

MONTGOMERY COUNTY DEVELOPMENT PERMIT PROCEDURES

FLOOD PLAIN 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 RESIDENTIAL - ITEMS REQUIRED WITH PERMIT SUBMITTAL

- Every structure and/or addition 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”.
- Each living structure requires its own separate address. Visit www.mc911.org, and select “Addressing” to request a new address or to verify an existing one.

Important: Permit information, including the address, cannot be changed once a permit is generated. To update the information, a new permit must be purchased.

1. Completed “Development Permit Application - Structure”
2. Completed “Stormwater Management Program Compliance Certification” and “Stormwater Maintenance Declaration, if applicable.
3. Letter on letterhead (date within one year) from the Utility District stating water and/or sewer will be provided to property.
4. 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.
5. Site plan or survey with exact location of new and/or existing structures – no larger than letter size paper.
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.”, please see Septic Permit Checklist.
10. Include Address Verification letter for NEW DEVELOPMENT from Non-Emergency 911.
 - Visit www.mc911.org, select “Addressing”, follow steps to request address verification.

RESIDENTIAL DEVELOPMENT:

Structure out of 100 year floodplain:	\$150
Structure in 100 year floodplain	\$200

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 in person or online using the payment link emailed to you (if available).**

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 _____



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