



DATE: \_\_\_\_\_ CITY OF CISCO  
 PERMIT NUMBER: \_\_\_\_\_ **BUILDING PERMIT APPLICATION**

The City of Cisco has adopted the 2021 International Building Code and the 2021 International Residential Code and the 2021 Existing Building Code. All work will be expected to conform to the adopted codes.

A survey of the property and plans/drawings are required to be submitted with the Building Permit Application. Permits will not be approved without all required documents for plan review.

Once application has been submitted, it will be reviewed by the Building Official. Upon approval from the Building Official, you will receive notice from the city that the permit is approved and any fees due for the permit. Work on any project should **NOT** be commenced until you have received an approved permit and paid all necessary fees.

Questions regarding the permitting process can be directed to the City Secretary by phone at 254-442-2111 or by email at [citysecretary@ciscotexas.gov](mailto:citysecretary@ciscotexas.gov).

**SUBMITTAL OF PERMITS**

|           |  |
|-----------|--|
| In Person | 500 Conrad Hilton Blvd., Cisco, TX 76437 |
| By Mail   | P.O. Box 110, Cisco, TX 76437            |
| By Email  | citysecretary@ciscotexas.gov             |

**LOCATION OF WORK**

**If your job address is on a Texas State Highway, there may be additional permissions required from the Texas Department of Transportation.**

|                   |  |
|-------------------|--|
| Job Address       |  |
| Legal Description |  |
| Owner             |  |
| Owner Address     |  |
| Owner Phone/Email |  |

**BUILDING USE**

|                     |  |
|---------------------|--|
| Use of Building     | <input type="checkbox"/> Commercial <input type="checkbox"/> Manufacturing <input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Two Family<br><input type="checkbox"/> Manufactured/Mobile Home |
| Class of Work       | <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Relocate <input type="checkbox"/> Demolition                                       |
| Description of Work |  |
| Value of Work       | \$   |

## BUSINESS/TRADE INFORMATION

|                                     |  |        |  |
|-------------------------------------|--|--------|--|
| <b><u>Contractor</u></b>            |  | Phone  |  |
| Address                             |  | Fax    |  |
| City, State ZIP Code                |  | E-mail |  |
| <b><u>Architect or Designer</u></b> |  | Phone  |  |
| Address                             |  | Fax    |  |
| City, State ZIP Code                |  | E-mail |  |
| <b><u>Engineer</u></b>              |  | Phone  |  |
| Address                             |  | Fax    |  |
| City, State ZIP Code                |  | E-mail |  |
| <b><u>Plumber</u></b>               |  | Phone  |  |
| Address                             |  | Fax    |  |
| City, State ZIP Code                |  | E-mail |  |
| <b><u>Electrician</u></b>           |  | Phone  |  |
| Address                             |  | Fax    |  |
| City, State ZIP Code                |  | E-mail |  |
| <b><u>HVAC</u></b>                  |  | Phone  |  |
| Address                             |  | Fax    |  |
| City, State ZIP Code                |  | E-mail |  |
| <b><u>Additional Trades</u></b>     |  | Phone  |  |
| Address                             |  | Fax    |  |
| City, State ZIP Code                |  | E-mail |  |

## NOTICE

Separate permits are required for electrical, plumbing, gas, and mechanical work. There will also be additional fees for inspections of work. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 1 year at any time after work is commenced. Revised construction plans must be submitted for city review and approval is required for any changes made after the City of Cisco issues a building permit.

## SIGNATURES

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. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

|                         |  |                    |  |
|-------------------------|--|--------------------|--|
| Signature of Contractor |  | Signature of Owner |  |
| Name and Title          |  | Name and Title     |  |
| Date                    |  | Date               |  |

## PLANS REVIEW

Building Plan Review: \_\_\_\_\_

## PUBLIC WORKS REVIEW

Public Works Review: \_\_\_\_\_

*Last Updated: 12/2023*