



*Dedicated to building a desirable,
resilient and safe community*



Community Development Department
Frisco Town Hall * 1 Main Street
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Email: info@townoffrisco.com
<http://www.frisco.org>
Office Hours: Monday - Friday 8:00 a.m. to
5:00 p.m.

MINOR PROJECT APPLICATION

General Explanation

A Project Application is for a minor change to an existing building or a minor construction project, such as window and exterior doors, re-roofing, exterior painting or residing exterior walls, replacing exterior light fixtures, fireplaces, on-grade hot tubs, replacements of water heaters, furnaces and boilers, and roof mounted solar panels. A Project Application does not include changes to the building footprint or height, or any substantial change to the building's appearance. Applications are administratively reviewed and approval is required.

Application Form & Fees

Include the name and address of the current owner. If a contractor is applying for the permit then **a statement by the owner consenting to this application must be submitted with the application.** **Written permission from the homeowners association is required for any improvements proposed on common area.** When applicable, the permit fees will be based off of the valuation of work.

Re-Roof Requirements: For re-roof of existing buildings.

- ____ Product specification sheets and fire rating assembly (must show minimum class B fire rating and 90 mph wind speed)
- ____ Color sample of proposed roof material

Window/Door Submittal Requirements: For addition, repair or replacement of windows / exterior doors.

- ____ Product specification sheets showing U-factors, air-leakage ratings & trim colors
- ____ Room-by-room plan with window/door types and sizes
- ____ Pictures/drawings of the existing and proposed elevations

Fireplace, Water Heater, Furnace & Boiler Requirements:

For the addition or replacement of a fireplace, or the replacement of a water heater, boiler or furnace.

- ____ Product specification sheets

Exterior Painting and/or Residing Requirements: For exterior painting or residing of an existing building.

- ____ Pictures or samples of the proposed new color / siding
- ____ Pictures/drawings of the existing and proposed elevations

Hot Tub: For the addition or replacement of a hot tub located on grade (concrete slab or flagstone) or on an existing deck. A separate application process is required for new decks.

- ____ Site plan of the property showing all improvements.

Minor Project Requirements/not listed above: Other minor projects. Additional submittal materials may be required.

Community Development MINOR PROJECT APPLICATION

PROJECT INFORMATION

Street Address				Unit(s)
Lot	Block	Tract	Subdivision	Filing
Description of Work				

OWNER INFORMATION

Owner Name		Telephone	Fax
Owner Address			Email

CONTRACTOR INFORMATION ___ Same as above

Contractor Name		Telephone	Fax
Contractor Address			Email
Town of Frisco Business License #			

PERMIT INFORMATION

CHECK ONE	PERMIT TYPE SEE CHECKLIST ON FRONT	BLDG. FEES	PLANNING FEES	VALUATION OF WORK The estimated cost to replace the building or structure in kind, based on current replacement costs *
	RE-ROOF			\$ ADDITIONAL COMMENTS OR DESCRIPTIONS
	WINDOW / DOOR			
	FIREPLACE			
	ON GRADE HOT TUB			
	REPLACE WATER HEATER, FURNANCE OR BOILER			
	OTHER (describe)			

*the total value of all construction work, including materials, labor, and contractor profit, for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire protection systems and any other permanent equipment. *Note: In accordance with Frisco Town Code Section 65-12 A(3), the building official shall set final building permit valuation.*

NOTICE: In consideration of the issuance of this permit, the undersigned hereby agrees that all work shall be performed in accordance with the construction codes and zoning codes of the Town of Frisco and all other laws applicable thereto. In addition, the undersigned further agrees that all work regulated by these codes shall not commence until this application is fully reviewed and the permit is issued.

By signing below, I acknowledge that I have read and examined this application and state that the same is true and correct. I understand this application shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued.

Applicant Name (Please Print)	Title
Applicant Signature	Date