



City of Saginaw

Building Addition and Remodel

Required Documents

- Contractors must be registered with the City of Saginaw
 - Must have proof of general liability insurance at minimum \$100,000 with the City of Saginaw listed as a certificate holder
- Permit Application
- Plans that meet currently adopted code and Saginaw ordinances
 - Plans should include all frame, electrical, mechanical, and plumbing work to be done

AFTER ALL PERMITS ARE APPROVED.

- Inspections
 - The inspection line is **817-232-4263**
 - Requests made before 7:30 a.m. will be inspected that day.
 - Requests made after 7:30 a.m. will be done the following day.
 - Please give permit number, permit address, and type of inspection being requested.

Inspections

1. Stake out (according to approved plan)
2. Plumbing Rough*
3. Foundation Pre pour*
4. Frame, Electrical Rough*, Mechanical Rough*, Plumbing top out*
5. Insulation
6. Dry Wall
7. Final

***- If applicable under scope of work.**

City of Saginaw
Permit Department
301 S. Saginaw Blvd.
Bus: 817-230-0453 Fax: 817-232-8565
E-mail: permits@saginawtx.org



City of Saginaw

Permit Date: _____
Permit #: _____
Total Fee: _____
Receipt #: _____

Residential Building Addition and/or Remodel Permit Application

Permit Address: _____

Property Owner Information

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

E-mail: _____

Permit Information

Construction Value (Including: electrical, mechanical, plumbing): _____

Sqaure Footage: _____

Site Plan (must be to scale and turned in with application): _____

Construction Plans (must be to scale and turned in with application): _____

Permit Requirements

1. Must provide one (1) complete set of plans (11x17 or smaller) (must be to scale):
2. Plans should include all frame, electrical, mechanical, and plumbing work to be done.
3. Plans must meet currently adopted codes and city ordinances.

Describe all Work:

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Contractor Information

All Contractors must be registered with the City of Saginaw, be validated on the permit, and hold general liability insurance with the City of Saginaw as a certificate holder prior to the permit being released

General Contractor Information Homeowner Contractor To be Determined

Company Name:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	

Electrical Contractor Information Homeowner Contractor To be Determined

Company Name:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	

Mechanical Contractor Information Homeowner Contractor To be Determined

Company Name:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	

Plumbing Contractor Information Homeowner Contractor To be Determined

Company Name:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	

Property Owner's Statement

(To be signed **if homeowner is general contractor**)

The intention of this statement is to provide the owner who is occupying the home (not a rental) the option to take responsibility/liability for the project.

I am the owner and occupant of the above listed property. I have the ability to and will perform the work as described. I am responsible for the construction and inspections of the improvements. If such improvements are found to be defective. I alone am responsible for the cost of any repairs or replacements necessary to bring the improvements into code compliance with the City of Saginaw.

I have read and acknowledge the information stated above.

Property Owner's Signature:	Date:
Property Owner's Printed Name:	Date:

All work must meet currently adopted codes and city ordinances. Inspections must be requested for all permits.

This permit, once issued, expires by limitation 180 days from the date of issuance unless construction is commenced and inspection approval is obtained within 180 days of issuance. The authority having jurisdiction shall be permitted to grant an extension of the permit time period for additional 180 days upon written documentation, by the permittee, of a satisfactory reason for failure to start or complete the work or activity authorized by the permit. **Only one extension will be allowed.**

I understand that all permits require phase inspections in addition to a final inspection.

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 the performance of construction.

Applicant Signature:	Date:
Printed Name:	Date: