



## Development Services Checklist for Commercial - New Construction

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Square Feet
- Valuation
- Search for and add contractor name
- Total Square Footage
- # of Stories
- Height
- Electrical
- Mechanical
- Plumbing
- Business Name
- # of Buildings
- Valuation of Job
- Construction Type
- Description of Project
- TLDR #

### **PLANS AND DOCUMENTS**

- Architectural Plans
- Civil Plans
- Construction Storm Water Pollution Prevention Plan
- Energy Code
- Landscape & Irrigation Plans
- MEP (Mechanical, Electrical, Plumbing) Plans
- Plat
- Project Manual
- Site Plan
- Solid Waste Plans
- Structural Plans

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

<https://comapps.midlandtexas.gov/energov/selfservice#/payinvoice>





## Development Services Checklist for Commercial Building - Accessory Building

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Square Feet
- Valuation
- Search for and add contractor name
- # of Stories
- Height
- Total Square Footage
- Front Setback
- Right Side Setback
- Left Side Setback
- Rear Setback
- Electrical
- Mechanical
- Plumbing
- Construction Type
- # of Buildings

### **PLANS AND DOCUMENTS**

- Architectural Plans
- MEP (Mechanical, Electrical, Plumbing) Plans
- Site Plan
- Structural Plans

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.
- Setback Note (**get clarification**)

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Commercial Building- Addition

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Square Feet
- Valuation
- Search for and add contractor name
- Height
- Total Square Footage
- Electrical
- Mechanical
- Plumbing
- Occupancy Load
- Business Name
- Valuation of Job
- Construction Type
- Project Description
- Asbestos Survey
- # of Stories
- # of Buildings

### **PLANS AND DOCUMENTS**

- Architectural Plans
- Civil Plans
- Construction Storm Water Pollution Prevention Plan
- Energy Code Documents
- Landscape & Irrigation Plans
- MEP (Mechanical, Electrical, Plumbing) Plans
- Plat
- Project Manual
- Site Plan
- Solid Waste Plans
- Structural Plans

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Commercial Building - Alteration & Repair

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Square Feet
- Valuation
- Search for and add contractor name
- Height
- Total Square Footage
- Electrical
- Mechanical
- Plumbing
- Occupancy Load
- Business Name
- Valuation of Job
- Construction Type
- Project Description
- Asbestos Survey
- # of Stories
- # of Buildings

### **PLANS AND DOCUMENTS**

- Architectural Plans
- Asbestos Survey
- Energy Code Documents
- MEP (Mechanical, Electrical, Plumbing) Plans
- Structural Plans

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Commercial Building - Commercial Fence

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Linear Footage
- Fence Material Description

### **PLANS AND DOCUMENTS**

- Fencing Details
- Site Plans

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Solar - Commercial

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Square Feet
- Valuation
- Search for and add contractor name
- Total Square Footage
- Valuation of Job

### **PLANS AND DOCUMENTS**

- Scan in plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Building Interior Demolition

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Building Use
- Utility Shut Offs

### **PLANS AND DOCUMENTS**

- Demo Photo
- Scope of Work

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Commercial Demolition

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Building Use
- Utility Shut Offs

### **PLANS AND DOCUMENTS**

- Asbestos Survey
- Demolition Plan

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

<https://comapps.midlandtexas.gov/energov/selfservice#/payinvoice>





## Development Services Checklist for Residential Demolition

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Building Use
- Utility Shut Offs

### **PLANS AND DOCUMENTS**

- Demo Photo
- Scope of Work

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Electrical Reconnect

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Building Use

### **PLANS AND DOCUMENTS**

- Scan in Plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Moving/Upgrading Electrical Service

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Work Area Square Footage
- Building Use
- Service Connection Type
- Service Size (Amps)
- Existing Number of Circuits
- Add, Circuits, Fixtures, Appliances, Switches, Outlets
- Generator

