

NAVARRO COUNTY PLANNING & DEVELOPMENT

601 N. 13th St. Suite 1
Corsicana, TX 75110



Phone: (903) 875-3311
www.co.navarro.tx.us

CONSTRUCTION - TEMPORARY PROJECT ADDRESS APPLICATION

this application is for property NOT within Richland Chambers Lake 5,000' Zoning area

INSTRUCTIONS

1. Please complete **ALL** portions of this application. If # 2 - 4 are not completed, this will delay your permit.
2. Attach your proof of ownership of the property by copy of the warranty deed or contract.
3. Provide survey or "draw a map" portion with driveway marked with an "X".
4. Include \$100.00 application fee. Cash, Check or Money Order Only. Make checks payable to "Navarro County". Processing generally takes 7-10 business days for the new address to be assigned.

KEEP IN MIND

THE TEMPORARY ADDRESS WILL EXPIRE AND BE REMOVED FROM OUR SYSTEM 1 YEAR FROM ISSUANCE. TO AVOID EXPIRATION, THE STRUCTURE MUST BE FINALIZED WHICH INCLUDES SUBMITTING ALL INSPECTION REPORTS TO OUR OFFICE.

NOTE

- We only provide addressing for the unincorporated areas of Navarro County. If you are located within one of the incorporated cities, you will need to contact that city for permitting/addressing.
 - If the driveway will open onto a State roadway, you will need approval for the placement of the driveway from TxDOT.
 - If the property is only accessible thru someone else's property, you must include a copy of the granted easement with the survey showing the easement.
 - Addresses are issued based on the location of the primary driveway. Please note that moving your driveway will result in a new address and you will need to contact this office to report the move and obtain a new address.
- * We do not provide addressing for open land, temporary structures or undeveloped property. There must be a specific structure of some type. We can provide you with a general reference address, but it will not be kept on file.**

**** TO AVOID CRIMINAL PROSECUTION, ALL SEPTIC SYSTEMS MUST BE PERMITTED AND INSTALLED BY A LICENSED INSTALLER. POSSIBLE \$500.00 PER DAY FINE FOR VIOLATIONS.**

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REQUIRED INSPECTIONS

In accordance with Section 233.154(a), Texas Local Government Code, a minimum of three inspections must be performed to ensure substantial building code compliance of a new single-family residence or duplex or the construction of an addition to an existing single-family residence or duplex begun after the effective date of this order in the unincorporated areas of Navarro County.

The three inspections during the construction project, as applicable must be performed at;

- (1) The foundation stage, before the placement of concrete;
- (2) The framing stage and mechanical systems stage, before covering with drywall or other interior wall covering; and
- (3) Completion of construction of the residence.

For remodeling construction to an existing residence in which the structure's square footage or value will increase by more than fifty percent, the inspection requirements must be performed as necessary based on the scope of work on the construction project.

The Builder is responsible for contracting to perform the required inspections with;

Licensed Engineer;

Registered Architect;

Professional Inspector licensed by the Texas Real Estate Commission;

Plumbing Inspector employed by a municipality and licensed by the Texas State Board of Plumbing Examiners;

Building Inspector employed by a political subdivision; or

An individual certified as a residential combination inspector by the International Code Council.

A Builder may use the same inspector for all the required inspections or a different inspector for each required inspection.

An offense under Section 233.157, Texas Local Government Code is a Class C Misdemeanor.

