

**TOWN OF  
CROSS TIMBER**

**ACCESSORY BUILDING PERMIT APPLICATION**

DATE \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY**

STREET ADDRESS \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ PHASE \_\_\_\_\_

**DESCRIPTION OF PROJECT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONSTRUCTION VALUE \$ \_\_\_\_\_

TOTAL SQUARE FEET \_\_\_\_\_

**SUBCONTRACTORS**

- Electrical Contractor: \_\_\_\_\_
- Plumbing Contractor: \_\_\_\_\_
- Mechanical Contractor: \_\_\_\_\_

**PERMIT APPLICANT INFORMATION**

Contractor / Homeowner \_\_\_\_\_ E-Mail Address \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature of Permit Applicant \_\_\_\_\_

Please Print Name \_\_\_\_\_

**Office Use Only**

Building Permit Fee \$ \_\_\_\_\_

Released for Construction \_\_\_\_\_

Date \_\_\_\_\_

3225 Cross Timber Road  
CROSS TIMBER, TEXAS 76028

[crosstimbertx@att.net](mailto:crosstimbertx@att.net)  
TELEPHONE: 817-506-0006

**SUBMITTAL CHECKLIST**

The Town has in effect the Town of Cross Timber Subdivision Ordinance, the Town of Cross Timber Zoning Ordinance, the 2012 International Residential Code, and the 2015 International Energy Conservation Code. Please refer to these documents for preparation of your plans.

**\*SUBMIT (2) COPIES OF THE FOLLOWING:**

- Building Plans** **Size: 11" X 17"**
  - Elevations- showing proposed material
  - Floor plan
  - Structural Plan
  - Roof Plan- showing proposed material
  - Electrical Plan
  
- Site Plan** **Size: 11" X 17"**
  - Must show location of building on property and measurement to property lines from building.
  
- Cross Timber Residential Energy Compliance Path Form** **Size: 8.5" X 11"**
  - Accompanied with chosen path documents
  
- Engineered Foundation Letter** **Required for Additions 400 sf or larger** **Size: 8.5" X 11"**
  - Must state the foundation was designed to the 2012 International Residential Code and the specific soil conditions.
  - Sealed and signed by a professional engineer.
  
- Engineered Foundation Plan** **Required for Additions 400 sf or larger** **Size: 11" X 17"**
  - Sealed and signed by same professional engineer as letter.

Please allow a **minimum** of ten (10) working days for review.

The 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.

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 STATE OR LOCAL LAW REGULATING CONSTRUCTION OR PERFORMANCE OF CONSTRUCTION.

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Signature of Applicant

Date