



POLK COUNTY PERMIT DEPARTMENT

602 E. Church St., Suite 141, Livingston, TX 77351
936-327-6820 – fax 936-327-6867 - EMAIL: permits@co.polk.tx.us

PERMIT FEE
Service Fee
3% Service Fee
TOTAL DUE
If paying w/credit card click arrow and select Permit Fee from list
If Permit Fee exceeds \$500, type 3 into box to calculate 3% service fee
(Office Use Only)
DEV PCT #: RECEIPT #:
AFF
ATC PERMIT #:

(All questions in red must be completed)
Commercial Address
Septic Septic - Repair
Aerobic Maintenance (2 yr contract) Aerobic Maintenance Provider
High Pressure Gas Line
Cellular Tower Oil & Gas Well
Buildings - Select Sq Ft Range from pull-down menu below
Select from 0 - 9,500 sq ft Select from 9,501 - 30,500 sq ft
Enter building sq ft?
Fee for building larger than 30,500 sq ft is calculated by Permits
Fee for Solar Farm is calculated by permits
Clears Selections Above Clears Selections Below

Applicant Name
Mailing Address
Best Phone No. to reach you by
Future Business Name
City State Zip
EMAIL (If you do not have an email, enter N/A)
If you have an existing address enter here, or leave blank and a new 911 Address will be assigned by Permits.
Are you replacing an existing structure? YES NO
List number of structures currently on property, and which structures will be removed, or enter "none" if undeveloped
Property ID

Elevation Certificate (BFE)? YES NO
Is all or portion of property in the Floodplain? YES NO
Are you placing a structure in the Floodplain? YES NO If "YES" lenders require an elevation certificate
Is there an existing on-site septic facility: YES NO If NO, who will install septic?
Water Co.
Electric Co. Entergy (Entergy Acct No.) Sam Houston Electric Coop

You may type info into Building Materials Commercial structure block or select from pull-down menu
Building Materials Structure Type
Comments No. of Occupants No. Bathrooms

Commercial Permit Requirements: Applicant acknowledges that a Commercial Plan Review must be submitted to the Polk County Fire Marshal prior to erecting, modifying, or adding on to a commercial structure, and that converting a structure from residential to commercial use requires Fire Marshal review.
Fire Marshal Review Complete: \_\_\_\_\_ Date \_\_\_\_\_
JOHN FUGATE

I understand that it is my responsibility to obtain legal access from my property onto a county road, farm road or highway.
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
Permit Expires 1 Year from this date unless revoked
Return to Permits at permits@co.polk.tx.us

**1. Posting Address Numbers:** Please post your address number (within 60 days) in a location where emergency vehicles can see it clearly from the road or street you are addressed to. If your property is not clearly visible from the road or street, please post your address number on a permanent sign at the entrance to the drive of your property. If your property is located off of a State Highway, Farm Road, or US Highway, **DO NOT** post your address number on the highway right-of-way. Address numbers on your sign should preferably be 5" high, but no less than 3" high, and of a reflective material. Please remember, in an emergency, the presence and visibility of these numbers may help save your life.

**2. Deed Restrictions:** Property owner is solely responsible for complying with property deed restrictions.

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Upon Signing this Application, Property Owner (or his/her designee) authorizes Polk County, Texas, to enter upon the described property for the purpose of lot/land evaluation, septic system inspections, flood hazard evaluation, or for any reason consistent with the water quality programs of the Texas Commission on Environmental Quality. County officials and staff will make all reasonable efforts to coordinate inspection date and time with the property owner. If any portion of the referenced property is located in the 100-year floodplain, Applicant is responsible for building outside the floodplain or following the floodplain guidelines of the NFIP and Polk County, Texas.