



DEVELOPMENT SERVICES DEPARTMENT BUILDING PERMITS & INSPECTIONS DIVISION

**EXPRESS
Datasheet
Application**

Case # _____

(Not to be filled out by applicant, assigned by BP & I)

1.- PID # _____ (Central Appraisal Tax Identification Number)

2. Address _____ Space _____
Zoning Section of Planning, if Address has not been Designated

3. Legal Description: Subdivision/Survey _____
Lot _____ Block _____

Verify Flood Zone in Subdivision Plan Review, 5th Floor, City Hall, 915-541- 4970

4.- Contractor _____ Phone _____
Architect _____ Engineer _____

5.- Scope of work _____
New _____ Addition _____ Remodel _____

6.- Valuation _____

7.- Zone: _____ If SP or SC then provide Copy of Contract

8.- New Square Footage: (Heated/Unheated Area) _____ S.F.

9.- Side Yard Set-Back Minimum 5' between the Property Line and any
Refrigeration Equipment Adjacent to House.....Yes _____ No _____

10. Electronic submittal.....Yes _____ No _____

SUB-CONTRACTORS LIST FOR THIS PROJECT:

ELECTRIC _____ PHONE _____

MECHANIC _____ PHONE _____

PLUMBING _____ PHONE _____

Express Permits for but not limited to:

- ✓ Mobile Home Placement
- ✓ Portable Building Placement
- ✓ Rockwall (Walls not requiring Engineering Seal or Plans)
- ✓ Siding
- ✓ Swimming Pools
- ✓ Temp Placement
- ✓ Tents
- ✓ Window Replacement

“ ALL HIGHLIGHTED AREAS MUST BE COMPLTELY FILLED ”

Notice: A. This permit becomes null and void if work or construction authorized is not commenced and inspections called for and obtained within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

B. Separate Permits are required for electrical , mechanical and / or plumbing.

AFFIDAVIT:

I hereby certify that I have read and examined this application and know the same to be true and correct. All Provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction. I also hereby certify that the information on the site plan is true and correct and that all known easements have been properly shown. I also understand that I am required by city ordinance to notify a Texas "one call" system before starting any excavation or digging work.

SIGNATURE OR OWNER (IF OWNER IS CONTRACTOR)

DATE

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

DATE

TDLR (Architectural Barriers) 1-800-803-9202

Central Appraisal 1-915-780-2000

Required: TEXAS ONE CALL SYSTEM 1- 800- 344- 8377 OR 1- 800- DIG-TESS

http://www.elpasotexas.gov/development_services/

Must Be COMPLETELY Filled Out



Placement of Temporary Structures

To obtain a permit for temporary placement of a structure, Development Services Department, will require the following information.

1. Express Building Permit Application available at www.elpasotexas.gov
2. Legal description of property, (lot, block, subdivision, tract or survey) available at www.elpasocad.org
3. Complete address of property.
4. A dimensioned site plan indicating the location of the structure to be placed the location of the mobile structure, setbacks from property lines, setbacks from adjacent structures and buildings, location of tie downs and guy wires, parking layout, driveways, calculations showing that the proposed temporary use will not reduce the minimum required parking requirement for all the uses located on the site, sign and fence locations if applicable, and electric meter locations or power sources if applicable.
5. For seasonal sales on the property belonging to another, a notarized letter from the property owner or their authorized agent giving permission for the Applicant to use their restroom facilities is required.

A special building permit shall be obtained from the building official before the erection of temporary structures such as canopies, tents and fences used in construction work or for purposes such as reviewing and seasonal sales stands. Such structures shall be allowed for a limited amount of time only and shall be completely removed upon the expiration of the time limit stated in the permit.

Special building permits for seasonal sales

Special building permits for seasonal sale of food items shall allow such sales for a limited amount of time not to exceed one hundred eighty days and shall be subject to review and approval by the fire chief, director of the department of public health and the deputy director for development services, or their designee. Such structures or stands shall not exceed one hundred square feet in area. Site plans reflecting parking and setbacks, and drawings and details of the structure or stand shall be submitted with the request for the special building permit.

Exception: wood framed seasonal stands shall not be permitted in the fire district.

Temporary real estate sales or rental offices

A special building permit to allow the placement of a relocatable office unit meeting all the requirements of the Texas Industrialized Housing and Building Act which is classified

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as “industrialized building” for use as a sales or rental office for an approved real estate development or subdivision. The building shall be placed on the same tract as the real estate development or subdivision and shall be removed upon completion or abandonment of the project or upon the expiration of a period of four years, whichever is sooner. Site plans reflecting parking, handicapped accessibility and setbacks, and drawings and details of the structure shall be submitted with the request for the special building permit.

Permitted uses by issuance of a temporary commercial permit

The following temporary uses may be permitted if a temporary commercial permit is issued:

- 1. A Christmas tree sales lot.** During the period of November 1st through December 31st. No permit is required when such sales are operated by an established commercial business on the site.
- 2. A pumpkin sales lot** During the period of October 1st through November 5th. No permit is required when such sales are operated by an established commercial business on the site.
- 3. A haunted house.** Operated in conjunction with the Halloween season. Operation shall be limited to duration of thirty-one days.
- 4. A fair, circus, rodeo, festival, carnival or concert.** Operated at a location other than a stadium, auditorium or other public assembly facility designed to accommodate such an event shall be limited to thirty days in any six-month period. The location shall be within an area zoned commercial.
- 5. Farmers markets.** Such markets shall be located in developed areas zoned commercial or ranch and farm. Such sales are limited to a maximum of three consecutive days in a week for a maximum of twenty-six weeks in any twelve-month period.
- 6. Sales from a mobile structure.** Sales by the owner or lessee of the property on which it is conducted and only in conjunction with the principal use of the property. Such sales are temporary and are limited to two consecutive weeks in any six-month period.
- 7. Temporary mobile structures.** For special purposes such as a place of amusement, or for any religious, educational, charitable or recreational purpose, reviewing stands or any other public assemblage to be conducted only in conjunction with the principal use of the property. Such uses are limited to two consecutive weeks in any four-month period.
- 8. Mobile structures for seasonal sales of food items.** Provided that such structures do not exceed one hundred square feet in area, are conducted in developed areas zoned commercial, are limited to the sale seasonal food items such as ice creams, consumable ice products, and prepared food products contained in sealed containers for off-premise consumption. Such uses are limited to six consecutive months.
- 9. Mobile structures for temporary sales.** Non-food items out of developed lots, provided, however, that such structures do not exceed two hundred square feet in area, are conducted in areas zoned commercial, are limited to the sale of non-food items. Such uses are limited to two consecutive weeks in any six-month period.

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Victor Q. Torres - Director

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The following temporary uses may be permitted without issuance of a temporary commercial permit:

1. Temporary structures such as construction sheds, canopies, tents and fences used in construction work in conjunction with a building or grading permit. Such structure shall be allowed for a limited amount of time and shall be completely removed upon the completion of the work authorized by the building or grading permit.
2. Temporary structures such as construction sheds, canopies, tents and fences used in construction work in conjunction with a public works or city, county, state or federal project. Such structure shall be allowed for a limited amount of time and shall be completely removed upon the completion of the construction work.

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