

HOW TO APPLY FOR A CARPORT PERMIT

STEP BY STEP INSTRUCTIONS

9/24/2024

CITY OF
Lockhart
TEXAS

REQUIRED DOCUMENTS

- [Permit Info Form](#)
- **Survey** (provided by the property owner) or [Site Plan](#)
- *If* the carport will be set on a new concrete slab a stamped engineer's plan is required.

FILLING OUT THE PERMIT INFO FORM

- Provide all applicable information including ...
- **Permit Type:** Carport at a Residence or Carport at a Commercial Property?
- **Job Description:** Carport dimensions and material, carport set on ground/asphalt/concrete?, anchored to ground or concrete?
- **Call Texas 811 Before You Dig:** Provide the confirmation number given by Texas 811. This *must* be provided no matter the situation or location of shed or when Texas 811 last came to the property.

PERMIT INFO FORM EXAMPLE

Permit Info Form

Permit Info Form

Today's Date: 7/9/2024

Permit Type: Carport at residence

Property Address: 1234 Sesame St., Lockhart Tx

Applicant Name: Jane Doe

Phone & Email: 512-555-5555, janeshome@mail.com

Job Description: New 20x20ft metal carport set and anchored on asphalt

811#: 246810120000

Square Footage: n/a

Commercial Valuation: n/a

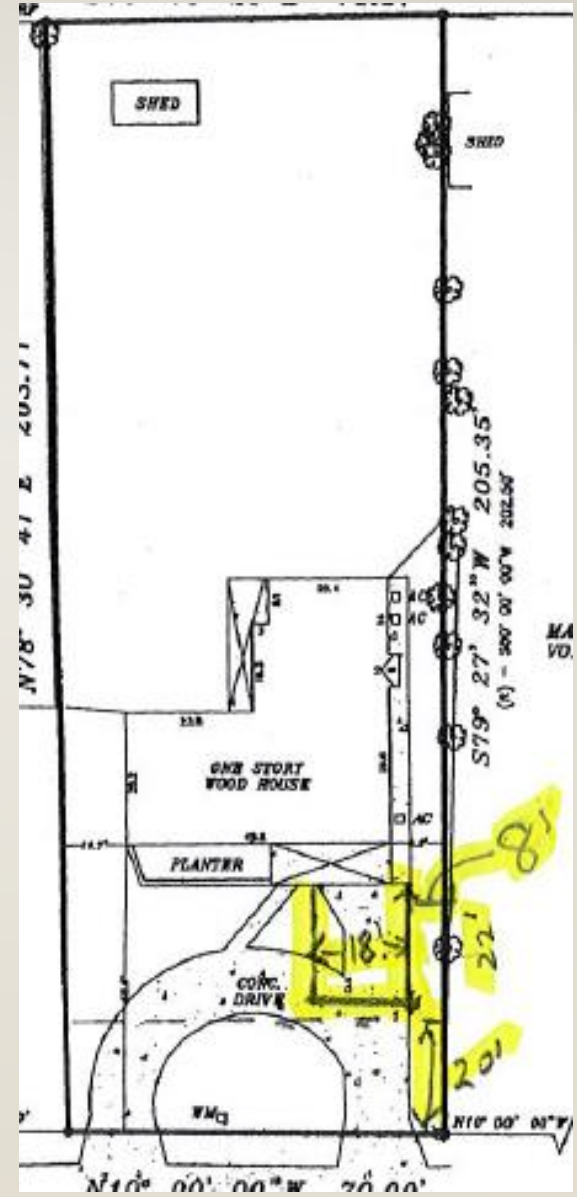
Signature: _____ Date: 7/9/2024

SURVEY/SITE PLAN REQUIRED INFORMATION

- Property Setbacks (a.k.a. build lines) – can be found on the survey. Contact Development Services for assistance if not known.
- Location of carport with measurements from carport roof overhang to property lines, other buildings (5ft. minimum), fences, etc.
- Include and label any significant/permanent features such as the house, driveway, fence and other structures.

