



# City of Whitewright

Phone: (903) 364-2219  
Fax: (903) 364-3001

P.O. Box 966  
Whitewright, TX 75491  
permits@whitewright.com

## Residential Permit Application

Building Permit Number: \_\_\_\_\_ Valuation: \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
 Project Description: NEW SFR  SFR REMODEL/ADDITION  SPECIFY OTHER: \_\_\_\_\_  
 PLUMBING  MECHANICAL  ELECTRICAL   
 FENCE  ACCESSORY BUILDING  LAWN IRRIGATION  SWIMMING POOL   
 Description of Work: \_\_\_\_\_  
 Area Square Feet: \_\_\_\_\_ Covered \_\_\_\_\_ Total: \_\_\_\_\_ Number of stories: \_\_\_\_\_  
 Living: \_\_\_\_\_ Garage: \_\_\_\_\_ Porch: \_\_\_\_\_

Owner Information: \_\_\_\_\_  
 Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

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 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 Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Approved by: _____	Date approved: _____
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Building Permit Fee: _____	Total Fees: _____
Water Tap Fee: _____	Cash / Check # / Debit / Credit: _____
Sewer Tap Fee: _____	Issued Date: _____
Meter Deposit: _____	Issued By: _____
	BV Project #: _____

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## Building Requirements

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

### Building Codes

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Whitewright, Texas, has adopted the following codes regulating building construction.

*2012 International Building Code*  
*2012 International Residential Code*  
*2012 International Fire Code*  
*2012 International Fuel and Gas Code*  
*2012 International Plumbing Code*  
*2012 International Mechanical Code*  
*2011 National Electrical Code*  
*2012 International Energy Conservation Code*  
*City of Whitewright Zoning Ordinance and all local amendments*

### Building Permit

Before a building permit will be issued, all plans and documents related to the permit application must be submitted to the City of Whitewright and all applicable fees paid to the City. All new construction, alterations, or additions require a building permit. All applications must be legible and completely filled out, dated, signed by the builder and all the builders MEP contractors must be listed on the application. Verified address with lot, block, subdivision and phase is required on all applications.

All Contractors performing work within the City of Whitewright's jurisdiction must be registered with the City.

Construction or building without a permit is subject to a fine double the permit fee.

Permits are required for the following construction:

- All concrete drives and walks
- Drainage and storm sewer
- All pre-assembled buildings moved in that exceed 300 square feet
- All buildings where structural, plumbing, electrical or mechanical work is involved

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All on-site constructed structures

## **Building Requirements**

### **Plan Review**

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements.

### **Inspections**

Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775 or faxed to (877) 837-8859. Inspection requests can also be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com) Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

The building final inspection must be passed prior to occupancy of building.

### **Construction Site**

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved.

Only construction dumpsters from Waste Management are to be used at construction sites. You can contact them at 1-800-772-8653. Construction area shall be maintained until job completion.

NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.



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## Residential Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

**Site plans (plot plans)** drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

**Floor plans** drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

**Exterior elevation plans** drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

**Structural plans**, where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

**Foundation plans** (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (reference International Residential Code) drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

**Engineer's foundation design letters.** (post tension) Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

**Masonry on Wood details**, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

**Electrical plans** (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

**Plumbing plans** (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

**Energy Compliance Report to meet the 2012 IECC.**

**NOTE:** A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.

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## New Residential Plan Review Submittal Requirements

Address: \_\_\_\_\_ Date Received: \_\_\_\_\_

All Permit Applications must have an original signature and be complete. All information concerning building description and materials must be accurate and completely shown.

