTGOMERY COUNTY PERMIT PROCEDURES

BUILDING PERMITS - RESIDENTIAL

ITEMS REQUIRED:

- 1) Completed "Application for Building Permit"
(Received from Montgomery County Permit Department)
- 2) Copy of complete legal description of subject property
 - A. Subdivision name, section, block, and lot (recorded plats)
 - B. Metes and bounds description
- 3) Site plan or survey with exact location of new and/or existing structures.
[All documents are required to be no larger than legal size paper (8 ½" x 14").]
- 4) Receipts of the tap fee, letter on letterhead, or a bill from the Utility District stating water and/or sewer will be provided to that specific property.
- 5) For property located in an Extra Territorial Jurisdiction (ETJ), a Certificate of Compliance or a Development Approval Form (Form 101) is required from the Engineering/Planning Department of that city. This does not apply to properties located in recorded subdivisions with no changes.
 - A. City of Conroe: 300 West Davis Street, Conroe, Texas 77301. Contact Rami A. Tuffaha at (936) 539-4431 if there are any questions.
 - B. City of Houston: 611 Walker, Houston, Texas 77002; P.O. Box 1562, Houston, Texas 77251; Telephone: (713) 837-7701. Contact Hector Rodriguez at (713) 837-7816 if there are any questions.
- 6) If new or modified driveway access is proposed on TXDOT right of way, a TXDOT Driveway Permit must be obtained and submitted with permit application.
- 7) If property is not located in a Utility District, property owner **MUST** apply for "Permit to Construct Septic System."

FLOOD PLAIN STATUS OF ALL PROPERTY IS DETERMINED AT TIME OF APPLICATION

BUILDING PERMITS - COMMERCIAL

ITEMS REQUIRED:

- 1) Construction projects exceeding 15,000 square feet of covered area including building footprint, concrete or asphalt parking areas, etc. will be required to have a Drainage Plan approved by the Montgomery County Engineering Department prior to permitting process.
- 2) Complete Guidelines for Commercial Permits Form.
- 3) Follow instructions for BUILDING PERMITS - RESIDENTIAL: ITEMS REQUIRED listed above.
- 4) Follow instructions for Fire Code Permits.

BUILDING PERMIT FEES:

- Residential Building Permit (property not in 100 year flood plain) \$150.00
- Residential Building Permit (property located in 100 year flood plain) \$200.00
- Commercial Building Permit (property in or out of 100 year flood plain) \$150.00
+ 1 ½ cents (0.015) per square foot of building.

**Permit fees must be made separately by checks, money orders, or exact cash only.
There is a three (3) item limit per check or money order made to Montgomery County Permits.**