

# NAVARRO COUNTY PLANNING & DEVELOPMENT

601 N. 13th St. Suite 1  
Corsicana, TX 75110



Phone: (903) 875-3311  
www.co.navarro.tx.us

## CONSTRUCTION - TEMPORARY PROJECT ADDRESS APPLICATION

*\*this application is for property NOT within Richland Chambers Lake 5,000' Zoning area\**

### INSTRUCTIONS

1. Please complete **ALL** portions of this application. If # 2 - 4 are not completed, this will delay your permit.
  2. Attach your proof of ownership of the property by copy of the warranty deed or contract and valid photo ID.
  3. Provide survey or "draw a map" portion with driveway marked with an "X".
  4. Include \$100.00 application fee. Cash, Check or Money Order (non-refundable). Make checks payable to "Navarro County".
- \* Processing generally takes 7-10 business days for the new address to be assigned.

### **KEEP IN MIND:**

**THE TEMPORARY ADDRESS WILL EXPIRE AND BE REMOVED FROM OUR SYSTEM 1 YEAR FROM ISSUANCE. TO AVOID EXPIRATION, THE STRUCTURE MUST BE FINALIZED WHICH INCLUDES SUBMITTING ALL INSPECTION REPORTS TO OUR OFFICE.**

### **NOTE**

- We only provide addressing for the unincorporated areas of Navarro County. If you are located within one of the incorporated cities, you will need to contact that city for permitting/addressing.
- If the driveway will open onto a State roadway, you will need approval for the placement of the driveway from TxDOT.
- If the property is only accessible thru someone else's property, you must include a copy of the granted easement with the survey showing the easement.
- Addresses are issued based on the location of the primary driveway. Moving your driveway will result in a new address and you will need to contact this office to report the move and obtain a new address.
- We do not provide addressing for open land, temporary structures or undeveloped property.

**\*\* TO AVOID CRIMINAL PROSECUTION, ALL SEPTIC SYSTEMS MUST BE PERMITTED AND INSTALLED BY A LICENSED INSTALLER. POSSIBLE \$500.00 PER DAY FINE FOR VIOLATIONS.**

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## CONSTRUCTION - TEMPORARY PROJECT ADDRESS APPLICATION

**\*\*this application is for property NOT in the Richland Chambers Lake 5,000' Zoning area\*\***

### Application Information:

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How do you wish to receive your new address notification?  Standard USPS mail  Pick up at office

### New Address / Structure Information:

Type of Construction:

Residential -

New Construction \_\_\_\_\_  
(sq ft of heated/cooled area)

Mobile Home (new/used) \_\_\_\_\_  
(dimensions)

Commercial: Name/Type of Business \_\_\_\_\_

Other \_\_\_\_\_  
(describe)

Estimated Cost of Construction \$ \_\_\_\_\_

1. Road name used to access your structure: \_\_\_\_\_

2. Address of nearest neighbor: \_\_\_\_\_

3. Is there currently a structure on the property?  Yes: Description \_\_\_\_\_  No

4. If the building site is in a planned subdivision please provide the following information:

Subdivision Name \_\_\_\_\_ Lot Number \_\_\_\_\_

5. Tax parcel information (from Navarro Central Appraisal District - www.navarrocad.com)

Tax Property Account Number \_\_\_\_\_ Acreage of Lot \_\_\_\_\_

6. Will the structure have connection to (check all that apply):  Water  Electric  Septic  No Plumbing

7. Will a driveway culvert be installed:  Yes  No  Existing Culvert

**NOTE: To avoid criminal prosecution, all septic systems must be permitted and installed by a licensed installer. Possible \$500.00 per day fine for violations.**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**\*\*\* Submit this application with \$100.00 permitting fee (CHECK, MONEY ORDER OR CASH (exact change only, non-refundable) with proof of ownership of the property by copy of contract or warranty deed and valid photo ID to address above or you may mail it in.**

# DRAW A MAP BELOW



**PLEASE SHOW THE FOLLOWING INFORMATION:**

- \_\_\_\_\_ location of your home (or proposed home) and new or existing driveway
- \_\_\_\_\_ the closest intersection to your driveway
- \_\_\_\_\_ location of the nearest neighbors and their house numbers

# NAVARRO COUNTY OFFICE OF PLANNING & DEVELOPMENT

601 N. 13th St. Suite 1  
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This form must be submitted with your 911 APPLICATION before an address request will be processed.  
Este formulario debe enviarse con su SOLICITUD 911 antes de que se procese una solicitud de dirección.

