

UTILITY PERMIT INSTRUCTIONS

The Commissioners normally meet on Monday at 10:00 am to approximately noon. A utility permit must be filled out and submitted by 5:00 pm on the prior Wednesday to be put on the agenda for the Monday meeting for Commissioners approval.

On the utility permit you must fill out and submitted single sided. No 2 sided permits will be excepted:

Page 1: which shows type, location and material details-you must fill out all applicable information fully on this page.

Page 2: Read Closely

Page 3: Which shows fees-please sign, date and provide your phone number on this page.

Page 4: This page is for the Commissioners to approve it.

Page 5: Must have permit holder's name and legal description only. **This page MUST come back to this office 24 hours after completion.**

Page 6: Must have permit holder's name and legal description.

A plat shall be attached clearly illustrating location and work to be performed.

You must pay whatever fees are due at the time of submittal.

(NOTE: We do not keep cash in this office. If you wish to pay cash, please bring the exact amount owed. If you are paying by check, please make it out to: Texas County Commissioners.) If you would like to pay my card we can do that also.

If any part of the permit is not filled out correctly it will not be put on the agenda for approval. If it goes to the agenda and is wrong, it will not be approved in the meeting. If there is not a readable map/plat attached, it will not be approved. Make sure your legals are correct.

Thank you,

Texas County Clerk's Office/County Commissioners