



Johnson County Public Works Department

2 North Mill Street, Suite 305, Cleburne, TX 76033

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DEVELOPMENT PERMIT FOR COMMERCIAL USE

In the unincorporated areas of Johnson County a Development Permit is required for both residential and commercial use. The following information and application is for obtaining a permit for commercial use.

24 Hour Review and Approval Period Required before Permit is Issued.

The following information is required with the completed application. Once reviewed, a checklist will be provided for any additional information needed.

- Warranty Deed or Deed of Trust** that has been filed with the Johnson County Clerk's office.
- Survey of the property** with the stamp or seal of the engineer or surveyor or a copy of the filed plat.
- 911 Address** assigned to business location. Each building must be issued a different address. Do not use an existing address of an existing building. If an address is needed contact our office for 911 address voucher.

You may fax, email or bring to our office the completed application and the above information. Our office will contact you when the permit is approved or if more information is needed. If the permit is not obtained within 30 days of notification of approval you must re-submit an application.

Your property may be in an ETJ, the EXTRATERRITORIAL JURISDICTION of a city. If the city requires you to plat/replat no permit will be issued until the plat/re-plat has been completed and filed at the Courthouse or we are notified by the city that no platting is required.

Once approved, you will need to provide the following:

- Driver's License**
- Permit fee** may be paid in cash, check, or money order. Check must be signed by buyer at counter unless it is a company check. **May not use another party's check.**
- The landowner must be the one to obtain this permit.** If the landowner is unable to do so, then an exception is made with an authorization form signed by the land owner and a copy of the land owner's driver's license.

When Notified of Approval the Landowner or Authorized Person Must Come to our Office to Obtain Permit

The **DEVELOPMENT PERMIT** must be posted so that it is visible from the road whenever improvements are made to the property.

**DO NOT BEGIN CONSTRUCTION PRIOR TO POSTING THE YELLOW PERMIT SIGN AT SITE
UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND/OR ADMINISTRATIVE PENALTIES**

PERMIT # _____
PRECINCT # _____

APPROVED: _____



JOHNSON COUNTY PUBLIC WORKS

DEVELOPMENT PERMIT APPLICATION - COMMERCIAL

1. OWNER AS SHOWN ON DEED _____ OWNER PHONE NUMBER _____
2. AUTHORIZED REPRESENTATIVE: _____ () OWNER () OTHER _____
3. NAME OF PROPOSED BUSINESS _____
4. TYPE & DESCRIPTION OF PROPOSED BUSINESS _____
5. PHYSICAL SITE ADDRESS (911): _____
6. LEGAL DESCRIPTION: Sec./Phase _____ Block _____ Lot _____ Plat Date: _____
 SUBDIVISION: _____ ETJ (City) _____
 NON SUBDIVISION: Acreage: _____ Survey Name: _____
 Abstract Name/No. _____
7. DOES PART OF STRUCTURE OR SEPTIC CROSS A LOT LINE () YES () NO
8. STATE / FEDERAL PERMIT REQUIRED () YES () NO PERMIT NO. _____
9. BUILDING: () NEW STRUCTURE () EXISTING STRUCTURE
10. BUILDING: () SITE BUILT () MANUFACTURED SQ FT OF BUILDING: _____
11. PARKING AREA SIZE _____ () PAVED () GRAVEL () OTHER _____
12. ENTRANCE/EXIT FROM FM _____ CR _____ OTHER _____
13. ACRES DISTURBED # _____ PROPERTY IN FLOOD PLAIN: () YES () NO FIRM PANEL _____
14. NO. OF EMPLOYEES: _____ DAYS OCCUPIED PER WEEK: _____
15. WASTEWATER TO BE USED DAILY _____ (gallons per day)
16. SOURCE OF WATER: () PRIVATE WELL () SUPPLIER _____

CONTACT INFORMATION

NAME _____
MAILING ADDRESS _____
CELL PHONE _____ BUSINESS PHONE _____

(SIGNATURE OF OWNER / REPRESENTATIVE)

(DATE)