



**Johnson County Public Works Department**  
2 North Mill Street, Suite 305, Cleburne, TX 76033  
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## **DEVELOPMENT PERMIT FOR COMMERCIAL USE**

In the unincorporated areas of Johnson County a Development Permit is required for both residential and commercial use. The following information and application is for obtaining a permit for residential use.

**24 Hour review and approval period required before permit is issued.**

The following information is required with the completed application. Once reviewed, a checklist will be provided for any additional information needed.

- Warranty Deed or Deed of Trust** that has been filed with the Johnson County Clerk's office.
- Survey of the property** with the stamp or seal of the engineer or surveyor or a copy of the filed plat.
- Engineering/Site Plan** with the stamp or seal of the engineer or designer.
- 911 Address** assigned to future structure location. Each building must be issued a different address. Do not use an existing address of an existing structure. If an address is needed contact our office for 911 address voucher.

You may email or bring to our office the completed application and the above information. Our office 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. Please ask about permit expiration.

**Your property may be in an ETJ, the EXTRATERRITORIAL JURISDICTION of a city. If the city requires you to plat/re-plat no permit will be issued until the plat/re-plat has been completed and filed at the Courthouse or we are notified by the city that no platting is required.**

Once approved, you will need to provide the following:

- Driver's License and/or credentials from business that owns property**
- 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.
- The landowner (as listed on the deed) must be the one to obtain this permit.** If the landowner is unable to do so, then an exception is made with an authorization form signed by the land owner and notarized.

Once obtained, the **DEVELOPMENT PERMIT** must be posted so that it is visible from the road whenever improvements are made to the property.

**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)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PRECINCT: \_\_\_\_\_

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

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

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

TYPE OF BUSINESS: \_\_\_\_\_

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

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

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

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

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

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

Are you constructing: ( ) NEW STRUCTURE ( ) ADDITION TO EXISTING STRUCTURE

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

( ) OTHER \_\_\_\_\_

Size of structure: \_\_\_\_\_ List tenants (if bldg. will be leased out) \_\_\_\_\_

Electric: YES NO Plumbing: YES NO List plumbing fixtures (if any): \_\_\_\_\_

NO. OF EMPLOYEES \_\_\_\_\_ DAYS OCCUPIED PER WEEK \_\_\_\_\_

ENTRANCE/EXIT FROM FM \_\_\_\_\_ CR \_\_\_\_\_ OTHER \_\_\_\_\_

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

ACRES DISTURBED BY DEVELOPMENT # \_\_\_\_\_ (5+acres requires storm water approval, silt fencing)

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

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

STATE / FEDERAL PERMIT REQUIRED ( ) YES ( ) NO PERMIT NO. \_\_\_\_\_

PROPERTY IN FLOOD PLAIN: ( ) YES ( ) NO FIRM PANEL \_\_\_\_\_

FLOODPLAIN MANAGER APPROVAL: \_\_\_\_\_

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

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

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