



Permit Requirements Checklist

Accessory Structures:

- [General permit application](#); include detailed description of project
- Survey with site drawing of the location of the accessory structure and offsets
- Plans with building specifications (width, height, materials, etc.)
- [WPI-1](#)

Addition/Remodel:

- [General permit application](#); include detailed description of project
- Plans with building specifications (width, height, materials, etc.)

Contractor Registration:

- [Contractor Registration](#) Form
- Copy of Driver's License
- General Liability -showing Certificate holder as:
City of Portland
601 Moore Ave
Portland, TX 78374
- Registration fee is *\$135.00 (Valid Oct 1st – Sept.30th)

*Fee is not applicable for trades with master license.

Demolition:

- [General permit application](#); include detailed description of project
- Asbestos survey (Commercial)
- [Asbestos compliance](#) Statement

Driveway/Concrete:

- [General permit application](#); include detailed description of project
- Survey with site drawing of the location
- Plans with building specifications (width, length, materials, etc.)

Electrical/Mechanical/Gas/Plumbing/Irrigation:

- [General permit application](#); include detailed description of project

Fence:

- [General permit application](#); include detailed description of project
- Survey with site drawing of the location of the fence and offsets
- Plans with building specifications (width, height, materials, etc.)

Foundation Repairs:

- [General permit application](#); include detailed description of project
- Engineered stamped site plans and/or certificate

New Commercial

- [Commercial Building Permit Application](#) Packet
- Detailed Engineer Plans
- [WPI-1](#)
- 2015 Rescheck/Comcheck

New Residential:

- [New Construction Residential Building](#) Permit Application Packet
- Detailed Engineer Plans
- [WPI-1](#)
- 2015 Rescheck/Comcheck

Pod:

- [General permit application](#)

Pool:

- [General permit application](#); include detailed description of project
- Survey with site drawing of the location of the pool and offsets
- Plans with building specifications (width, height, materials, etc.)
- [Pool Packet](#) (notarized)

Roll-off Containers:

- [Application](#) for roll-off container

Roofing:

- [General permit application](#); include detailed description of project
- [WPI-1](#)

Sign:

- [General permit application](#); include detailed description of project
- Image/Plans of the signs that will be proposed
- Survey site plan of where the sign will be placed
- Electrical Plans (if applicable)

Solar Panels:

- [General permit application](#); include detailed description of project
- Survey with site drawing of the location of the panels.
- Plans with building specifications (width, height, materials, etc.) for the panels being placed
- [WPI-1](#)

Windows/Siding/Door:

- [General permit application](#); include detailed description of project
- Plans with window specifications
- [WPI-1](#)

***For additional information on permit requirements, see [Municipal Code](#)**

****Please note:** Incomplete applications will not be processed if missing information or required documents