



# Guide to Building Permit Submittals

**\*All building permit fees are required at the time of submittal.**

Permit Type	Submittal Requirements	No. of Copies
Certificate of Occupancy ONLY	Certificate of Occupancy Application with Floor Plan/ Fee	1
Commercial Building, New Construction Shell	Building Permit Application/Fee	1
	Commercial Plan Review Checklist	1
	Construction Plans with Site Plan <i>*Please include 6 sets if health plan review is required.</i>	5
Commercial Building, Finish-Out Commercial Addition/Remodel	Building Permit Application/Fee	1
	Commercial Plan Review Checklist	1
	Construction Plans with Site Plan <i>*Please include 6 sets if health plan review is required.</i>	5
Residential, New House Townhome, Residential Addition/Remodel	Building Permit Application/Fee	1
	Residential Plan Review Checklist	1
	Construction Plans with Plot/Site Plans	3
Accessory Building	Building Permit Application/Fee	1
	Construction Plans with Plot/Site Plan	3
Deck	Building Permit Application/Fee	1
	Plot/Site Plan	3
Demolition	Building Permit Application/Fee	1
	Asbestos Certification Survey <i>(if applicable)</i>	1
Electical	Building Permit Application/Fee	1
Fence/Screening Wall	Building Permit Application/Fee	1
	Fence/Wall Review Checklist	1
	Construction Plans with Plot/Site Plan	2
Foundation	Building Permit Application/Fee	1
	Engineering Approved Reports	2
Irrigation	Building Permit Application/Fee	1
	Construction Plans with Plot/Site Plan	3
Mechanical (HVAC)	Building Permit Application/Fee	1
Arbor/Patio Cover	Building Permit Application/Fee	1
	Construction Plans with Plot/Site Plan	3
Plumbing	Building Permit Application/Fee	1
Pool/Spa	Building Permit Application/Fee	1
	Pool/Spa Review Checklist	1
	Construction Plans with Plot/Site Plan	3
Roof	Building Permit Application/Fee	1
	Contract or Scope of Work showing the valuation of work	1
Sign	Building Permit Application/Fee	1
	Site Plan and Drawings of each Sign in color	2
Solar Panels System	Building Permit Application/Fee	1
	Construction Plans/Site Plan	3
Storm Shelter	Building Permit Application/Fee	1
	GPS Coordinates of Storm Shelter	2
	Construction Plans	3
Temporary Use/Special Event	Temporary Use Permit Application/ Fee	1
	Site Plan	1

**Customer Service Department**

206 North Murphy Road • Murphy, Texas 75094 • Tel: 972.468.4100 • Fax 972.468.4127  
Email: [customerservice@murphytx.org](mailto:customerservice@murphytx.org) Website: [www.murphytx.org](http://www.murphytx.org)