



1101 Moore Ave. Portland, TX 78374  
 Phone: (361) 777-4553 Fax: (361) 643-5709  
 Email: permits@portlandtx.com

## Residential Building Permit Application

<b>Permit Information:</b>		<b>Modified</b>
<b>Project Address:</b>	_____	<b>Valuation:</b> _____
<b>Legal Description:</b>	_____	<b>Valuation:</b> _____
<b>Project Description:</b>	New SFR _____ SFR Remodel _____	Fence _____
<b>Description of Work:</b>	_____	
<b>Area Square Feet:</b>	_____	
Living: _____	Garage: _____	Covered Porch: _____
		<b>Total:</b> _____

<b>Owner Information:</b>		
<b>Name:</b> _____	<b>Contact Person:</b> _____	
<b>Address:</b> _____	_____	
<b>E-mail:</b> _____	_____	
<b>Phone No:</b> _____	<b>Fax No:</b> _____	<b>Mobile No:</b> _____

<b>Contractor Information:</b>		
<b>Name:</b> _____	<b>Contact Person:</b> _____	
<b>Address:</b> _____	_____	
<b>E-mail:</b> _____	_____	
<b>Phone No:</b> _____	<b>Fax No:</b> _____	<b>Mobile No:</b> _____

Mechanical Contractor	Contact Person	Phone Number	Contractor License No.
Electrical Contractor	Contact Person	Phone Number	Contractor License No.
Plumber/Irrigator	Contact Person	Phone Number	Contractor License No.

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. Separate permits are required for electrical, plumbing, and heating/air condition. All permits require a final inspection. Refer to permit for appropriate scheduling information.

**A Certificate of Occupancy must be issued BEFORE the residence is occupied. Foundation Certificate, WPI-2/8, Termite Report, and Elevation Certificate (if required) are required before the certificate will be issued.**

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 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.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### OFFICE USE ONLY:

<b>Reviewed by:</b> _____	<b>Date denied:</b> _____
<b>Permit Denied:</b> _____	<b>Date approved:</b> _____
<b>Permit Approved by:</b> _____	<b>Date reviewed:</b> _____
<b>Permit Approved WC:</b> _____	<b>Date approved:</b> _____
<b>BV Project #</b> _____	

This plan review and its stipulations and conditions have been discussed with me. I agree to submit any changes to the original in writing to the City of Portland prior to altering any approved construction.



City of Portland  
1900 Billy G. Webb Drive  
Portland, Texas 78374  
(361) 777-4553

## Tap/Meter Set Up – Water/Wastewater

### Customer Billing Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Local Customer Contact Information

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Location for Service

Site Address: \_\_\_\_\_

Nearest Cross Street: \_\_\_\_\_

General Location: \_\_\_\_\_

Does location currently have water tap?      Yes \_\_\_\_\_      No \_\_\_\_\_

Does location currently have sewer tap?      Yes \_\_\_\_\_      No \_\_\_\_\_

### **INTERNAL USE ONLY:**

Water Tap Fee: \_\_\_\_\_

Sewer Tap Fee: \_\_\_\_\_

Water Meter Fee: \_\_\_\_\_

New Service Fee: \_\_\_\_\_

Total Paid: \_\_\_\_\_



**CITY OF PORTLAND SERVICE AGREEMENT**  
(Required by the Texas Commission on Environmental Quality)

**I. PURPOSE.** The City of Portland is responsible for protecting the public drinking water supply from contamination or pollution which could result from improper plumbing practices. The purpose of this service agreement is to notify each customer of the plumbing restrictions which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the City of Portland will begin utility service. In addition, when service to an existing connection has been suspended or terminated, the water system will not reestablish service unless it has a signed copy of this agreement.

**II. PLUMBING RESTRICTIONS.** The following undesirable plumbing practices are prohibited by state regulations;

- A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air gap or an appropriate backflow prevention device.
- B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air gap or a reduced pressure zone backflow prevention device.
- C. No connection which allows water to return to the public drinking water supply is permitted.
- D. No pipe or pipe fitting which contains more than 8.0% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
- E. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.

**III. SERVICE AGREEMENT.** The following are the terms of the service agreement between the City of Portland, the Water System, and the Customer signing this document;

- A. The Water System will maintain a copy of this agreement as long as the Customer and/or the premises is connected to the Water System.
- B. The Customer shall allow his or her property to be inspected for possible cross-connections and other undesirable plumbing practices. These inspections shall be conducted by the Water System or its designated agent prior to initiating service and periodically thereafter. The inspections shall be conducted during the Water Systems normal business hours.
- C. The Water System shall notify the Customer in writing of any cross-connections or any other undesirable plumbing practice which has been identified during the initial inspection or the periodic reinspection.
- D. The Customer shall immediately correct any undesirable plumbing practice on his or her premises.
- E. The Customer shall, at his or her expense, properly install, test and maintain any backflow prevention device required by the Water System. Copies of all testing and maintenance records shall be provided to the Water System.
- F. The Water System shall approve the location of any air-gap or appropriate back flow prevention device. The location shall allow for convenient inspection, maintenance and testing of any air-gap or backflow prevention device.
- G. The Customer shall prevent contaminants and/or pollutants from entering the water supply system, and from entering the public water main or water source from the Water System. The Customer shall be liable for any contamination and/or polluting of the water supply system or water source from the Water System.

**IV. ENFORCEMENT.** If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its option, either terminate service or properly install, test and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this Service Agreement shall be billed to the Customer.

I have been supplied a copy of this agreement: \_\_\_\_\_  
Customer's Signature Date

\_\_\_\_\_  
Customer's Printed Name Service Address