

MONTGOMERY COUNTY DEVELOPMENT PERMIT PROCEDURES

FLOODPLAIN STATUS OF PROPERTY IS DETERMINED AT TIME OF APPLICATION
AND IS FOR PERMITTING PURPOSES ONLY.

WE DO NOT ACCEPT INCOMPLETE SUBMITTALS

ALL BELOW REQUIRED PAPERWORK MUST BE PRINTED 8 ½ x 11, SINGLE SIDED

DEVELOPMENT PERMIT STRUCTURE COMMERCIAL - ITEMS REQUIRED WITH PERMIT SUBMITTAL

- Every Commercial Structure (open or enclosed) and/or addition (open or enclosed) requires its own permit
- Please Note Apartments, Rental Homes, Model Homes, RV Parks, Cell Towers, Construction Trailers, Food Trucks, etc. are considered Commercial
- Any Development/work being done in the 100yr Floodplain requires a permit; may require “Development Permit Non-Structure”.
- Visit www.mc911.org, and select “Addressing” to request a new address or to verify an address.

Construction projects exceeding 15,000 square feet of covered area, on the entire property, including building footprint, concrete or asphalt parking areas, etc. are required to submit a drainage plan for approval by the Montgomery County Engineering Department.

- Civil Plans must be provided to the Permit Department at the time of submittal for drainage review.
- 1 thumb drive Civil set is required.
- If floodplain/floodway is on the property, 1 additional thumb drive is required for Floodplain review.

1. Completed “Development Permit Application - Structure”
2. Completed “Stormwater Management Program Compliance Certification” and “Stormwater Maintenance Declaration, if applicable.
3. Copy of complete legal description of subject property
 - A. Subdivision name, section, block, and lot (recorded plat)
 - B. OR Written metes and bounds description or survey – no larger than letter size paper.
4. Site plan or survey with exact location of new and/or existing structures – no larger than letter size paper.
5. Letter on letterhead (date within one year) from the Utility District stating water and/or sewer will be provided to property.
6. Precinct 4 Culvert Verification Form or Culvert Inspection Receipt (if applicable).
7. For property located in the jurisdiction of a city, other documentation may be required.
8. For property located in the Planning area of the City of Houston, a Certificate of Compliance or a Development Approval Form (Form 101) is required from the Engineering/Planning Department. This does not apply to properties located in recorded subdivisions with no changes.
 - For questions or access to the application visit: <https://www.houstontx.gov/planning/Forms/>
9. If public sewer is not available, property owner **MUST** apply for “Septic Permit.”
10. Complete Guidelines for Commercial Permits Form.
11. Include Address Verification letter for NEW COMMERCIAL DEVELOPMENT from Non-Emergency 911.
 - Visit www.mc911.org, select “Addressing”, follow steps to request address verification.
12. Fire Code form and follow instructions for Fire Code Permit and required plans, if applicable.
13. If Commercial Food Establishment, must submit floor plan with room finish schedule, kitchen equipment plan, and kitchen plumbing plan for review and approval (\$50 plan review fee).
14. Every Commercial Structure and/or addition (open or enclosed) and any Development in the 100yr Floodplain requires its own permit; may require an additional “Development Permit Non-Structure”.

COMMERCIAL DEVELOPMENT:

Structure in or out of 100 year floodplain: \$150 + .015 per square foot (sf)

Each permit fee must be made separately. You can choose from the following methods:

- **Exact check or money order: Made payable to “Montgomery County”**
- **Credit card: Pay online using payment link emailed to you**

Permit # _____

Montgomery County
Development Permit Application - STRUCTURE
ALL PERMITTING FEES ARE NON-REFUNDABLE

