



**Johnson County Public Works Department**  
2 North Mill Street, Suite 305, Cleburne, TX 76033  
Phone: 817-556-6380 email: [development@johnsoncountytexas.org](mailto:development@johnsoncountytexas.org)

## **DEVELOPMENT PERMIT FOR COMMERCIAL USE**

In the unincorporated areas of Johnson County, a Development Permit is required. The following information is required with the completed application for obtaining a permit for COMMERCIAL use.

The below requirements are specific to certain properties, please contact the Public Works Department for more information about your parcel.

- 911 Address assigned to structure/location. Each structure must be issued a unique address. An address can be requested at <https://www.johnsoncountytexas.org/departments/geographic-information-system-gis/911-addressing> . Please note in the request if suite/unit numbers are necessary and how many.
- Warranty Deed or Deed of Trust that has been filed with the Johnson County Clerk's office. If the deed is in a business name, proof of business ownership (such as corporate resolution or LLC) will be required.
- Survey or Filed Plat of the property with the stamp or seal of the engineer or surveyor.
- The deeded property owner must be the one to obtain this permit. If the owner is unable to do so, then an exception is made with an authorization form signed by the land owner and notarized.
- Civil plans with the stamp or seal of the engineer.
- Professional Septic design is required for review before development permit will be issued, if OSSF will be utilized. If a TCEQ permitted system will be utilized, a copy of the TCEQ approved permit should be provided with the permit application.
- Your property may be in an Extraterritorial Jurisdiction (ETJ) of a city. If so, that city will provide you with platting instructions or a plat exemption letter. If the city requires a plat/re-plat, no permit will be issued until the plat/re-plat process has been completed and filed with the County Clerk's office.
- If your structure is near a flood zone, additional requirements such as the Base Flood Elevation (BFE), a Form Board Survey (or Finished Floor elevation for mobile homes), and Elevation Certificate with the stamp or seal of the engineer or surveyor completing that paperwork, could be required. Johnson County has adopted a 3' free board. HVAC must be elevated to 3' above the BFE and mobile homes must have vented skirting.
- All new driveways from a state roadway, are required to have a TXDOT issued permit. A copy of that permit should be provided with your application. Shared driveways are not permissible in lieu of the TXDOT permit.

All documentation should accompany the completed application and be delivered to Johnson County Public Works. You may also email the documents as PDF attachments, photos of documents are not accepted. Johnson County Public Works 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.

Once approved, you will need to provide the following:

- Driver's License
- Permit fee may be paid in cash, check, credit card or money order. Person delivering check will be required to provide identification. \*credit cards do have an additional convenience fee.

Once obtained, the DEVELOPMENT PERMIT must be posted so that it is visible from the road whenever improvements are made to the property. Permits are valid for 1 year from date of issuance.

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

DEVELOPMENT PERMIT APPLICATION – COMMERCIAL

(PLEASE COMPLETE TO THE BEST OF YOUR ABILITY)

DEEDED PROPERTY OWNER NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LEGAL DESCRIPTION: Sec./Phase \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Plat Date: \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_ ETJ (City) \_\_\_\_\_

APPRAISAL PROPERTY ID: \_\_\_\_\_ Abstract Name/No. \_\_\_\_\_

NON SUBDIVISION: Acreage: \_\_\_\_\_ Survey Name: \_\_\_\_\_

Development type: ( ) NEW STRUCTURE ( ) ADDITION TO EXISTING STRUCTURE ( ) INFRASTRUCTURE  
( ) OTHER \_\_\_\_\_

Type of structure: ( ) METAL BUILDING/SHOP ( ) OFFICE BUILDING ( ) CELL TOWER  
( ) OTHER \_\_\_\_\_

Square footage of each structure: \_\_\_\_\_ # of Suites \_\_\_\_\_

List tenants (if bldg. will be leased out) \_\_\_\_\_

# of Employees \_\_\_\_\_ Days of week occupied: Sun Mon Tues Wed Thu Fri Sat

Electric: YES / NO Plumbing: YES / NO \*List # and type of plumbing fixtures: \_\_\_\_\_  
(example: sink, toilet, shower, laundry, dishwasher)

STREET ENTRANCE FROM \_\_\_\_\_ STREET EXIT FROM \_\_\_\_\_

PARKING AREA SIZE \_\_\_\_\_ ( ) PAVED ( ) GRAVEL ( ) OTHER

# OF ACRES DISTURBED BY DEVELOPMENT \_\_\_\_\_ (SW3P permit should be provided to Public Works)

SOURCE OF WATER: ( ) PRIVATE WELL\* ( ) SUPPLIER \_\_\_\_\_

\*2 acres is required for a new lot serviced by a well. Well registration and info can be obtained from Prairielands Groundwater Conservation District.

STATE/ FEDERAL PERMIT REQUIRED FOR EXCAVATING/ AIR QUALITY PERMIT NO. \_\_\_\_\_

STRUCTURE WITHIN 100' OF FLOOD PLAIN: ( ) YES ( ) NO \*surveyor documentation may be required

\_\_\_\_\_  
(SIGNATURE OF OWNER / REPRESENTATIVE)

\_\_\_\_\_  
(DATE)

\*\*\*PLEASE SEE PAGE 1 REGARDING APPLICATION AND PERMIT EXPIRATION\*\*\*