



## DEVELOPMENT PERMIT APPLICATION CHECKLIST

*The following documents **MUST** be submitted as part of the application.*

**\*\*\*Incomplete applications WILL NOT be accepted.\*\*\***

- ☐ A complete copy of the recorded **deed** indicating applicant's ownership of the property
- ☐ A site plan, drawn **TO SCALE**, with measurements.
- ☐ If the development is on a lot in a subdivision, a copy from the recorded plat identifying the lot and it's proximity to the closest intersection.
- ☐ If the development is not in a subdivision, an area map showing the general location of the property in relation to major roads
- ☐ Permit Requirements page
- ☐ Attachment 1 - Development Permit Application Form
- ☐ Attachment 3 – Development Permit Exemption Certificate (If it is determined that the development is within a Special Flood Hazard Area, this page will be voided at time of review.)
- ☐ Signatures **MUST BE DATED**
- ☐ Drainage study – *if the development footprint is three (3) acres or more.*
- ☐ Elevation Certificate – *if a structure is being built in a Special Flood Hazard Area (SFHA).*
- ☐ The methodology for determining the Base Flood Elevation (BFE). - *If construction is in "Zone A" of a SFHA, the BFE will have to be determined by a surveyor or engineer licensed in the State of Texas.*
- ☐ **Commercial structures must schedule Fire Safety meeting prior to permit approval.**

**\*\*\*Incomplete applications WILL NOT be accepted.\*\*\***

\$100 Fee per development permit application

**WILSON COUNTY, TEXAS  
PERMIT REQUIREMENTS**

<hr/> Name of Property Owner	<hr/> Phone Number	<hr/> Email Address	
<hr/> Name of Homeowner	<hr/> Phone Number	Prefer to receive approved development permit by: <input type="checkbox"/> Mail      or <input type="checkbox"/> Email	
<hr/> Property Owner's Mailing Address			
<hr/> 9-1-1 Address / Installation Address (Physical address of property)			
<hr/> Name of Subdivision	<hr/> Section No.	<hr/> Block No.	<hr/> Lot No.
<hr/> Recorded Deed Vol. _____ Pg. _____			

**APPLICATION PERMIT CHECKLIST  
REQUIRED INFORMATION**

**FOR USE BY COUNTY  
LEAVE THIS AREA BLANK**

<hr/> _____ 911 Address Verification	<hr/> _____ 911 Addressing	<hr/> _____ Date	
<hr/> _____ Development Permit	<hr/> _____ Permit No.	<hr/> _____ Receipt No.	<hr/> _____ Date
<hr/> _____ Septic Permit On-Site Sewage Facilities "OSSF"	<hr/> _____ Permit No.	<hr/> _____ Receipt No.	<hr/> _____ Date
<i>The authorization to construct is valid for twelve months from the date of issue. If a final inspection has not been performed within one year of issue, a new application and fee will be required.</i>			
<hr/> _____ Driveway Permit (County Roadways)	<hr/> _____ Permit No.	<hr/> _____ Receipt No.	<hr/> _____ Date

**APPLICANT ACKNOWLEDGEMENT OF PERMIT REQUIREMENTS**

<hr/> Signature of [Applicant] / Owner	<hr/> Date
<hr/> Signature of Home Owner	<hr/> Date
<hr/> Installer: _____	
<hr/> Address: _____	<hr/> Phone No. _____
<hr/> Builder: _____	
<hr/> Address: _____	<hr/> Phone No. _____
<hr/> Driveway: _____	
<hr/> Address: _____	<hr/> Phone No. _____

**COUNTY OF WILSON**  
**DEVELOPMENT PERMIT APPLICATION FORM**

**STATE OF TEXAS     )**  
**COUNTY OF WILSON    )**

**APPLICATION NO.** \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # : \_\_\_\_\_ Email: \_\_\_\_\_

2. Location of property (Complete as appropriate) If located in a subdivision:

Name of Subdivision	Section No.	Block No.	Lot No.
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IF NOT located in a subdivision:

Name of Survey/Abstract	Acreage
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Location Description	(Physical address or attach a vicinity map)
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3. Nature of Proposed Construction (Check and complete as appropriate)