### **PLANS AND DOCUMENTS**

- Scan in Plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Residential Electrical Replacement

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Work Area Square Footage
- Building Use
- Service Connection Type
- Service Size (Amps)
- Existing Number of Circuits
- Add, Circuits, Fixtures, Appliances, Switches, Outlets

### **PLANS AND DOCUMENTS**

- Scan in Plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Residential Fence

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Square Feet
- Valuation
- Search for and add contractor name
- Linear Footage
- Front Setback
- Fence Material Description

### **PLANS AND DOCUMENTS**

- Fencing Details
- Site Plan

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Irrigation

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Type of Work
- Work Area Size
- Irrigation Service Size
- Backflow Type

### **PLANS AND DOCUMENTS**

- Scan in Plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Manufactured Home- Mobile Home

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Front Setback
- Left Side Setback
- Right Side Setback
- Rear Setback
- Parking Provided
- Year of Manufacture
- HUD Serial Label
- Location of HUD Label
- Skirting Description

### **PLANS AND DOCUMENTS**

- Manufacture Home details that includes year of manufacture, HUD serial number, location of hid label, skirting information, off-street parking information, stair information (not the temporary stairs)
- Proof of Land Ownership
- Site Plan w/Setbacks or Property Survey

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Manufactured Home - Modular Home

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Front Setback
- Left Side Setback
- Right Side Setback
- Rear Setback
- Year of Manufacture
- Skirting Description

### **PLANS AND DOCUMENTS –**

- Manufacture Home details that includes year of manufacture, HUD serial number, location of hid label, skirting information, off-street parking information, stair information (not the temporary stairs)
- Proof of Land Ownership
- Site Plan w/Setbacks or Property Survey

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Mechanical Replacement Permit

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Furnaces
- Air Conditioners
- Ductwork Systems
- Bath Vent Fans
- Vented Kitchen Fans
- Unvented Kitchen Fans
- Roof Top Units w/Heat & AC
- Chillers
- Hydronic Piping Systems
- Refrigeration Systems
- Pool Heater
- Fire Dampers
- Smoke Dampers

### **PLANS AND DOCUMENTS**

- Scan in Plans if Any in PDF Format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Gas Line Services

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Gas Service Line

### **PLANS AND DOCUMENTS**

- Scan in Plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Residential Plumbing

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Sewer Line
- Urinals
- Pool Drains
- Dbck Backflow
- Shower Baths
- Washer Box
- Mop Sinks
- Grease Trap
- Drinking Fountains
- Lavatories
- Floor Drains
- Propane Gas Tank
- Wash Traps
- Water Softeners
- Disposal
- RPZ Backflow
- Water line
- Gas Service Line
- Sand Trap
- Water Closets
- Gas Openings
- Dishwasher
- Water Heaters
- RO System
- Bath Tubs
- Wash Rack
- Kitchen Sinks
- Other: Description & Number
- Sewer Connections

### **PLANS AND DOCUMENTS**

- Scan in Plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

**PAY YOUR INVOICE ONLINE:** <https://comapps.midlandtexas.gov/energov/selfservice#/payinvoice>



## Development Services Checklist for Residential Plumbing

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Sewer Line
- Urinals
- Pool Drains
- Dbck Backflow
- Shower Baths
- Washer Box
- Mop Sinks
- Grease Trap
- Drinking Fountains
- Lavatories
- Floor Drains
- Propane Gas Tank
- Wash Traps
- Water Softeners
- Disposal
- RPZ Backflow
- Water line
- Gas Service Line
- Sand Trap
- Water Closets
- Gas Openings
- Dishwasher
- Water Heaters
- RO System
- Bath Tubs
- Wash Rack
- Kitchen Sinks
- Other: Description & Number
- Sewer Connections

### **PLANS AND DOCUMENTS**

- Scan in Plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

**PAY YOUR INVOICE ONLINE:** <https://comapps.midlandtexas.gov/energov/selfservice#/payinvoice>

This checklist is intended for use exclusively by Development Services. Additional documents may be requested at any stage of the permitting process. Any exceptions require approval from a Supervisor.