- \_\_\_\_\_ (2) **Site Plans to include:**  
Complete address with legal description (lot, block, subdivision, and phase)  
Property lines and lot dimensions  
Proposed structure and all existing buildings  
Finished floor and finished pad elevations  
All easements, Utility locations  
Driveway, sidewalk and fence locations  
Lot area, slab area, and coverage percentage  
Setbacks – approved setbacks for front, rear and sides of house must be shown on site plan
- \_\_\_\_\_ (2) **Residential Energy Code Compliance Report (2012 IECC).** All Third Party Rater information and documentation must be submitted if Energy Star Home.
- \_\_\_\_\_ (2) **Foundation Plans - Conventional Rebar Slab Foundation – Regionally Accepted Practices - Foundation Detail (Reference IRC) or Engineered plans for Post Tension Foundation – Engineered Foundation plans and letter.** Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the 2009 IRC. If letter is provided, original signature must be on one of the letters submitted. If stated on plans, must have original signature of engineer on plans.
- \_\_\_\_\_ (2) **Sets of house plans to include:** floor plan, exterior elevations, framing, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details. Options reflecting additional buildable space must be identified by the actual square footage area and included in the permit values for total A/C area and/or construction area under roof. Other options shown but red lined will be included within the permit value. Elevation drawings must clearly state that the structure meets the exterior requirements set forth by the City of Gunter. All drawings must be legible and show proper square footage for A/C and total building areas.
- \_\_\_\_\_ **Driveway approaches and drainage culverts - Engineered plans**  
(Driveways accessing State Highways require a TXDOT permit)

*Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Third Party Energy Providers, and Backflow Tester.*

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## Residential: Electrical – Plumbing – Mechanical

### Electrical Upgrades/ Repairs

**When is a permit needed?** A permit is required for all service upgrades, service repairs or circuit replacements.

**What is needed to obtain a permit?** A plan review is not required, but a permit fee is due upon permit issuance.

**Submittal documents:** Fill out a Residential permit application.

### Plumbing Upgrades/ Repairs

**When is a permit needed?** A permit is required when a gas line is added, replaced or repaired, installing gas logs inside your fireplace, replacing a gas or electric water heater, adding a water softener to your home or sprinkler system.

**What is needed to obtain a permit?** A plan review is not required, but a permit fee is due upon permit issuance.

**Submittal documents:** Fill out a Residential permit application.

**Sprinkler Permits:** An approved backflow device must be installed with each sprinkler system.

### Mechanical Upgrades/ Repairs

**When is a permit needed?** A permit is required when an air conditioner or furnace is replaced.

**What is needed to obtain a permit?** A plan review is not required, but a permit fee is due upon permit issuance.

**Submittal documents:** Fill out a Residential permit application.

### Inspections

Request an inspection from Bureau Veritas. Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day.

Phone: (817) 335-8111 / toll free (877) 837-8775

Fax: (817) 335-8110 / toll free (877) 837-8859

Can also be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

**All Electrical, Plumbing, and Mechanical work described above require an inspection and Contractor Registration.**



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206 W Grand Avenue Whitewright, Texas 75491  
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## New Residential Inspections

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. |

Inspection requests can also be faxed to the Bureau Veritas office.

Inspection number: (817) 335-8111 or (972) 980-8401

Inspection FAX: (817) 335-8110 or (972) 980-8400

Toll Free number: (877) 837-8775

Toll Free FAX: (877) 837-8859

Inspection requests can also be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

**Plumbing Rough** - All inspections in this group must be requested at same time

**Water Service**

**Yard Sewer**

**Form Survey** – Must be in permit packet for inspection to be passed

**Foundation** - Engineered Foundation letter is acceptable, but must be in packet at time of frame inspection

**Electric Rough** - All inspections in this group must be requested at same time

**Mechanical Rough**

**Gas Rough Piping /Test**

**Plumbing Top-out**

**Frame**

**Energy Insulation** - If using 3<sup>rd</sup> party, green tag must be in permit packet.

**Construction Electric and Gas Final** - Meters will be released by city

**Electrical Final**

**Mechanical Final**

**Plumbing Final**

**Energy Final** - Passed Final Energy testing must be in permit packet at time of finals

**Customer Service Inspection Form** - Will be completed by inspector

**Final Grade Survey** – Must be in permit packet at time of finals

**Fence Final** – Fence must be installed at time of final inspection or additional permit will be required.

**Building Final**

**Temporary Pole and Flatwork / Approach / Culvert** - Can be called in at any time during construction.



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## New Residential Energy Inspections

There will be 2 inspections required, one at pre-drywall and one at final. Duct testing must be conducted at finals, but prior to the Building Final.

