

# MONTGOMERY COUNTY DEVELOPMENT PERMIT PROCEDURES

## DEVELOPMENT PERMIT STRUCTURE RESIDENTIAL - ITEMS REQUIRED WITH PERMIT SUBMITTAL

\* Every enclosed residential structure and/or addition requires its own permit.

- 1) Completed "Development Permit Application - Structure"
- 2) Completed "Storm Water Management Program Compliance Certification"
- 3) Copy of complete legal description of subject property
  - A. Subdivision name, section, block, and lot (recorded plats)
  - B. Written metes and bounds description or survey  
-No larger than legal size paper (8 ½ " x 14")
- 4) Site plan or survey with exact location of new and/or existing structures.  
-No larger than legal size paper (8 ½" x 14")
- 5) Letter on letterhead (date within one year) from the Utility District stating water and/or sewer will be provided to property.
- 6) For property located in the Planning area of the City of Conroe or City of Houston, 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 (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: (832)393-6600. Contact: Hector Rodriguez at (832) 393-6575 if there are any questions.
- 7) If public sewer is not available, property owner **MUST** apply for "Septic Permit."

**FLOOD PLAIN STATUS OF PROPERTY IS DETERMINED AT TIME OF APPLICATION  
AND IS FOR PERMITTING PURPOSES ONLY.**

## DEVELOPMENT PERMIT STRUCTURE COMMERCIAL - ITEMS REQUIRED WITH PERMIT SUBMITTAL

- 1) Construction projects exceeding 15,000 square feet of covered area, on the entire property, including building footprint, concrete or asphalt parking areas, etc. are required to submit a Drainage Plan for approval by the Montgomery County Engineering Department.
- 2) Complete Guidelines for Commercial Permits Form.
- 3) Follow instructions for DEVELOPMENT PERMIT STRUCTURE RESIDENTIAL listed above.
- 4) On newly developed property, all Commercial Structures must provide 911 assigned address site plan
- 5) Fire Code form and follow instructions for Fire Code Permit, if required.
- 6) If Commercial Food Establishment, must submit floor plan with room finish schedule, kitchen equipment plan, and kitchen plumbing plan for review and approval (\$50 plan review fee).
- 7) Every Commercial Structure and any Development in the 100yr Floodplain requires its own permit.  
\*Check website for Non-structure permit information.

### DEVELOPMENT PERMIT FEES:

<u>Residential</u> (structure not in 100 year flood plain)	\$150.00
<u>Residential</u> (structure in 100 year flood plain)	\$200.00
<u>Commercial</u> (structure in or out of 100 year flood plain)	\$150.00 + .015/sf

**Each permit fee must be made separately by check, money order, or exact cash**