## Please read each statement, initial each box, and sign and date below.

Lea cada declaración, escriba sus iniciales en cada casilla y firme y ponga la fecha a continuación.

I am aware that ALL septic systems in Navarro County require a permit. This includes new, modified, or repaired septic systems.

En español: Soy consciente de que TODOS los sistemas sépticos en el condado de Navarro requieren un permiso. Esto incluye sistemas sépticos nuevos, modificados o reparados.

I am aware that if I am connecting to an existing septic system I need to contact the environmental office regarding transferring the ownership of that system.

En español: Soy consciente de que si me estoy conectando a un sistema séptico existente, debo comunicarme con la oficina ambiental para transferir la propiedad de ese sistema.

I am aware that for the construction of driveways and culverts on county easements and rights-of-way I must submit the ACCESS PERMIT for DRIVEWAY ON COUNTY RIGHTOF-WAY,

En español: Soy consciente de que para la construcción de caminos de acceso y alcantarillas en servidumbres y derechos de paso del condado, debo presentar el PERMISO DE ACCESO PARA ENTRADA DE VEHÍCULOS EN DERECHO DE VÍA DEL CONDADO,

I am aware that development in a floodplain requires a floodplain permit.

En español: Soy consciente de que el desarrollo en una llanura aluvial requiere un permiso de llanura aluvial.

I am aware that failure to acquire the correct permits could result in penalties as regulated by the permitting authority.

En español: Soy consciente de que no obtener los permisos correctos podría dar lugar a sanciones reguladas por la autoridad de permisos.

Signature

Date

DATE: \_\_\_\_\_

PARCEL ID#: \_\_\_\_\_

**INFORMATION FOR NAVARRO CENTRAL APPRAISAL DISTRICT  
FOR MANUFACTURED HOUSING**

911 EMERGENCY ADDRESS: \_\_\_\_\_

CITY & ZIP: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_

DATE OF MANUFACTURE: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

LENTH: (do not include tongue) \_\_\_\_\_ WIDTH: \_\_\_\_\_

COLOR: \_\_\_\_\_

**SHALL INCLUDE PHOTOGRAPH OF PURCHASED HOME**

---

\_\_\_\_\_

DATE: \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE

**NAVARRO COUNTY  
PLANNING & DEVELOPMENT**

601 N. 13<sup>th</sup> Street, Suite 1  
CORSICANA, TEXAS 75110

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## CONSTRUCTION - TEMPORARY PROJECT ADDRESS APPLICATION

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### **REQUIRED INSPECTIONS**

In accordance with Section 233.154(a), Texas Local Government Code, a minimum of three inspections must be performed to ensure substantial building code compliance of a new single-family residence or duplex or the construction of an addition to an existing single-family residence or duplex begun after the effective date of this order in the unincorporated areas of Navarro County.

The three inspections during the construction project, as applicable must be performed at;

- (1) The foundation stage, before the placement of concrete;
- (2) The framing stage and mechanical systems stage, before covering with drywall or other interior wall covering; and
- (3) Completion of construction of the residence.

For remodeling construction to an existing residence in which the structure's square footage or value will increase by more than fifty percent, the inspection requirements must be performed as necessary based on the scope of work on the construction project.

The Builder is responsible for contracting to perform the required inspections with;

Licensed Engineer;

Registered Architect;

Professional Inspector licensed by the Texas Real Estate Commission;

Plumbing Inspector employed by a municipality and licensed by the Texas State Board of Plumbing Examiners;

Building Inspector employed by a political subdivision; or

An individual certified as a residential combination inspector by the International Code Council.

A Builder may use the same inspector for all the required inspections or a different inspector for each required inspection.

An offense under Section 233.157, Texas Local Government Code is a Class C Misdemeanor.

Revised 11-01-2025

FILE # \_\_\_\_\_

RELATED OSSF PERMIT# \_\_\_\_\_



**NAVARRO COUNTY  
NOTICE OF RESIDENTIAL CONSTRUCTION IN UNINCORPORATED AREA**

**BUILDER/CONTRACTOR INFORMATION**

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

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON AND CONTACT INFORMATION: \_\_\_\_\_

\_\_\_\_\_

**PROJECT INFORMATION (ATTACH SITE PLAN)**

TYPE OF CONSTRUCTION:

\_\_\_\_\_ NEW RESIDENTIAL CONSTRUCTION ON VACANT LOT

\_\_\_\_\_ ADDITION TO AN EXISTING RESIDENTIAL UNIT

LOCATION:

