



In the interest of public health, and the health of our Staff, starting March 23, 2020 Development Services is suspending in-person permit applications. All permit applications must be made digitally until further notice.

Here are options on how to submit an application digitally:

1. If you are applying for a Clean and Show or a Commercial or Residential Electrical, Mechanical, or Plumbing Permit you will be able to apply online at the Town of Addison [Citizen Self Service Online Portal \(CSS\)](#). After registering on the CSS Portal, and you will be able to apply for the available permits. Additional instructions are available [HERE](#).
2. If you are applying for permits not available on the CSS Portal, please complete the permit application and email it, along with ALL required plans and documents, to registrations@addisontx.gov. If your files are too large to share by email (up to 1GB), please upload to <https://send.firefox.com> (do not use Internet Explorer) and share the generated link in your application email. *Note that when the recipient downloads the file, it will be deleted.*

Credit Card payments will be accepted through the online CSS Portal. Once an account is created, you can log into your [Citizen Self Service Online Portal](#) and select [Pay Invoice](#). If you applied for the permit online, you will see your outstanding invoice. If you applied by email, an invoice number will be provided for you. You will be able to login and enter the invoice number.

If you have any questions please call 972-450-2880 or email registrations@addisontx.gov. We appreciate your patience and understanding.



Addison, TX 75001
972.450.2880

Email: Registraitions@addisontx.gov

TOWN OF ADDISON

BUILDING PERMIT APPLICATION

Permit # _____

FOR OFFICE USE ONLY:

ZONING:
OCCUPANCY:
CONSTRUCTION:

Date : _____

E-mail:

Construction Address:		Suite Number:	
Subdivision:		Lot	Block
Building Owner:		Phone	
Mailing Address:	City:	State:	Zip:
General Contractor:	Addison Lic. No:	Phone:	
Mailing Address:	City:	State:	Zip:
Plumbing Contractor:	Addison Lic. No:	Phone:	
Mailing Address:	City:	State:	Zip:
Mechanical Contractor:	Addison Lic. No:	Phone:	
Mailing Address:	City:	State:	Zip:
Electrical Contractor:	Addison Lic. No:	Phone:	
Mailing Address:	City:	State:	Zip:
Irrigation Contractor:	Addison Lic. No:	Phone:	
Mailing Address:	City:	State:	Zip:

NOTES:
An asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the areas being renovated and/or demolished. YES ____ NO ____
• If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the Town.
T.A.S.# _____ By: _____

PERMIT FEE DUE: \$ _____

DATE ISSUED:

Work Being Done: <input type="checkbox"/> New Build <input type="checkbox"/> Ext. Remodel <input type="checkbox"/> Int. Completion <input type="checkbox"/> Pool <input type="checkbox"/> Addition <input type="checkbox"/> Irrigation <input type="checkbox"/> Repair <input type="checkbox"/> Fence <input type="checkbox"/> Int. Remodel <input type="checkbox"/> Other (Explain)	Area in Square Feet:	Use of Building:
	Estimated Evaluation:	
	Utility Information Size Number Gas In Water Meter _____ Building Sewer Tap _____ []Y []N	Name of Tenant:

Signature : _____ **Date of Application :** _____

NOTICE TO APPLICANT This permit is issued on the basis of information furnished in this application and on any submitted plans. and is to the provisions and requirements of the Town of Addison Code of Ordinances and any other applicable ordinance. This permit is issued only for the purpose of allowing construction conforming to the codes and ordinances of the Town, regardless of information and/or plans submitted.

Office Use Only:		
Payment Type:	Date:	Receipt:
Registration Invoice:	Permit Invoice:	