<input type="checkbox"/> Residential	<input type="checkbox"/> Non-Residential	<input type="checkbox"/> Other
<input type="checkbox"/> Alteration of a Natural Waterway or Drainage Course	<input type="checkbox"/> Placement of Fill	

4. Description of Proposed Construction (Check and complete as appropriate)

<input type="checkbox"/> New Construction	<input type="checkbox"/> Substantial Improvement to Existing Structure
<input type="checkbox"/> House	<input type="checkbox"/> Mobile Home
<input type="checkbox"/> Non-Residential (Specify) _____	
<input type="checkbox"/> Commercial (Name and Type of Business) _____	
<input type="checkbox"/> Other _____	

5. APPLICANT WILL PROVIDE ONE COPY OF PLANS AND SPECIFICATIONS OF THE PROPOSED CONSTRUCTION. (Describe)
- \_\_\_\_\_

\_\_\_\_\_  
**Applicants Signature**

\_\_\_\_\_  
**Date**

**FOR USE BY COUNTY**

**LEAVE THIS AREA BLANK**

IS THE PROPERTY LOCATED IN AN IDENTIFIED FLOOD HAZARD AREA? ☐ YES ☐ NO

DOES THE 3 ACRE RULE APPLY? ☐ YES ☐ NO

IS ADDITIONAL INFORMATION REQUIRED? ☐ YES ☐ NO

ARE OTHER FEDERAL, STATE OR LOCAL PERMITS REQUIRED? ☒ YES ☐ NO

(Driveway Permit and Septic Tank Permit)

ARE OTHER COUNTY REGULATIONS APPLICABLE? ☒ YES ☐ NO

☐ Exemption Certificate Issued  
☐ Permit Application Approved  
☐ Permit Application Rejected

Date of Issuance: \_\_\_\_\_

\_\_\_\_\_  
Luz Serrato, Wilson County Permit and  
Development Director

**WILSON COUNTY  
DEVELOPMENT PERMIT EXEMPTION CERTIFICATE**

STATE OF TEXAS     )  
COUNTY OF WILSON   )

**WILSON COUNTY COMMUNITY - PANEL  
NUMBER 48493C**

APPLICATION NUMBER \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

THE ABOVE NAMED APPLICANT APPLIED FOR A DEVELOPMENT PERMIT ON \_\_\_\_\_.  
THE COUNTY ADMINISTRATOR HAS REVIEWED THE APPLICATION AND IT IS HIS/HER DETERMINATION THAT THE  
PROPOSED DEVELOPMENT IS NOT WITHIN AN IDENTIFIED FLOOD PLAIN OF WILSON COUNTY.

THIS CERTIFICATE EXEMPTS THE APPLICANT FROM DEVELOPMENT STANDARDS REQUIRED BY WILSON  
COUNTY FLOODPLAIN MANAGEMENT REGULATIONS. WORK IS HEREBY AUTHORIZED TO PROCEED ON THE  
FOLLOWING DESCRIBED PROPERTY:

THE COUNTY ADMINISTRATOR HAS REVIEWED THE PLANS AND SPECIFICATIONS OF THE  
PROPOSED DEVELOPMENT AND DESIRES TO MAKE THE FOLLOWING RECOMMENDATIONS  
FOR DEVELOPMENT OR DESIGN ALTERATIONS:

**ADVISE THAT NO STRUCTURE BE BUILT AND/OR PLACED IN ANY DRAINAGE OR CREEK  
AREA. DUE TO THE POTENTIAL SHEET WATER FLOODING CONDITIONS, IT IS RECOMMENDED  
THAT FLOOR ELEVATION BE A MINIMUM OF TWO (2) FEET ABOVE NATURAL GROUND WHERE  
A CLEARLY DEFINED CHANNEL DOES NOT EXIST.**

**WARNING:**

The flood hazard boundary maps and other flood data used by the County Administrator 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.  
This exemption certificate does not imply that developments outside the identified areas of special flood  
hazard will be free from flooding or flood damage. Issuance of this exemption certificate shall not create  
liability on the part of Wilson County, the County Administrator or any officer or employee of Wilson  
County in the event flooding or flood damage does occur.

**(x)**

\_\_\_\_\_  
Acknowledgment of Warning by Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Luz Serrato, Wilson County Permit and  
Development Director

\_\_\_\_\_  
Date