



# DEVELOPMENT SERVICES DEPARTMENT BUILDING PERMITS & INSPECTIONS DIVISION

**EXPRESS  
Datasheet  
Application**

Case # \_\_\_\_\_

(Not to be filled out by applicant, assigned by BP & I)

1.- PID # \_\_\_\_\_ (Central Appraisal Tax Identification Number)

2. Address \_\_\_\_\_ Space \_\_\_\_\_  
Zoning Section of Planning, if Address has not been Designated

3. Legal Description: Subdivision/Survey \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_

Verify Flood Zone in Subdivision Plan Review, 5<sup>th</sup> Floor, City Hall, 915-541- 4970

4.- Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Architect \_\_\_\_\_ Engineer \_\_\_\_\_

5.- Scope of work \_\_\_\_\_  
New \_\_\_\_\_ Addition \_\_\_\_\_ Remodel \_\_\_\_\_

6.- Valuation \_\_\_\_\_

7.- Zone: \_\_\_\_\_ If SP or SC then provide Copy of Contract

8.- New Square Footage: (Heated/Unheated Area) \_\_\_\_\_ S.F.

9.- Side Yard Set-Back Minimum 5' between the Property Line and any  
Refrigeration Equipment Adjacent to House.....Yes \_\_\_\_\_ No \_\_\_\_\_

10. Electronic submittal.....Yes \_\_\_\_\_ No \_\_\_\_\_

## SUB-CONTRACTORS LIST FOR THIS PROJECT:

ELECTRIC \_\_\_\_\_ PHONE \_\_\_\_\_

MECHANIC \_\_\_\_\_ PHONE \_\_\_\_\_

PLUMBING \_\_\_\_\_ PHONE \_\_\_\_\_

### Express Permits for but not limited to:

- ✓ Mobile Home Placement
- ✓ Portable Building Placement
- ✓ Rockwall ( Walls not requiring Engineering Seal or Plans )
- ✓ Siding
- ✓ Swimming Pools
- ✓ Temp Placement
- ✓ Tents
- ✓ Window Replacement

## **“ ALL HIGHLIGHTED AREAS MUST BE COMPLTELY FILLED ”**

Notice: A. This permit becomes null and void if work or construction authorized is not commenced and inspections called for and obtained within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

B. Separate Permits are required for electrical , mechanical and / or plumbing.

### AFFIDAVIT:

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 federal, state or local law regulating construction or the performance of construction. I also hereby certify that the information on the site plan is true and correct and that all known easements have been properly shown. I also understand that I am required by city ordinance to notify a Texas "one call" system before starting any excavation or digging work.

\_\_\_\_\_  
SIGNATURE OR OWNER (IF OWNER IS CONTRACTOR)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

\_\_\_\_\_  
DATE

TDLR (Architectural Barriers) 1-800-803-9202

Central Appraisal 1-915-780-2000

**Required: TEXAS ONE CALL SYSTEM 1- 800- 344- 8377 OR 1- 800- DIG-TESS**

[http://www.elpasotexas.gov/development\\_services/](http://www.elpasotexas.gov/development_services/)

Must Be COMPLETELY Filled Out



## Shared Parking

**APPLICATION FOR SHARED PARKING** – Applicant will fill out the Express Building Permit Application available at [www.elpasotexas.gov](http://www.elpasotexas.gov) . Each item on the application shall be completed and all documentation required shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.

**LOCATION MAP SHEET** - All Properties proposed for shared parking must be accurately outlined in red ink.

**NUMBER OF REQUIRED PARKING SPACES** - The number of required parking spaces for all properties and the use(s) at the property generating the parking need and property providing parking, number of provided parking spaces and hours of operation.

**SCALED DRAWING** - A scaled drawing showing the location of the property generating the parking need and property providing parking, location and pedestrian travel distance measured in feet along straight lines between the properties. In addition an electronic copy of the plans is required.

**DRAWING OF LOCATION, WORDING AND SIGNAGE** - A drawing showing the location, wording and signage used to direct patrons and employees of the shared properties.

**PROOF OF OWNERSHIP** - Proof of ownership for both properties and a signed and notarized copy of the agreement between the property owner and the owner of the shared parking property providing the permission of the shared parking arrangement. This agreement will contain a provision provided by written notice to the Development Services Director before modifying or terminating the shared parking arrangement.

**ADDITIONAL INFORMATION** - Additional items needed for approval include

- The owner / operator demonstrating that the parking requirements can be met by the shared parking arrangement.
- The use(s) of the shared property are non-simultaneous or in excess of the parking required for the use(s) of the shared parking property, or a combination of each option; and
- The shared parking is within 300 feet of the property generating the parking need and access is provided between the properties; and

Mayor  
John F. Cook

City Council

*District 1*  
Ann Morgan Lilly

*District 2*  
Susannah M. Byrd

*District 3*  
Emma Acosta

*District 4*  
Melina Castro

*District 5*  
Rachel Quintana

*District 6*  
Eddie Holguin Jr.

*District 7*  
Steve Ortega

*District 8*  
Beto O'Rourke

City Manager  
Joyce A. Wilson



- The parking area is compatible with the general development of the neighborhood and does not adversely affect the use of adjacent properties.
- Modifications to the arrangements shall be subject to the same standards for review and approval by the Development Services Director and may be subject to an additional fee.
- Termination of shared parking arrangement agreements result in the revocation of the Certificate of Occupancy for the building or facility of the property generating the parking need, in addition to other penalties as described in the El Paso City Code.
- Sharing with city owned property may be permitted provided the owner complies with all of the requirements on the application, and additionally obtains a lease from the City for such use of City property.

**CASHIER'S VALIDATION** - Upon review and acceptance by the Department, the required fee shall be paid at the Business and Customer Service Center, 5th Floor, City Hall Building. Fees are nonrefundable

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**Development Services Department**

Victor Q. Torres - Director

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