## Development Services Checklist for Sewer Line/Plumbing

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Sewer Line

### **PLANS AND DOCUMENTS**

- Scan in Plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Water Heater

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Sewer Line
- Urinals
- Pool Drains
- Dbck Backflow
- Shower Baths
- Washer Box
- Mop Sinks
- Grease Top
- Drinking Fountains
- Lavatories
- Floor Drains
- Propane Gas Tank
- Wash Traps
- Water Softeners
- Disposal
- RPZ Backflow
- Water line
- Gas Service Line
- Sand Trap
- Water Closets
- Gas Openings
- Dishwasher
- Water Heaters
- RO System
- Bath Tubs
- Wash Rack
- Kitchen Sinks
- Other: Description & Number
- Sewer Connections

### **PLANS AND DOCUMENTS**

- Scan in Plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

**PAY YOUR INVOICE ONLINE:** <https://comapps.midlandtexas.gov/energov/selfservice#/payinvoice>



## Development Services Checklist for Water Softener System

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Sewer Line
- Urinals •
- Pool Drains
- Dbk Backflow
- Shower Baths
- Washer Box
- Mop Sinks
- Grease Trap
- Drinking Fountains
- Lavatories
- Floor Drains
- Propane Gas Tank
- Wash Traps
- Water Softeners
- Disposal
- RPZ Backflow
- Water line
- Gas Service Line
- Sand Trap
- Water Closets
- Gas Openings
- Dishwasher
- Water Heaters
- RO System
- Bath Tubs
- Wash Rack
- Kitchen Sinks
- Other: Description & Number
- Sewer Connections

### **PLANS AND DOCUMENTS**

- Scan in Plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

**PAY YOUR INVOICE ONLINE:** <https://comapps.midlandtexas.gov/energov/selfservice#/payinvoice>



## Development Services Checklist for Commercial Pool

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Square Feet
- Valuation
- Search for and add contractor name
- Valuation of Job
- Total Square Footage
- Heater Type
- Enclosure Type

### **PLANS AND DOCUMENTS**

- Scan in Plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

<https://comapps.midlandtexas.gov/energov/selfservice#/payinvoice>





## Development Services Checklist for Residential Pool

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Square Feet
- Valuation
- Search for and add contractor name
- Valuation of Job
- Total Square Footage
- Heater Type
- Enclosure Type

### **PLANS AND DOCUMENTS**

- Oncor Stamped Plans
- Site Plans

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Residential - New Construction

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Square Feet
- Valuation
- Search for and add contractor name
- Total Square Footage
- Front Setback
- Right Side Setback
- Left Side Setback
- Rear Setback
- Electrical
- Mechanical
- Plumbing
- Valuation of Job
- Project Description

### **PLANS AND DOCUMENTS**

- Elevation
- Energy Code Docs/ Manual J
- Foundation Details (width, depth, and thickness)
- Framing Details/ Floor Plans
- Site Plan w/ Setbacks
- Window/ Door Schedule

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Residential Building- Alteration & Repair

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Square Feet
- Valuation
- Search for and add contractor name
- Total Square Footage
- Front Setback
- Right Side Setback
- Left Side Setback
- Rear Setback
- Electrical
- Mechanical
- Plumbing
- Valuation of Job
- Project Description

### **PLANS AND DOCUMENTS**

- Detailed scope of work for all structural, electrical, plumbing, and mechanical work
- Framing details with all measurements (NOT a list of material, how construction will be built)
- Insulation details w/ R-values walls and ceiling (type of insulation that will be installed, please include existing R-values)
- Window/ door information (type that will be installed)

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Residential Building -Addition