SURVEY EXAMPLE

New carport with dimensions drawn onto survey.



SITE PLAN EXAMPLE

Site Plan

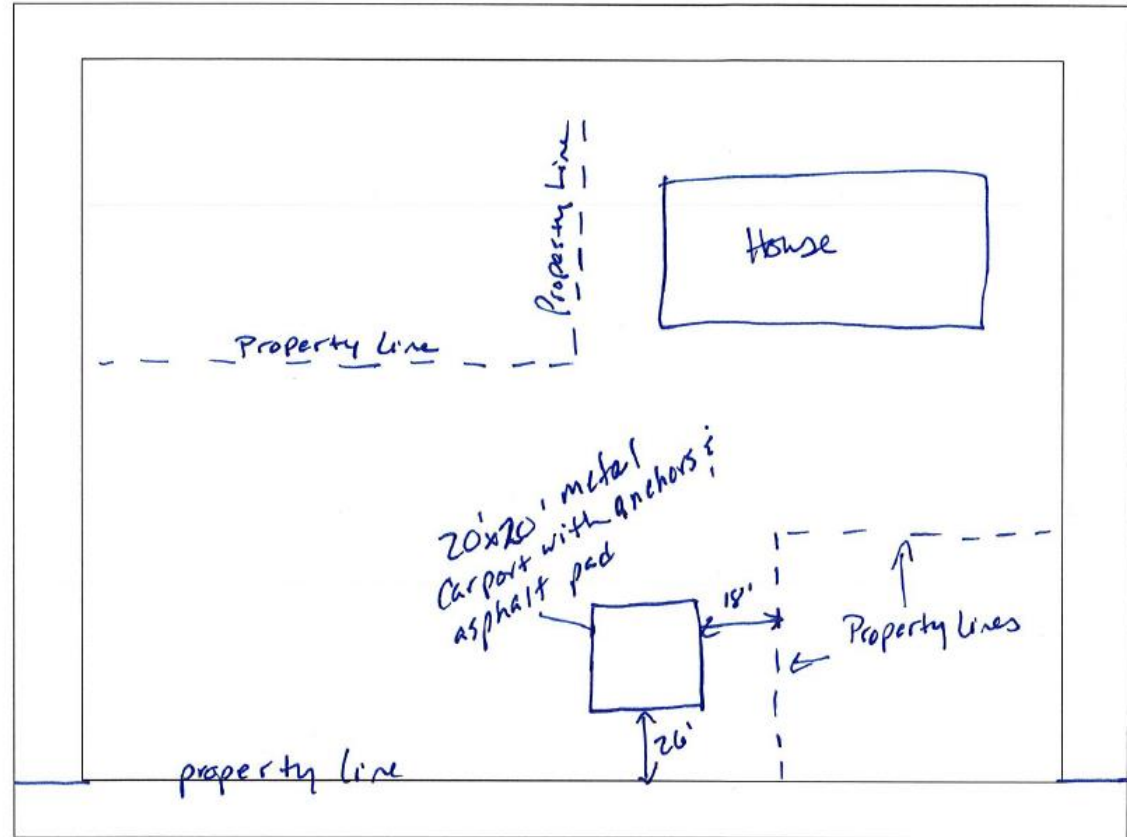
CITY OF LOCKHART - SITE PLAN

APPLICANT NAME: Jane Doe PHONE: 512-555-5555

SITE ADDRESS: 1234 Sesame St Lockhart

PERMIT NUMBER: _____

PROPOSED WORK: New 20'x20' steel carport set & anchored on asphalt



PERMIT SUBMITTAL

- Completed applications can be emailed to permits@lockhart-tx.org or dropped off at the Development Services counter in City Hall.
- For questions or assistance, a preliminary application review can be provided on request.
permits@lockhart-tx.org or call 512-398-3461
- Applications that are not complete will not be accepted.
- Due to the high volume, permits are issued in the order received.

THANK YOU!

P.O. BOX 239 LOCKHART, TX 78644

308 WEST SAN ANTONIO STREET

9/24/2024