

# BUILDING PERMIT / UTILITIES

## CHECK LIST

- ✓ Submit full-size, complete set of drawings along with
  - Commercial Plan Review application
  - Commercial Plan Review Checklist
  - Two printed sets, 1 electronic set of drawings
  - Indicate all utility tap sizes on drawings
  
- ✓ Complete application for building permit at City of Brenham – Development Services, 200 W. Vulcan, 2<sup>nd</sup> floor, 979.337.7220.
  
- ✓ Complete application for Contractor’s Utility Deposit and pay deposit fee at City of Brenham Utility Billing Customer Service Department, 200 W. Vulcan, 1<sup>st</sup> floor, 979.337.7520.
  
- ✓ Complete application for all utility taps and pay necessary tap fees at City of Brenham Public Utilities Department, 200 W. Vulcan, 1<sup>st</sup> floor, 979.337.7400.
  - Utility tap fees should be paid at the same time the building permit is applied for to ensure that all utilities are available.
  
- ✓ Pay permit fee to Building Permit Department and pull permit once it has been processed and approved.

Please call 979-337-7220 for any permitting questions.

**NO UTILITY SERVICE WILL BE PROVIDED UNTIL UTILITY DEPOSIT AND TAP FEES ARE PAID.**