Old Permit # _____

TO BE FILLED OUT BY COUNTY OFFICIAL

DATE ISSUED: _____

PRECINCT # _____ ZONE _____

DEVELOPMENT PERMIT

CENSUS TRACT # _____

TYPE/FEE: _____

CLASS A _____ CLASS B _____ CODE _____

SEPTIC PERMIT

IS PROPERTY IN FLOODPLAIN? _____

TYPE/FEE: _____

FLOODWAY? _____

OTHER: _____

R# _____

PERMIT ASSISTANT _____

1. Applicant's Name: _____ (Email) _____

Mailing Address: _____ (Phone) _____

City _____ State _____ Zip _____

Owner's Name: _____ (Email) _____

Mailing Address: _____ (Phone) _____

City _____ State _____ Zip _____

2. LOCATION

Subdivision _____

Section _____ Block _____ Lot _____ Acreage/Lot Size _____

Defined Location _____

Property Address _____

City _____ State _____ Zip _____

Survey Name/Abstract # _____ Closest Major Road _____

3. RESIDENTIAL

COMMERCIAL

A. Manufactured Home _____

A. Industrial/Manufacturing _____

B. Single Family House _____

B. Business/Office _____

C. Other _____

C. Retail/Wholesale _____

D. Multi Family _____ /# of Units _____

D. Other _____

E. # Residences/Buildings on Property? _____

of People/ Residents per day _____ # Bedrooms _____ # Restrooms _____

Square Foot of Living Area _____ Square Foot of Structure _____

4. ELECTRIC COMPANY

Centerpoint _____ Entergy _____ Mid-South _____ Sheco _____ Acct# (If known) _____

5. WATER SYSTEM

Private Well _____ Water District _____ Other _____

6. SEWAGE TREATMENT

Installing Septic _____ Existing Septic _____ Public System _____

NOTICE

*If the permit applicant is a corporation, partnership, or other legal entity other than a natural person, state the name of one or more natural persons who will be responsible to Commissioner's Court to see that all provisions of the Development Permit and Septic Permit will be faithfully complied with.

*Once a permit has been generated, information cannot be changed. To change information, a new permit must be purchased.

* Notice of Approval will not be issued until a final inspection and approval of the septic system is given by Montgomery County Environmental Health Department.

* Development permits expire 180 days from the date they are entered into our permitting system, regardless of their review status (pending, approved, or denied).

* Any person securing a permit does so on the representation to Commissioner's Court that he/she will comply with all requirements and county regulations, and obtain all necessary permits required for this property.

*All permitting fees are non-refundable, no exceptions.

Signature _____ Date _____

Guideline for Commercial Permits

Permit # _____

In Montgomery County

Name of project being permitted: _____

Address of property being permitted: _____

Suite _____ City _____ State _____ Zip _____

Type of business _____ Property ID R # _____

Open to public use? _____ Hours open _____ # of employees _____

<u>Is this an Existing Development?</u>	YES OR NO
Sq. ft. of build out/lease space/remodel space for existing structure	_____
Sq. ft. of all existing structures on property	_____
Sq. ft. of all existing impervious cover. (Concrete, asphalt, crushed rock, limestone, driveways, etc.)	_____
<u>Is this a New Development?</u>	YES OR NO
Sq. ft. of this new structure or addition	_____
Sq. ft. of all new impervious cover. (Concrete, asphalt, crushed rock, limestone, driveways, etc.)	_____
<u>Total Development</u>	
Total sq. ft. of <u>all</u> structures and <u>all</u> impervious cover on <u>entire property</u>	_____

Will there be any proposed work in the County Road Right Of Way? YES or NO

*If yes to above, have plans been submitted to Engineering? YES or NO

If not, must provide separate plans on thumb drive with this submittal

Will there be new or modified driveway access on TXDOT road? _____

Septic system on property? _____ How many? _____

If different addresses, please list _____

Water well to be used? _____ If yes, for public consumption? _____ Future expansion planned? _____

Food preparation? Y or N Foods to be served _____

****OTHER PERMITS MAY BE REQUIRED****

SEE - Dev Structure Permit, Fire Code Permit, Septic Permit, Food Permit or Non-Structure Permit

I understand that this department is relying on information provided by me at the time of permitting to satisfy the Montgomery County Permit Requirements. I also understand that failure to provide correct information will result in this permits immediately becoming null and void. If there are any changes in these plans, I will contact this department immediately.

Signature

Date



MONTGOMERY COUNTY

PERMIT DEPARTMENT
501 N. THOMPSON, SUITE 100
CONROE, TEXAS 77301

(936) 539-7836 • (281) 364-4200 EXT 7836 • FAX (936) 538-8155

**Montgomery County Stormwater Management Program
Compliance Certification**

If area of development is 1 acre (43,560 sf) or more you must file a Long-Term Maintenance Plan of Post-Construction Stormwater Control Measures in the real property records of Montgomery County. *TPDES General Permit 4(b)3*

Is your area of development 1 acre or more? (*circle one*) Yes or No

If yes, provide filed document # _____

Development - means any man-made change to improved and unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Erosion and/or sediment controls to be implemented during construction.

Property Address: _____

- Silt Fence
- Berm
- Hay Bales
- Other _____

Signature verifies that the above referenced controls will be used.

Printed Name

Signature

Date