

PROCEDURES FOR COUNTY DRIVEWAY PERIMTS

1. Applications may be obtained online or from the Tom Green County Clerk Real Estate Section.
2. Completed applications will be turned in to Real Estate Section and fee paid.
3. Real Estate Section will scan and email application and receipt to the respective Precinct Commissioner and Road Superintendent.
4. Commissioner or Road Superintendent will contact applicant within 3 working days.
5. Upon approval of construction, the Commissioner or Road Superintendent will sign and date the application.
6. Approved application will be delivered to the Commissioners Court admin assistant.
7. Commissioners Court admin assistant will maintain a central file of all driveway permits.
8. Permits are valid for one year from date of application or approval whichever occurs first.