



**City Of Holland**  
**Building Permit Application**  
**102 W Travis**  
**Holland, Texas 76534**

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

**PROPERTY IDENTIFICATION ( All Fields Are Required)**

Business Name/ Property Owner's Name: \_\_\_\_\_

Construction Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Business Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell # \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

License Holder's Name: \_\_\_\_\_ License # \_\_\_\_\_

**ARCHITECT/ENGINEER INFORMATION (IF APPLICABLE)**

Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ License # \_\_\_\_\_



TYPE OF WORK BEING PERFORMED:  NEW  ADDITION  REMODEL  
 MOBILE HOME  ROOFING  STORAGE Building  CARPORT  
 IN GROUND POOL  ABOVE GROUND POOL  DRIVEWAY

CURRENT USE OF STRUCTURE:  RESIDENTIAL  BUSINESS  STORAGE

IS THIS A CHANGE OF USE?  NO  YES

COST OF JOB: BUILDING	\$	_____
ELECTRIC	\$	_____
PLUMBING	\$	_____
MECHANICAL	\$	_____
OTHER	\$	_____
TOTAL COST	\$	_____

General Description of work to be performed:

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Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of applicant: \_\_\_\_\_

The City will also need a copy of your Plumber, Electrician, HVAC and/or Contractor license for our files.

## Building Permit Guideline

- All owner and applicant contact information, including email addresses. If the contractor and subcontractor information is not available at the time of application, you may provide this information later, directly to our office by email; send to [sdickey@cityofholland.org](mailto:sdickey@cityofholland.org)
- Complete all application questions.

**ALL PLANS AND DOCUMENTS MUST BE SUBMITTED EITHER IN PERSON OR EMAILED TO: [sdickey@cityofholland.org](mailto:sdickey@cityofholland.org). Preferably in PDF form.**

### **Forms to be submitted:**

- Site plan showing all property lines, building setback lines, easements, right of way, and existing structures. A survey is preferred.
- Depict the proposed structure, with dimensions from property lines, and from the front setback line. Depict the driveway, entry walks, city walks, and storm sewer inlet locations if they are in front of, or within 10 feet of this lot. Show proposed drainage type and directional arrows. If in an approved single lot subdivision, show the distance between any existing, or planned adjacent structures.

### **Architectural plans that include the following:**

- Foundation Plan & Details
- Floor Plan & Details
- Wall Construction Plan or Cross Section & Details
- Roof Plan & Details or Truss Specifications
- Other Pertinent Structural Details
- Elevations, labeled with materials (stone, stucco, brick, etc.)
- Electrical Plan & Details
- Plumbing Plan & Details
- Mechanical Plan & Details (If applicable)

Depending upon the project, additional data may be required (i.e., details, computations, stress diagrams, soil analysis, handicap requirements, engineer/architect/surveyor seals, electrical riser/diagrams/calculations/analysis, flood zone, etc.).

Note: A professional engineer's stamp is required for buildings over 5,000 sq. ft. or with a clear span of greater than 24 feet and other than standard construction.

The following minimum residential requirements should be included in the documents when submitted for plan review:

### **ELECTRICAL**

- Electrical Service Load Analysis of the National Electrical Code
- Plans shall clearly indicate the location of all electrical distribution equipment
- Power, lighting, and equipment layout
- Location of all GFCI receptacles
- Electrical notes on plans to substantiate items
- Location of all smoke detectors.
- Location of smoke & CO-2 detectors

### **PLUMBING**

- Show plumbing layout
- Type of materials to be used

### **MECHANICAL**

- HVAC locations
- Indicate if gas or electric
- Type and size of unit
- System distribution

### **IMPORTANT**

**Contractors and Property Owners – The approval of permits by the City of Holland does not exempt you from complying with current or future federal, state, or regional development requirements.**

Application Fee: \$50

- The City of Holland does not review for any applicable deed restrictions, nor does it review for any HOA or Architectural Review requirements. Compliance with these are the responsibility of the applicant.

If you have any questions or need additional information, please contact our office by email at [sdickey@cityofholland.org](mailto:sdickey@cityofholland.org) or call (254) 657-2460