



BUILDING PERMIT ISSUANCE PROCEDURES

Town of Lakeside
9830 Confederate Park Rd.
Lakeside, Texas 76108
817-237-1234 ext.303
817-238-9187 (F)

- 1) Complete all parts of the Building Permit Application Form.
- 2) Turn in the Building Permit Application Form along with all of the required forms listed on the Building Permit Application Form under Submittal Requirements.
- 3) Upon receipt of all of the required paperwork, the application will be reviewed by the Building Official. The Building Official will check for compliance with the Town of Lakeside codes.
- 4) After the Building Official approves the application, staff will contact the applicant to pick up the permit.
- 5) Payment of permit fees are due at the time the permit is issued.
- 6) The Building Permit is issued.