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

SUBDIVISION: \_\_\_\_\_ LOT# \_\_\_\_\_

SURVEY: \_\_\_\_\_ TRACT/ACREAGE: \_\_\_\_\_

DEED REFERENCE: \_\_\_\_\_ PARCEL ID# \_\_\_\_\_

PLANNED DATE TO BEGIN CONSTRUCTION: \_\_\_\_\_

**CODE TO BE USED IN CONSTRUCTION: INTERNATIONAL RESIDENTIAL CODE**

\_\_\_\_\_

DATE

\_\_\_\_\_

AUTHORIZED REPRESENTATIVE SIGNATURE

\_\_\_\_\_

PRINTED NAME

FILE # \_\_\_\_\_

RELATED OSSF PERMIT# \_\_\_\_\_



**NAVARRO COUNTY  
NOTICE OF RESIDENTIAL CONSTRUCTION INSPECTION COMPLIANCE IN  
UNINCORPORATED AREA**

**PROJECT INFORMATION (ATTACHED SITE PLAN)**

TYPE OF CONSTRUCTION:

\_\_\_\_\_ NEW RESIDENTIAL CONSTRUCTION ON VACANT LOT

\_\_\_\_\_ ADDITION TO AN EXISTING RESIDENTIAL UNIT

LOCATION:

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

SUBDIVISION: \_\_\_\_\_ LOT# \_\_\_\_\_

SURVEY: \_\_\_\_\_ TRACT/ACREAGE: \_\_\_\_\_

DEED REFERENCE: \_\_\_\_\_ PARCEL ID# \_\_\_\_\_

PLANNED DATE TO BEGIN CONSTRUCTION: \_\_\_\_\_

CODE TO BE USED IN CONSTRUCTION: INTERNATIONAL RESIDENTIAL CODE

**INSPECTION INFORMATION (ATTACH ALL INSPECTION REPORTS)**

**(1) FOUNDATION STAGE (BEFORE THE PLACEMENT OF CONCRETE)**

\_\_\_\_\_ IN COMPLIANCE

\_\_\_\_\_ NOT IN COMPLIANCE

INSPECTOR INFORMATION:

NAME: \_\_\_\_\_ REGISTRATION #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE (REQUIRED)

\_\_\_\_\_  
PRINTED NAME

FILE # \_\_\_\_\_

RELATED OSSF PERMIT# \_\_\_\_\_



**NAVARRO COUNTY  
FRAMING STAGE  
(BEFORE COVERING WITH DRYWALL OR OTHER INTERIOR WALL COVERING)**

**TYPE OF CONSTRUCTION:**

\_\_\_\_\_ NEW RESIDENTIAL CONSTRUCTION ON VACANT LOT

\_\_\_\_\_ ADDITION TO AN EXISTING RESIDENTIAL UNIT

**LOCATION:**

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

SUBDIVISION: \_\_\_\_\_ LOT# \_\_\_\_\_

SURVEY: \_\_\_\_\_ TRACT/ACREAGE: \_\_\_\_\_

DEED REFERENCE: \_\_\_\_\_ PARCEL ID# \_\_\_\_\_

**CODE TO BE USED IN CONSTRUCTION: INTERNATIONAL RESIDENTIAL CODE**

**(1) FRAMING**

\_\_\_\_\_ IN COMPLIANCE

\_\_\_\_\_ NOT IN COMPLIANCE

**INSPECTOR INFORMATION:**

NAME: \_\_\_\_\_ REGISTRATION #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

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

\_\_\_\_\_

**DATE**

\_\_\_\_\_

**SIGNATURE (REQUIRED)**

\_\_\_\_\_

**PRINTED NAME**

FILE # \_\_\_\_\_

RELATED OSSF PERMIT# \_\_\_\_\_



**NAVARRO COUNTY  
MECHANICAL SYSTEMS STAGE  
(BEFORE COVERING WITH DRYWALL OR OTHER INTERIOR WALL COVERING)**

**INSPECTION INFORMATION (ATTACH ALL INSPECTION REPORTS)**

**(2) MECHANICAL SYSTEMS**

\_\_\_\_\_ IN COMPLIANCE

\_\_\_\_\_ NOT IN COMPLIANCE

**INSPECTOR INFORMATION:**

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

REGISTRATION #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

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

EMAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DATE

\_\_\_\_\_

SIGNATURE (REQUIRED)

\_\_\_\_\_

PRINTED NAME