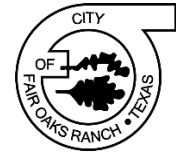


**CITY OF FAIR OAKS RANCH**  
7286 Dietz Elkhorn  
Fair Oaks Ranch, TX  
PH: (210)698-0900 FAX: (210)698-3565  
[bcodes@fairoaksranchtx.org](mailto:bcodes@fairoaksranchtx.org)  
[www.fairoaksranchtx.org](http://www.fairoaksranchtx.org)



### MISCELLANEOUS PERMIT PROCESS

This permit is for projects where square footage is not applicable. A full description of the project must be included on the permit application. Some examples include:

- a. Adding a new ceiling fan or electrical outlet.
- b. Adding a new mini split air conditioner
- c. Converting a tub to shower or vice versa.
- d. Cutting in a new window or door

### REQUIRED ITEMS TO BE SUBMITTED TO ACQUIRE MISCELLANEOUS PERMIT

1. A completed City of Fair Oaks Ranch Miscellaneous Permit Application.
2. A completed Contractor Registration Form – (if not already registered with the city)
3. Floor plan or drawings including electrical and plumbing – (if applicable)

### MISCELLANEOUS CONSTRUCTION GUIDELINES

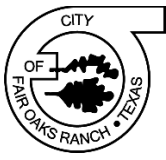
The following guidelines have been extracted from existing city ordinances to assist you in managing your project. This document is general in nature and does not modify or supersede any city ordinance in effect which takes precedence over this guideline. It is your responsibility to verify and obtain necessary deed and covenants permits and approvals from the governing architectural review committee prior to commencing construction.

#### PERMIT:

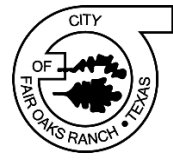
1. Permit is valid for nine (9) months from date of issue.
2. A sixty (60) day extension may be granted upon written request at 50% of original permit fee.
3. Permit **MUST** be issued and displayed **BEFORE** any work is started.
4. **Permit must be displayed so as to be clearly visible from the street. Failure to post a permit may result in the city's refusal to conduct a requested inspection and/or a fine.**
5. Failure to obtain a permit before construction begins will result in the cost of the permit fee being doubled.

#### INSPECTIONS:

1. Inspections must be requested at least twenty-four (24) hours in advance.
2. The contractor who is issued the permit is responsible for calling in for the inspections or ensuring that the inspections are accomplished.
3. The contractor or their representative must be present for each inspection.
4. At the completion of each inspection an approval/disapproval form will be emailed to the contractor or responsible party. The status of your inspection will be indicated on the form. If there is a box checked that requires a correction that item must be corrected and inspected again for compliance before the project can proceed.
5. The permit will indicate what inspections are required for the project.
6. Failure to obtain the required inspections/re-inspections will result in a penalty of \$400.
7. Inspection fees are included in the cost of the permit. However, failure to pass a required inspection 2 times will result in a \$50.00 re-inspection fee for all subsequent inspections for that phase.



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**MISCELLANEOUS PERMIT APPLICATION**  
**(This permit is for projects where square footage is not applicable)**  
**Description of project must be included**

Project Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_  
 (Street)

Owner Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address (if different than above): \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Applicant email: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

(OFFICE USE ONLY) City Registration #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

(OFFICE USE ONLY) City Registration #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

(OFFICE USE ONLY) City Registration #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

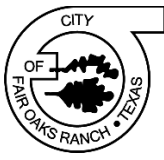
**Description:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

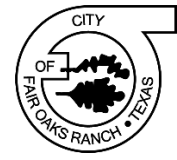
\_\_\_\_\_  
 Signature of Contractor/Agent

\_\_\_\_\_  
 Date

**\*\*\*MUST COMPLETE BACK PAGE OF THIS APPLICATION\*\*\***



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**FIXTURE FEES**

**(Add \$2.50 for each of the following)**

<u>ITEM</u>	<u>QTY</u>	<u>ITEM</u>	<u>QTY</u>
Receptacle	_____	Range/Cooktop	_____
Switch	_____	Trash Compacter	_____
Light Fixture	_____	Log Lighter	_____
Ceiling Fan	_____	Barbeque	_____
Smoke/CO Detector	_____	Pressure Reducing Valve	_____
Refrigerator/Freezer	_____	Expansion Tank	_____
Ice Machine	_____	Steam Unit	_____
Exhaust Fan	_____	Sink (lavatory, kitchen, laundry)	_____
Vent Hood	_____	Tub/Shower	_____
Dishwasher	_____	Water Closet	_____
Clothes Washer	_____	Hose Bib	_____
Clothes Dryer	_____	Fire Sprinkler Head	_____

**(Add \$5.00 for each of the following)**

<u>ITEM</u>	<u>QTY</u>	<u>ITEM</u>	<u>QTY</u>
Electric Panel	_____	Grinder Pump	_____
Water Heater/Boiler	_____	Jacuzzi	_____
Water Softener	_____	Fire Sprinkler Riser	_____
Sewer Line	_____	Backflow (non-irrigation)	_____
Water Line	_____		

**(Miscellaneous)**

HVAC (\$10 per ton capacity) \_\_\_\_\_ tons

**\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\***

Fixture Total \_\_\_\_\_ x \$2.50 = \$ \_\_\_\_\_  
 Fixture Total \_\_\_\_\_ x \$5.00 = \$ \_\_\_\_\_  
 HVAC tons \_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_

**PERMIT FEE TOTAL \$ \_\_\_\_\_**

DATE REC'D: \_\_\_\_\_ BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

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

**INSPECTIONS REQUIRED:**

- PLUMBING ROUGH     FRAMING/ELEC/MECH
- FOUNDATION         PLUMBING TOP
- FINAL