### Pre-drywall inspection to include:

- Insulation R-Value Installed
- Quality of Insulation Installation
- Window Values
- Proper Sealing of Envelope
- Thermal Bypass Enclosure installed in appropriate locations
- Inspection of Duct System Connections for proper sealing techniques

### Final Inspection to include:

- Attic Insulation Installed R-Value and Quality
- Space Heating and Cooling Equipment Efficiencies
- Water Heating Equipment Efficiency
- Weather Stripping of all Doors (and Attic Access located within Conditioned Space)
- Duct Leakage Testing
- Blower Door Testing

Third party energy inspectors must have one of the certifications listed below and must be registered with the City of Whitewright prior to conducting any inspections.

ICC Certifications  
BPI Certification

HERS Certification  
Proof of Experience Performing Diagnostic Testing

The third party inspector must leave verification of compliance on site for city inspector. Building finals will not be approved unless all required documentation is received. Bureau Veritas inspectors will acquire the documentation in the field prior to completing any subsequent inspection past the stage of energy approval.





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## Residential Remodel/Addition

**What is an Addition** – Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunroom, bedroom are any other room that is enclosed or open and is attached to the main structure.

**What is a Remodel** – Any interior or exterior construction work to the main structure such as moving walls, replacing windows, and any major electrical, plumbing, and/or mechanical work.

### Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
(2) 2009 IECC Residential Energy Code Compliance Report), if applicable	(2) If installing new windows as part of the remodel, 2009 IECC Residential Energy Code Compliance Report)
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
Contractor Registration - Electrician, Plumber, Mechanical	Contractor Registration - Electrician, Plumber, Mechanical
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property.	N/A
(2) Foundation and Roofing plans	N/A

**What do I need to install a Deck?** - Because they are not covered, decks are not considered additions to the footprint of the house nor do they have to meet setback requirements. However, any deck 30 inches off the ground requires a permit. Submit a residential permit application and a drawing showing the house and where the deck is to be constructed. Include the materials to be used and a description of how the deck will be anchored to the ground.

**Do I need a permit for a Concrete Patio?** – Concrete patios do not require a permit if they are not attached to the house foundation, however, if you plan to cover or enclose this area at a later date, a permit for the concrete is a good idea so we will have a record of the structural strength of the patio.



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## Residential Fence Permits

**When is a permit needed?** A permit is required for a new fence, replacing the posts, changing the height, or moving a fence from its current location.

**What is needed to obtain a permit?** Fill out a residential permit application and submit a site plan showing location of fence on property. A permit fee is due upon permit issuance.

### **What are the requirements for a Residential Fences?**

#### Section 24.9 Fences

24.9.1. Metal fences shall not be allowed in the required front yard in any district.

24.9.2 No fence or hedge shall exceed three feet (3) height in the required front yard in any district.

24.9.3 No fence shall exceed eight (8) feet in height.

24.9.4 Fences shall be constructed of customary urban fencing materials and shall be aesthetically consistent with buildings and fences in the area.

**Retaining Walls** - An Engineered stamped design is required for retaining walls over 4 feet in height.

**Submittal documents:** Fill out a Residential permit application and submit (2) site plans which include the following: (You may use a copy of a survey of your lot and draw the above requirements.)

- \_\_\_\_\_ Location of main building on lot and all other structures on property.
- \_\_\_\_\_ Location of proposed fence or retaining wall on property.
- \_\_\_\_\_ Height of fence or retaining wall.
- \_\_\_\_\_ Construction material used.
- \_\_\_\_\_ All streets and alleys.



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## Residential Accessory Structures

**What is an Accessory Structure?** An accessory building or use is one which: (a) is subordinate to and serves a principal building or principal use; and (b) is subordinate in area, extent, or purpose to the principal building or principal use served; and (c) contributes to the comfort, convenience and necessity of occupants of the principal building or principal use served; and (d) is located on the same building lot as the principal use served.

