

# Collin County Development Services

## DEVELOPMENT PERMIT INFORMATION SHEET

### REQUIRED DOCUMENTATION (Bring ALL at time of Application)

- (1) Completed current application.
- (2) Copy of the deed with property description.  
**This document can be obtained at the Collin County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX or from: <http://countyclerkrecords.co.collin.tx.us/webinquiry/>**
- (3) Copy of subdivision plat or abstract map with lot or tract highlighted. Show location of construction site and permanent driveway entrance.  
**The plat can be obtained from the CCAD website: <http://www.collincad.org>. The abstract map can be obtained from the County Clerk's office or website shown above.**
- (4) Completed 9-1-1 Rural Address Application (if property is vacant).
- (5) Completed Culvert Application if applicable.
- (6) **ONE** set of construction plans including electrical and plumbing (depending on scope of project).

#### **IF APPLICABLE TO PROJECT:**

Pursuant to Court Order #2009-516-07-13, Collin County requires that, no later than ten days after the date of the final inspection, a minimum of three inspection reports, by a private third party inspector, will be required showing inspections have been passed. Once we have the inspection reports, we will notify the Power Company to release power. Manufactured homes are excluded.

**\*\*Building codes, currently in effect for unincorporated Collin County, are located on our webpage.**

**-Allow 3-5 days from when you submit your 911 application to receive your 911 address.**

### REVIEW PROCESS

- (1) Determine if construction site is in a flood plain.
- (2) Determine if site is affected by Collin County Subdivision Regulations or the subdivision regulation of any municipality.
- (3) Verify site has proper frontage to a public roadway.
- (4) Verify compliance with On-Site Sewage Facility
- (5) Review construction plans. Our Office retains plans.

**Allow 6-8 working days after address assignment for the review process to be complete; however, the review process can take up to 2 weeks depending upon certain circumstances.**

**FEE:    Development Permit    \$50.00**

***Development Services will notify you when your permit is ready to be picked up. All applicable fees will be paid at the time you pick up your permit(s). Permits are issued in the name of the OWNER of the property.***