



Denton County
Department of Development Services
3900 Morse St. 2nd Floor – Denton, Texas 76208
940.349.2990 phone – 940.349.2991 fax
www.dentoncounty.gov



Permitting Checklist and Frequently Asked Questions

Your permit packet must include the following to be processed:

- Denton County Application for Development – Commercial**
 - a. Permitting process will begin with submittal of an overall review of development permit
 - b. Once the overall development has been approved, you will submit individual permits for each structure outlined in your proposed development

- Site Plan with two distances from property lines**
 - a. Please make sure that your site plan clearly identifies the street from which the property lies
 - b. North arrow showing orientation of property

- Building plans must be submitted in digital format**
 - a. They can be emailed to developmentpermits@dentoncounty.gov
 - b. Attached to the permit(s) via CD or USB
 - i. We do not need nor require paper plans

- Denton County Culvert/Drive Permit Application**
 - a. If your parcel/property is off of a county maintained road, you will need to submit a culvert permit

- DC AD 'R' #** this is your Denton County Appraisal District tax ID number

- 911 address requests**
 - a. You must submit a permit for a structure on your property to have an address assigned
 - b. In Part C of the development permit, you can select to request an address

- Permit Submittal**
 - a. Permits can be dropped off at our intake room, on the 1st floor
 - b. Permits can be mailed to our office
 - c. Permits can be submitted electronically to: developmentpermits@dentoncounty.gov

**PLEASE NOTE: INCOMPLETE APPLICATIONS
WILL BE REJECTED**

APPLICATION FOR DEVELOPMENT PERMIT (COMMERCIAL)

Denton County Flood Damage Prevention Ordinance
Development Services Department, Denton County, Texas

**** MUST ALSO PERMIT THROUGH THE DENTON COUNTY FIRE MARSHAL'S OFFICE ****

PART A – APPLICANT INFORMATION

First Name: _____
Last Name: _____
Address: _____
City, State, Zip: _____

COMMERCIAL PERMIT

Company: _____
Phone: _____
Fax: _____
Email: _____

PART B – PROPERTY INFORMATION

DCAD'R' #: _____
Owner's First Name: _____
Owner's Last Name: _____

Land Area (Acres): _____
Owner's Address: _____
Owner's City, State, Zip: _____

Property is part of a Subdivision:

-- or --

Property is part of an Abstract:

Name: _____
Phase: _____
Block: _____
Lot: _____

Number: _____
Name: _____
DCAD Tract: _____
County Tract: _____

PART C – DEVELOPMENT INFORMATION

Application is for: House Manufactured House Excavation/Fill
 Other (if "Other", describe the proposed improvement on the line below)

Building Square Footage: _____

Address or Road Name: _____

Address Requested: (Y) (N) Precinct # _____

APPLICANT MUST ATTACH A SITE PLAN SHOWING LOCATION OF PROPOSED AND EXISTING IMPROVEMENTS, THEIR DISTANCE TO AT LEAST TWO PROPERTY LINES, DISTANCE FROM THE ENTRY ROAD, NORTH ARROW SHOWING ORIENTATION OF PROPERTY, PERMIT APPLICATION FROM THE FIRE MARSHAL AND ANY OTHER REQUIRED DOCUMENTATION.

Acknowledgment: The Flood Insurance Rate Maps (FIRM) and other flood data used by Denton County in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. Issuance of a Development Permit in accordance with the Denton County Flood Damage Prevention Ordinance does not imply that development outside the areas of special flood hazard will be free from flooding or flood damage. Issuance of a permit shall not create liability on the part of Denton County or any officer or employee of Denton County in the event flooding or flood damage does occur.

Construction of improvements should not be commenced at the above location until the Owner/Applicant is in compliance with all applicable regulations regarding floodplain management, subdivision platting, and zoning for the government of Denton County. This permit does not waive any other restrictions or regulations imposed privately or by law.

Applicant verifies that she/he has signed this application in the capacity designated, if any, and further attests that she/he has read this document, and that the statement contained herein and any attachments are true, accurate and factual.

Violation of this verification may result in Applicant being prosecuted under Texas Penal Code §37.10 (a) (1)

PART D – SIGNATURE

THIS PERMIT EXPIRES 2 YEARS FROM APPROVAL DATE

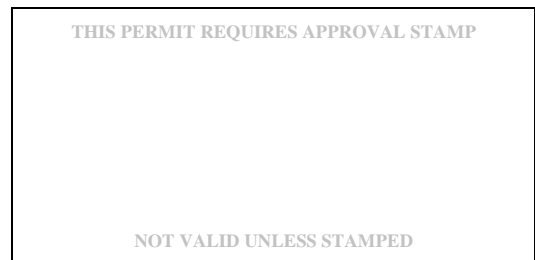
Signature: _____

Date: _____

PART E – DENTON COUNTY USE ONLY

For Office Use Only!

