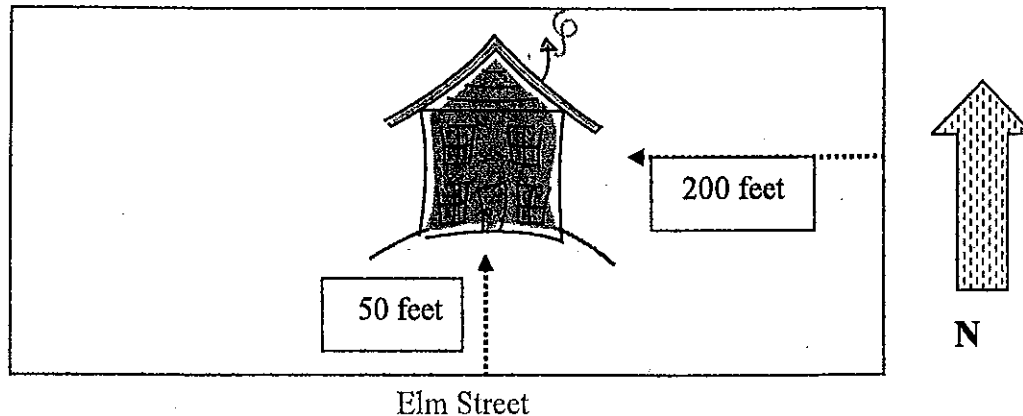


ITEMS REQUIRED FOR PERMIT

1. **PROPERTY MUST HAVE A VALID 911 ADDRESS.** This takes approximately 5-7 business days to complete. It does require someone to physically come into our office to pick up a wooden stake and place it at the site of the proposed or existing driveway.
2. **COPY OF DEED.** This deed must either be a gift deed or warranty deed. We DO NOT accept a Deed of Trust. The deed must have the Volume and Page numbers stamped on it. You may obtain a copy of your deed in the Deed Records Room located within the Walker County Courthouse, Room 103. The phone number is (936) 436-4924
3. **PHOTO ID.** Only the property owner who is on the deed can apply for the permit.
4. **SITE DRAWING.** This is a basic drawing of the property showing the location of the proposed development(s). Please label the road, direction of North, and give two perpendicular measurements, in feet, where the development will be located on the property. See sample below:



SAMPLE SITE DEVELOPMENT PLAN

5. **CHECK OR MONEY ORDER FOR PERMIT FEE.** This office does not accept cash.

*** For the all inclusive Building Permit for a single family structure, (OSSF/septic and electrical permit), the fee is \$250. If you are connecting two (2) residential structures or permitting a commercial structure, the fee is \$350.

*** For the Electric Permit only, the fee is \$50.00.

Please make the check or money order payable to the Walker County Treasurer.

If you chose to get an aerobic system, please bring an additional \$12 (check or money order) for your Affidavit to the Public, made payable to James Patton County Clerk. This form must be filed with the County Clerk and states that the aerobic system will have a continual maintenance contract as required by State and County Law.

6. **PERMITTING HOURS.** This office processes permits Monday through Friday 8 am to 11:30 am and from 1 pm to 4:30 pm. Please allow 30-45 minutes to complete the permitting process.