



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.

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

Job Address	
Legal Description	
Owner	
Owner Address	
Owner Phone/Email	

BUILDING USE

Use of Building	☐ Commercial ☐ Manufacturing ☐ Residential ☐ Multi-Family ☐ Two Family ☐ Manufactured/Mobile Home
Class of Work	☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Relocate ☐ Demolition
Decription of Work	
Value of Work	\$

BUSINESS/TRADE INFORMATION

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