

# **BUILDING PERMIT / UTILITIES**

## **CHECK LIST**

- ✓ Submit complete set of drawings
  - Two printed sets for commercial, 1 electronic set
  - Indicate all utility tap sizes on drawings
  
- ✓ Complete application for building permit at City of Brenham – Building Division, 200 W. Vulcan, 1<sup>st</sup> floor, 979.337.7215.
  
- ✓ Pay permit fee to Building Permit Department and pull permit.
  
- ✓ 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, 2<sup>nd</sup> floor, 979.337.7400.
  - Utility tap fees should be paid at the same time the building permit is issued to insure that all utilities are available.

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