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CONSTRUCTION - TEMPORARY PROJECT ADDRESS APPLICATION

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Application Information:

Name: _____ Phone # _____ Email: _____

Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____

How do you wish to receive your new address notification? ☐ Standard USPS mail ☐ Pick up at office

New Address / Structure Information:

Type of Construction:

☐ Residential -

☐ New Construction _____
(sq ft of heated/cooled area)

☐ Commercial: Name/Type of Business _____

☐ Other _____
(describe)

☐ Mobile Home (new/used) _____
(dimensions)

Estimated Cost of Construction \$ _____

1. Road name used to access your structure: _____

2. Address of nearest neighbor: _____

3. Is there currently a structure on the property? ☐ Yes: Description _____ ☐ No

4. If the building site is in a planned subdivision please provide the following information:

Subdivision Name _____ Lot Number _____

5. Tax parcel information (from Navarro Central Appraisal District - www.navarrocad.com)

Tax Property Account Number _____ Acreage of Lot _____

6. Will the structure have connection to (check all that apply): ☐ Water ☐ Electric ☐ Septic ☐ No Plumbing

7. Will a driveway culvert be installed: ☐ Yes ☐ No ☐ Existing Culvert

NOTE: To avoid criminal prosecution, all septic systems must be permitted and installed by a licensed installer. Possible \$500.00 per day fine for violations.

SIGNATURE: _____

DATE: _____

***** Submit this application with \$100.00 permitting fee (CHECK, MONEY ORDER OR CASH (exact change only) and proof of ownership of the property by copy of contract or warranty deed to address above or you may mail it in.**

DRAW A MAP BELOW



PLEASE SHOW THE FOLLOWING INFORMATION:

- _____ location of your home (or proposed home) and new or existing driveway
- _____ the closest intersection to your driveway
- _____ location of the nearest neighbors and their house numbers

DATE: _____

PARCEL ID# _____

**INFORMATION FOR NAVARRO CENTRAL APPRAISAL DISTRICT
FOR MANUFACTURED HOUSING:**

911 ADDRESS: _____

CITY & ZIP: _____

MANUFACTURER: _____

DATE OF MANUFACTURE: _____

SERIAL NUMBER: _____

LENGTH: (do not include tongue) _____ WIDTH: _____

COLOR: _____

PROPERTY OWNER'S SIGNATURE

**NAVARRO COUNTY
PLANNING AND DEVELOPMENT
601 N. 13th Street, Suite 1
CORSICANA, TEXAS 75110**



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This form must be submitted with your 911 APPLICATION before an address request will be processed.

Este formulario debe enviarse con su SOLICITUD 911 antes de que se procese una solicitud de dirección.

Please read each statement, initial each box, and sign and date below.

Lea cada declaración, escriba sus iniciales en cada casilla y firme y ponga la fecha a continuación.

☐

I am aware that ALL septic systems in Navarro County require a permit. This includes new, modified, or repaired septic systems.

En español: Soy consciente de que TODOS los sistemas sépticos en el condado de Navarro requieren un permiso. Esto incluye sistemas sépticos nuevos, modificados o reparados.

☐

I am aware that if I am connecting to an existing septic system I need to contact the environmental office regarding transferring the ownership of that system.

En español: Soy consciente de que si me estoy conectando a un sistema séptico existente, debo comunicarme con la oficina ambiental para transferir la propiedad de ese sistema.

☐

I am aware that for the construction of driveways and culverts on county easements and rights-of-way I must submit the ACCESS PERMIT for DRIVEWAY ON COUNTY RIGHTOF-WAY,

En español: Soy consciente de que para la construcción de caminos de acceso y alcantarillas en servidumbres y derechos de paso del condado, debo presentar el PERMISO DE ACCESO PARA ENTRADA DE VEHÍCULOS EN DERECHO DE VÍA DEL CONDADO,

☐

I am aware that development in a floodplain requires a floodplain permit.

En español: Soy consciente de que el desarrollo en una llanura aluvial requiere un permiso de llanura aluvial.

☐

I am aware that failure to acquire the correct permits could result in penalties as regulated by the permitting authority.

En español: Soy consciente de que no obtener los permisos correctos podría dar lugar a sanciones reguladas por la autoridad de permisos.