### **What are the requirements for an Accessory Structure?**

#### SECTION 27 ACCESSORY BUILDING REGULATIONS

27.1 Height – No accessory building shall exceed twenty-five (25) feet in height, nor shall it be greater in height than the main structure.

#### 27.2 Area Regulations for Accessory Buildings or Structures

27.2.1 **Front Yard:** Attached accessory buildings, including garages and carports, shall have a front yard not less than the main building, or as specified in the particular district. Detached accessory buildings shall be located in the area defined as the side yard or rear yard.

27.2.2 **Side Yard:** There shall be a side yard not less than eight (8) feet from any side lot line, alley line, or easement line, except that adjacent to a side street, the side yard shall never be less than twenty (20) feet.

27.2.3 **Rear Yard:** There shall be a rear yard not less than ten (10) feet from any lot line, alley line, or easement line. Carports, garages, or other accessory buildings located within the rear portion of a lot, as heretofore described, shall not be located closer than fifteen (15) feet to the main building nor nearer than eight (8) feet to any side lot line.

Reference City Zoning ordinance for additional district requirements in Agriculture District.

**When is a permit needed?** A permit and plan review is required for all accessory structures over 300 square feet. All permit fees and plan review fees are due upon permit issuance.

**Submittal documents:** Fill out a Residential permit application and submit (2) site plans which include the following: (You may use a copy of a survey of your lot and draw the requirements.)

- \_\_\_\_\_ Location of main building on lot and all other structures on property.
- \_\_\_\_\_ Location of proposed accessory structure on lot. Distance from accessory structure to main building and other structures on property. Distance from accessory structure to side and rear lot lines. All streets and alleys.
- \_\_\_\_\_ Foundation plans and/or means of support. (All portable buildings must be tied down regardless of size.)
- \_\_\_\_\_ Electrical and plumbing plans, if applicable.
- \_\_\_\_\_ Roof details (if not a prefabricated storage building).



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## Bureau Veritas Contact Information

### Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

### Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (469) 241-1834 or toll free (800) 906-7199.

### Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

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### Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 or toll free (877) 837-8775 for your inspector's name and number.

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**

Sec. 38-123. - Easements and dedications.

- (a) *Utility easements.* Ten feet wide utility easements shall be provided on the rear lot line of each lot. Easements shall be provided at all other locations necessary for the construction and maintenance of utilities.
- (b) *Drainage easements.* Drainage easements shall be provided for the construction and maintenance of drainage systems of such size and location necessary as determined by the drainage plans.
- (c) *Fire lanes.* Where adequate access for firefighting is not otherwise provided, easements for fire lanes shall be required. Fire lane easements shall be paved to a minimum of 20 feet in width and shall be marked as such on the ground.
- (d) *Parks and open space.* There shall be no dedication of parks, open space, or other public access areas except as authorized by the city.
- (e) *Schools.* There shall be no dedication or reservation of land for school purposes except as authorized by the city in consultation with the city ISD.
- (f) *Public facilities.* There shall be no dedication or reservation of land for public buildings or facilities except as authorized by the city.

(Ord. No. 444, § 3.06, 2-3-2004)



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## CONTRACTOR REGISTRATION FORM

### TYPE OF CONTRACTOR LICENSE

\_\_\_\_\_ ELECTRICAL CONTRACTOR  
\_\_\_\_\_ MASTER ELECTRICIAN  
\_\_\_\_\_ JOURNEYMAN ELECTRICIAN  
\_\_\_\_\_ MASTER SIGN ELECTRICIAN

\_\_\_\_\_ MASTER PLUMBER  
\_\_\_\_\_ JOURNEYMAN PLUMBER

\_\_\_\_\_ MECHANICAL (HVAC)

\_\_\_\_\_ IRRIGATOR (LANDSCAPE)  
\_\_\_\_\_ BACKFLOW *(special form required)*

\_\_\_\_\_ THIRD PARTY ENERGY PROVIDER  
\_\_\_\_\_ WASTE CONTRACTOR  
\_\_\_\_\_ OTHER

### CONTRACTOR INFORMATION

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_

LICENSEE NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE**