



# 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



## Window Replacement Permit Submittal

### Replacing windows of the same dimension with no structural changes

1. Express Permit Application,  
available at [www.elpasotexas.gov](http://www.elpasotexas.gov)
2. Legal description of property, (lot, block, subdivision, tract or survey),  
available at [www.elpasocad.org](http://www.elpasocad.org)
3. Complete address of property
4. The number of windows to be replaced

### Replacing windows that will require structural changes to the wall opening

1. Express Permit Application.,  
available at [www.elpasotexas.gov](http://www.elpasotexas.gov)
2. Legal description of property, (lot, block, subdivision, tract or survey),  
available at [www.elpasocad.org](http://www.elpasocad.org)
3. Complete address of property
4. The number of windows to be replaced and the sizes
5. The size (dimensions) and length of structural members to be replaced

Mayor  
John F. Cook

#### City Council

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Susannah M. Byrd

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