City of Marion
303 S. Center St
Marion, Texas 78124
830-914-2391
www.cityofmariontx.org

COMMERCIAL PERMIT APPLICATION

☐New Construction ☐Addition ☐Remodel ☐Finish out

☐Other: _____

Name of Owner (if applicable):_____

Project Address: _____
As assigned by Guadalupe County

This property is in a floodplain: ☐yes ☐no if yes, provide Flood Plain certificate to City

THIS APPLICATION IS TO BE COMPLETELY & LEGIBLY FILLED OUT TO PREVENT DELAY
CONSTRUCTION DOCUMENTS & PLANS ARE REQUIRED FOR ALL PROJECTS

Contractor of Record:_____
(Must be registered with City) Company Name Phone

Address:_____ Email:_____

Describe in detail proposed scope of work:_____

_____

_____

_____

Total Cost/Valuation of project:_____

List the following (if applicable) (subcontractors must be registered)
Architect:_____

Engineer:_____

Electrical Contractor:_____
Company/Contact Name & phone number

Mechanical Contractor:_____
Company/Contact Name & phone number

Plumbing Contractor:_____
Company/Contact Name & phone number

TWO SETS OF CONSTRUCTION DOCUMENTS & PLANS ARE REQUIRED FOR ALL PROJECTS

MUST INCLUDE (if applicable):

☐Site Plan ☐Floor Plan ☐Elevation Plan ☐Electrical plan ☐Mechanical Plan
☐Plumbing Plan ☐Commercial Energy Code Compliance ☐Engineered Foundation Letter
☐Foundation Plan ☐Parking Lot layout Plans ☐Fire Lane Location

New Construction/Addition/Foundation: Total area (square footage):_____

NO WORK IS TO BE STARTED PRIOR TO ISSUANCE OF PERMIT. STOP WORK ORDERS WILL BE ISSUED AND PENALTY FEES ASSESSED AT 2.5 TIMES ORIGINAL PERMIT FEE.

PERMIT SHALL BE POSTED & VISIBLE ON THE PROJECT SITE WITH APPROVED PLANS.

ALL SUBTRADES WILL NEED TO APPLY FOR PERMITS SEPARATELY (if applicable) BASED ON TYPE OF CONSTRUCTION PERFORMED. PROVIDE SUBCONTRACTORS WITH MASTER BUILDING PERMIT NUMBER.

A CERTIFICATE OF OCCUPANCY MUST BE ISSUED BEFORE ANY BUILDING IS OCCUPIED.

A permit will become null & void if work or authorized construction 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. All permits require a final inspection.

I hereby certify that I have read & examined this application & know the same to be true and correct. All provisions of laws & ordinances governing this type of work will be compiled 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:_____