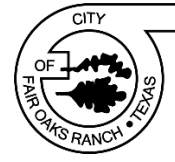


CITY OF FAIR OAKS RANCH
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015
PH: (210) 698-0900 FX: (210) 698-3565
bcodes@fairoaksranchtx.org
www.fairoaksranchtx.org



BUILDING DEPARTMENT
RESIDENTIAL NEW HOME PERMIT APPLICATION PACKET
REQUIREMENTS AND PROCEDURES

PACKET CONTENTS:

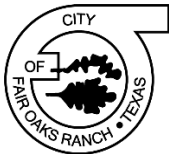
- Permitting Process Overview
- Notice to Contractors - Construction Site Trash Removal
- Documents Required for New Home Building Permit Checklist
- New Home Permit Requirements
- Construction Guidelines

FORMS:

- Building Permit Application
- Application for Contractor Registration
- Owners Letter of Approval to Build Form
- Lawn / Landscape Watering Permit (Newly Installed Lawn/Landscape)

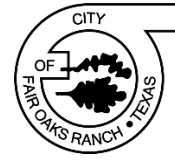
ADDITIONAL INFORMATION:

- Electrical Diagram Example
- Energy Worksheet (REScheck) Example
- Permit Fees - Development / Building
- Inspection Checklist – Most Frequently Missed Items



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Permitting Process Overview

Permits issued for the City of Fair Oaks Ranch are issued on a first in, first out basis.

When a permit application is received by the Building Department, it must be completely filled out and all attachments must be complete before the permit will be processed. If the application and attachments are complete, the normal permit processing time is ten (10) business days.

Our Building Code Administrative Assistant will call the resident and/or contractor and let them know the permit is ready for pick up and what the total cost of the permit is.

If the application and/or attachments are not complete, the residents/contractor will be notified as to what is needed and the application will be put aside until the package is complete.

Notice to Contractors

1) The enforcement of building codes adopted by the City of Fair Oaks Ranch does not alleviate the licensed contractor from following the requirements of the State of Texas licensing body for their profession.

2) As of Nov. 21, 2013, the requirements for construction site trash removal are modified by the passage of Ordinance No. 2013-15. The basic changes are as follows.

a. All new constructions sites shall have a dumpster, unless the Building Official deems it to be unfeasible.

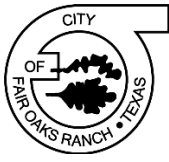
b. Dumpsters are defined as having four sides and an integral bottom.

In all cases debris and trash shall be placed in the appropriate containers daily, to prevent it from blowing on adjoining property.

This Ordinance applies to all active new construction sites. Should you have questions regarding this, please feel free to contact me at (210) 698-0900.

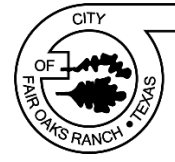
Jim Earl

Jim Earl
Building Official



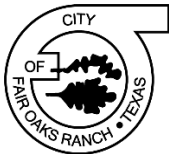
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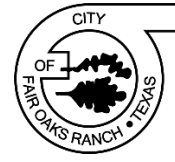
REQUIRED ITEMS TO BE SUBMITTED TO ACQUIRE NEW RESIDENTIAL HOME PERMIT

1. A completed Fair Oaks Ranch New Home Permit Application
2. A completed Contractor Registration Form for each contractor
3. Owner's Letter of Approval to Build
4. Plot Plan (easements & flood plain, if applicable)
 - a. One set of plans required if in Kendall County
 - b. Two sets of plans required if in Bexar County or Comal County
5. Electrical Diagram (ID Wire/Breaker size/Wire Type) – (Example Attached)
6. Engineered Foundation Plans
 - a. One set of plans required if in Kendall County
 - b. Two sets of plans required if in Bexar County or Comal County
7. Floor Plans
 - a. One set of plans required if in Kendall County
 - b. Two sets of plans required if in Bexar County or Comal County
8. Outside Elevations
 - a. One set of plans required if in Kendall County
 - b. Two sets of plans required if in Bexar County or Comal County
9. Energy Worksheet (Provided by Contractor/Designer)



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RESIDENTIAL NEW HOME PERMIT REQUIREMENTS

The following criteria details the items and information required to process a permit for a residential new home.

Listed below are the documents that are required along with a brief explanation of each. The explanations will identify what items are needed or how to complete the documents.

1. PERMIT APPLICATION

Complete application and sign and date the bottom.

2. CONTRACTOR REGISTRATION

The general contractor, electrician, plumber, and mechanical contractor must be registered to do business in the City of Fair Oaks Ranch. The registrations shall be in effect for one (1) year from the time of issuance. The registration fee is \$ 75.00 (Plumbers and Electricians are exempt). Any contractor licensed by the State of Texas, shall be deemed qualified to perform the same services in the City of Fair Oaks Ranch upon presentation to the Building Official a copy of their current license and a completed application.

3. OWNERS' LETTER OF APPROVAL

This document will be provided by the home owner granting the general contractor permission to build their home. A simple letter including the name of the owner, the contractor name, the project address, date, and signature of the property owner is all that is required. An example of a typical owner's letter of approval is included in this package. If the home is being built as a spec home, this letter is not required for a permit to be issued.