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Square Feet
- Valuation
- Search for and add contractor name
- Total Square Footage
- Front Setback
- Right Side Setback
- Left Side Setback
- Rear Setback
- Electrical
- Mechanical
- Plumbing
- Valuation of Job
- Project Description

### **PLANS AND DOCUMENTS**

- Electrical, plumbing, and mechanical information if any
- Foundation details (width, depth, & thickness), post details, or anchor details
- Framing details with all measurements. (Not a list of material)
- Insulation details, Energy Values, Walls and ceiling (type of insulation that will be installed)
- Site Plan w/ Setbacks, indicate where on the property the addition will be added to structure
- Window/ door information (type and size that will be installed)

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Residential Detached Accessory Building

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Square Feet
- Valuation
- Search for and add contractor name
- Total Square Footage
- Front Setback
- Right Side Setback
- Left Side Setback
- Rear Setback
- Electrical
- Mechanical
- Plumbing

### **PLANS AND DOCUMENTS**

- Building Plans
- Electrical, plumbing, and mechanical information if any
- Foundation details (width, depth, & thickness), post details, or anchor details
- Framing details with all measurements. (Not a list of material)
- Site Plan w/ Setbacks, indicate where on the property it will be located

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

<https://comapps.midlandtexas.gov/energov/selfservice#/payinvoice>





## Development Services Checklist for Residential Building-Duplex

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Square Feet
- Valuation
- Search for and add contractor name
- Total Square Footage
- Front Setback
- Right Side Setback
- Left Side Setback
- Rear Setback
- Electrical
- Mechanical
- Plumbing
- Valuation of Job
- Project Description

### **PLANS AND DOCUMENTS**

- Elevation
- Energy Code Docs
- Foundation details (width, depth, & thickness), post details, or anchor details
- Framing Details
- Site Plan w/ Setbacks
- Window/ door schedule

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

<https://comapps.midlandtexas.gov/energov/selfservice#/payinvoice>





## Development Services Checklist for Solar- Residential

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Square Feet
- Valuation
- Search for and add contractor name
- Total Square Footage
- Electrical
- Valuation of Job
- Project Description

### **PLANS AND DOCUMENTS**

- Scan in plans if any in PDF format

### **NOTES:**

•All applicant information must correspond with that of the bonded/licensed Contractor. This contractor will assume full responsibility for all aspects of the application. Inspections must no be submitted by any individual other than the designated bonded/licensed Contractor. This statement will only be in the Solar Residential and Solar Commercial permits.

### **PAY YOUR INVOICE ONLINE:**

<https://comapps.midlandtexas.gov/energov/selfservice#/payinvoice>





## Development Services Checklist for Sign Without Electrical

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Business Name
- Valuation of Job
- Type of Signage Work
- Sign Type
- Number of Signs
- Height Above Grade Ft.
- Front Setback Ft.
- Side Setback Ft.
- Rear Setback Ft.
- Square Footage of All Existing Signs
- Proposed: Ft.

### **PLANS AND DOCUMENTS**

- Scan in plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

<https://comapps.midlandtexas.gov/energov/selfservice#/payinvoice>





## Development Services Checklist for Sign With Electrical

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Business Name
- Valuation of Job
- Type of Signage Work
- Sign Type
- Number of Signs
- Height Above Grade Ft.
- Front Setback Ft.
- Side Setback Ft.
- Rear Setback Ft.
- Square Footage of All Existing Signs
- Proposed: Ft.

### **PLANS AND DOCUMENTS**

- Scan in plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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## Development Services Checklist for Water Well

### **PERMIT APPLICATION – The following information must be completed on the permit application:**

- Permit Type
- Description
- Search for and add contractor name
- Well Casing Size
- Is Ownership Information Accurate?

### **PLANS AND DOCUMENTS**

- Scan in plans if any in PDF format

### **NOTES:**

- Please make sure you have a contractor submitting this permit and not you as an applicant.

### **PAY YOUR INVOICE ONLINE:**

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