Permit Number: _____ Fees Paid: (Y) (N)
FIRM Panel #: _____ Cash: _____
Reviewer: _____ Check #: _____
Engineering Review: _____ In SFHA: (Y) (N)
Fire Marshal Permit: # _____ Zone: _____
Culvert Permit: # _____
Stormwater: _____



Denton County Development Services
3900 Morse Street, 2nd Floor, Denton, TX 7628

(940) 349-2990: Main • (940) 349-2991: Fax
(972) 434-8868: Metro • www.dentoncounty.gov

**** All Commercial Development must also be permitted through the Denton County Fire Marshal's Office (940) 349-2840 ****

APPLICATION FOR DEVELOPMENT PERMIT (COMMERCIAL)

Denton County Flood Damage Prevention Ordinance
Development Services Department, Denton County, Texas

PURPOSE:

To receive a Development Permit as set forth in the Denton County Flood Damage Prevention Ordinance, the **Application for Development Permit (ADP)** form, a Development Site Plan, and any Additional Required Supplemental Materials must be completed, submitted to the Denton County Development Services Division for review in accordance to the current fee schedule, and **MUST** be approved by the Denton County Flood Plain Administrator.

REQUIRED MATERIALS:

- The Application for Development Permit (ADP) form for each structure and each parcel
- A Development Site Plan, drawn to scale, showing the **location, dimensions, and elevation** of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, the location of the foregoing in relation to Special Flood Hazard Areas (SFHA), their distance to at least two property lines, distance from the entrance road, north arrow showing orientation of the property, showing any exiting septic systems and any or all other required documentation
- Additionally the following information is required of all development requested in the SFHA
 - Elevation (above mean sea level), of the lowest floor (including basement) of all new and substantially improved structures
 - Elevation (above mean sea level) to which any nonresidential structure shall be flood proofed
 - A certificate from a registered professional engineer or architect that the nonresidential flood proofed structure shall meet the flood proofing criteria of Article 5§(B)(2) of the Denton County Flood Damage Prevention Ordinance
 - Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development
 - When base flood elevation information is available for the building site, a completed elevation certificate with the necessary base flood elevations, hydrological and hydraulic data as needed

INSTRUCTIONS:

- 1) Complete Part A – Applicant Information contained on the ADP form
 - a. First Name is required
 - b. Last Name is required
 - c. Address is required
 - d. City, State, Zip is required
 - e. Company is optional
 - f. Phone is required
 - g. Fax is optional
 - h. Email is optional
- 2) Complete Part B – Property Information contained on the ADP form as it is shown on the Denton County Tax Assessor/Collector Property Tax Statement/Certificate* or on the Denton Central Appraisal District (DCAD) Property Detail Sheet form**
 - a. The ‘R’ Number is required and is the DCAD Property Number typically starting with ‘R’
 - b. Owner first name is required
 - c. Owner last name is required
 - d. Land Area (Acres) is required
 - e. Owner Address is required
 - f. Owner City, State, Zip is required
 - g. If the property is platted in a subdivision, check the box and complete the information about the subdivision
 - or*
 - h. If the property is NOT platted in a subdivision, check the box and complete the information about the abstract
- 3) Complete Part C – Development Information contained on the ADP form
 - a. Check the type of development and show any other pertinent structure information
- 4) Complete the Development Site Plan and include it with the ADP form
 - a. The Development Site Plan should be drawn to scale, showing the **location, dimensions, and elevation** of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the location of the foregoing in relation to Special Flood Hazard Areas (SFHA) and their distance to at least two property lines, distance from the road, showing any exiting septic systems and all other required documentation
- 5) Read the Acknowledgment and complete Part D – Signature by signing and dating the ADP form
- 6) Submit to Denton County Development Services the following items:
 - a. The Denton County ADP form
 - b. The Development Site Plan
 - c. Any additional Required Supplemental Materials

* For information contact the Tax Assessor/Collector Office
940-349-3500 or 972-434-8835
<http://taxweb.dentoncounty.gov/tax>

** For information contact the DCAD office
940-349-3800 or 972-434-2602
www.dentoncad.com



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