



# Trade Permit Checklists

## Choose Trade, Construction Type, and Use

### Trade

- Electric
- Mechanical
- Plumbing
- Irrigation
- Roofing

### Construction Type

- New Construction
- Building Addition
- Tenant Finish Out
- Interior Remodel
- Service Change
- Repairs to Existing
- Sign Utilities
- Pool Utilities
- Reroof

### Use

- Residential
- Commercial
- Multi-Family

All Trade Permit Applications must have supplemental information attached. See Checklists.

## Project Information

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

Property Address: \_\_\_\_\_ Tax ID: R \_\_\_\_\_

Estimated Value of Work: \_\_\_\_\_ Square feet of job: \_\_\_\_\_

Complete Description of Work: \_\_\_\_\_

## Property Owner Information

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

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Contractor Information

Applicant Name: \_\_\_\_\_ License Holder Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ TX Issued License #: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address \_\_\_\_\_

Application Continues on Next Page



# Trade Permit Checklists

Permits must be picked up by the license holder or their authorized designee & signed for at the City of Bastrop Planning and Development Department located at 1311 Chestnut Street, Bastrop, TX, 78602. You may email your application and any required documents to [Plan@cityofbastrop.org](mailto:Plan@cityofbastrop.org) prior to your arrival to reduce wait time in the office.

The applicant certifies that the facts stated herein and exhibits attached hereto are true, correct, and complete. **If this application is filed by anyone other than the property owner, an Agent Authorization form signed by all property owners must accompany this application.** Signature below also authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted.

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

<b>Staff Use Only</b>
Accepted for Review?

Yes

No

By: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_