Signature

Date

FILE # _____

RELATED OSSF PERMIT# _____



**NAVARRO COUNTY
NOTICE OF RESIDENTIAL CONSTRUCTION IN UNINCORPORATED AREA**

BUILDER/CONTRACTOR INFORMATION

BUSINESS NAME: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

CONTACT PERSON AND CONTACT INFORMATION: _____

PROJECT INFORMATION (ATTACH SITE PLAN)

TYPE OF CONSTRUCTION:

_____ NEW RESIDENTIAL CONSTRUCTION ON VACANT LOT

_____ ADDITION TO AN EXISTING RESIDENTIAL UNIT

LOCATION:

ADDRESS: _____

SUBDIVISION: _____ LOT# _____

SURVEY: _____ TRACT/ACREAGE: _____

DEED REFERENCE: _____ PARCEL ID# _____

PLANNED DATE TO BEGIN CONSTRUCTION: _____

CODE TO BE USED IN CONSTRUCTION: INTERNATIONAL RESIDENTIAL CODE

DATE

AUTHORIZED REPRESENTATIVE SIGNATURE

PRINTED NAME

FILE # _____

RELATED OSSF PERMIT# _____



**NAVARRO COUNTY
NOTICE OF RESIDENTIAL CONSTRUCTION INSPECTION COMPLIANCE IN
UNINCORPORATED AREA**

PROJECT INFORMATION (ATTACHED SITE PLAN)

TYPE OF CONSTRUCTION:

_____ NEW RESIDENTIAL CONSTRUCTION ON VACANT LOT

_____ ADDITION TO AN EXISTING RESIDENTIAL UNIT

LOCATION:

ADDRESS: _____

SUBDIVISION: _____ LOT# _____

SURVEY: _____ TRACT/ACREAGE: _____

DEED REFERENCE: _____ PARCEL ID# _____

PLANNED DATE TO BEGIN CONSTRUCTION: _____

CODE TO BE USED IN CONSTRUCTION: **INTERNATIONAL RESIDENTIAL CODE**

INSPECTION INFORMATION (ATTACH ALL INSPECTION REPORTS)

(1) FOUNDATION STAGE (BEFORE THE PLACEMENT OF CONCRETE)

_____ IN COMPLIANCE

_____ NOT IN COMPLIANCE

INSPECTOR INFORMATION:

NAME: _____ REGISTRATION #: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL ADDRESS: _____

DATE

SIGNATURE (REQUIRED)

PRINTED NAME

FILE # _____

RELATED OSSF PERMIT# _____



**NAVARRO COUNTY
FRAMING STAGE
(BEFORE COVERING WITH DRYWALL OR OTHER INTERIOR WALL COVERING)**

TYPE OF CONSTRUCTION:

_____ NEW RESIDENTIAL CONSTRUCTION ON VACANT LOT

_____ ADDITION TO AN EXISTING RESIDENTIAL UNIT

LOCATION:

ADDRESS: _____

SUBDIVISION: _____ LOT# _____

SURVEY: _____ TRACT/ACREAGE: _____

DEED REFERENCE: _____ PARCEL ID# _____

CODE TO BE USED IN CONSTRUCTION: **INTERNATIONAL RESIDENTIAL CODE**

(1) FRAMING

_____ IN COMPLIANCE

_____ NOT IN COMPLIANCE

INSPECTOR INFORMATION:

NAME: _____ REGISTRATION #: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL ADDRESS: _____

DATE

SIGNATURE (REQUIRED)

PRINTED NAME

FILE # _____

RELATED OSSF PERMIT# _____



**NAVARRO COUNTY
MECHANICAL SYSTEMS STAGE
(BEFORE COVERING WITH DRYWALL OR OTHER INTERIOR WALL COVERING)**

INSPECTION INFORMATION (ATTACH ALL INSPECTION REPORTS)

(2) MECHANICAL SYSTEMS

_____ IN COMPLIANCE

_____ NOT IN COMPLIANCE

INSPECTOR INFORMATION:

NAME: _____

REGISTRATION #: _____

MAILING ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

DATE

SIGNATURE (REQUIRED)

PRINTED NAME