

MECHANICAL Permit Application

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THIS SECTION FOR STAFELISE ONLY

CITY OF WOODWAY

Community Services Dept. 924 Estates Drive Woodway, Texas 76712 phone: (254) 772-4050 fax: (254) 399-6518

permits@woodwaytexas.gov

THIS SECTION FOR STAFF USE ONLY		
RECEIVED BY:	DATE/TIME:	APP COMPLETE? □Y □N (explain)
NOTE:		
1st REVIEW	2nd REVIEW (if needed)	PERMIT FEES
DATE:	DATE:	
BY:	BY:	TOTAL FEE: \$
□APPROVED □DENIED		□CASH □CK □CC
NOTE:		DATE PD: RCPT:

ANT NO	PROJECT ADDRESS:			•
'TEN, MATIC	PROPERTY OWNER:			
OWNER/ TENANT INFORMATION	MAILING ADDRESS:			CITY/ST/ZIP:
ŏ ≤	PHONE:	ALT PHONE:	EMAIL:	
	COMPANY:		CONTACT:	
TOR	ADDRESS:			CITY/ST/ZIP:
CONTRACTOR	PHONE:	ALT PHONE:	FAX:	
CON	EMAIL:			
	MECHANICAL LICENSE:			EXPIRES:

PROJECT INFORMATION

AND THE SECOND PROPERTY OF THE	
☐ RESIDENTIAL REMODEL/ADDITION - ALTERED SQUARE FOOTAGE:	
□UNIT CHANGEOUT ONLY - # OF REPLACED UNITS:	□DUCT WORK ONLY
☐ NEW COMMERCIAL CONSTRUCTION - VALUATION OF MECHANICAL INSTALLATION:\$	
☐ COMMERCIAL REMODEL/REPAIR - VALUATION OF MECHANICAL WORK:\$	
DESCRIPTION OF WORK:	

IMPORTANT INFORMATION REGARDING YOUR PERMIT/APPLICATION

• Allow three (3) business days for your application to be processed.

☐ NEW RESIDENTIAL CONSTRUCTION - LIVING SQUARE FOOTAGE:

- Upon approval, permit fees must be paid within 180 calendar days or the application may be considered void and require resubmittal. The permit is not valid until full payment is received.
- Upon approval and payment, permit is valid for 180 days. If permit expires, an extension may be granted with a written request. If work does not commence within the 180 days or is suspended, the permit becomes null and void. No refunds will be given for expired permits.
- No trade permits will be granted on new construction projects or work requiring remodel permits until the general building permit is valid.

APPLICANT SIGNATURE:	DATE:	

REVIEW NOTES (FOR STAFF USE)		