4. PLOT PLAN

Must show all building setback lines, utility easements, water, sewer, gas & electric lines and the location of the home on the property. If the home is being built in Bexar or Comal County 2 sets of plans are required. If in Kendall County only 1 set of plans is required.

5. ELECTRICAL DIAGRAM

Draw a diagram showing the individual circuit breakers, wire sizes and what item or equipment each one will feed. This applies to the main breaker panel located at the meter loop as well as any sub panels. As a rule, this diagram is provided by the electrical contractor and must be tailored to that project. The electrical diagram must be signed and dated by the person preparing the electrical diagram. It must also contain the project address at the top.

6. ENGINEERED FOUNDATION PLANS

Must be designed, prepared, signed, and sealed by a Professional Engineer registered to do business in the State of Texas. The foundation beams width & depth and slab height must also conform to City Ordinance requirements. In addition, the finished height of the foundation must be 15" Min. above the existing grade after the area has been scraped and all vegetation removed.

7. FLOOR PLANS

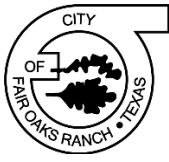
Must contain cabinet locations, plumbing fixtures, electrical plan (if not shown separately), windows, and doors as a minimum. Preferably drawn to $\frac{1}{4}'' = 1'-0''$ scale. If the home is being built in Bexar or Comal County 2 sets of plans are required. If in Kendall County only 1 set of plans is required.

8. OUTSIDE ELEVATIONS

A scaled drawing of all exterior views of the building. If the home is being built in Bexar or Comal County 2 sets of plans are required. If in Kendall County only 1 set of plans is required.

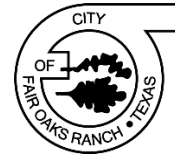
9. ENERGY PERFORMANCE SHEET

Must be submitted with plans, (REScheck or comparable) in accordance with the 2018 International Energy Conservation Code.



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RESIDENTIAL NEW HOME CONSTRUCTION GUIDELINES

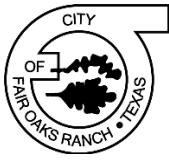
The following guidelines have been extracted from existing city ordinances to assist you in managing your project and building site during the course of construction. This document is general in nature and does not modify or supersede any city ordinance in effect which takes precedence over these guidelines. Failure to obtain a permit before construction begins will result in the cost of the permit fee being doubled.

PERMITS:

1. New Home Permits are valid twelve (12) months from date of issue.
2. A sixty (60) day extension may be granted upon written request at 50% of original permit fee.
3. Permits must be issued and displayed BEFORE any work is started,
4. Permits must be clearly visible from the street.
5. Failure to obtain a permit before construction begins will result in the cost of the permit fee being doubled.

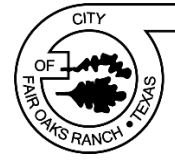
INSPECTIONS:

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. They include the following:
 - a. **PLUMBING ROUGH IN:** Includes water test on sewer lines, drain line layout, and a check for proper fall. Property lines must be marked so building setbacks can be verified. Failure to obtain shall result in a penalty of \$400 being assessed against the permit holder.
 - b. **FOUNDATION:** Stamped form survey must be presented at this time. Failure to secure this inspection prior to pouring of concrete shall result in a penalty of \$500 being assessed against the permit holder. If a signed statement is provided from a professional, licensed structural engineer certifying the slab was poured as designed and met inspection criteria, removal of the slab will not be necessary. Complete slab removal will be required if such certification is not provided. The signed statement by the engineer as stated above, certifying the foundation was constructed in accordance to Engineer's specifications must be on file in our office within 14 days following the pour of concrete.
 - c. **FRAMING, ELECTRICAL, MECHANICAL:** Inspection to be called for prior to insulation and sheetrock being installed. Inspection will not be made without the certificate required by the foundation inspection. Failure to secure this inspection prior to concealment, by the installation of inside wallboard, lathing, insulation or other materials will result in a penalty of \$400 being assessed against the permit holder.
 - d. **PLUMBING TOP-OUT:** Must be performed before insulation is installed with water pressure on the lines. Gas system should be pressured to 10 psi and second story drain lines must be filled with water. Failure to secure this inspection shall result in a penalty of \$400 being assessed against the permit holder.



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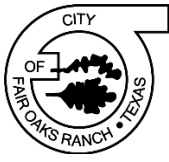
- e. **INSULATION INSPECTION:** In lieu of an inspection, a certificate of insulation shall be provided prior to the installation of wallboard. Failure to provide an insulation certificate prior to concealment by the installation of wallboard, lathing, or other materials will result in a penalty of \$400 being assessed against the permit holder.
 - f. **WATER/SEWER LINE INSTALLATION:** Must be called for after the water and sewer lines have been installed but prior to covering them up. The water line must be bedded in clean fill and be placed under pressure. The sewer line must be connected to the main sewer, bedded in clean fill, and have the correct minimum fall. Failure to secure this inspection prior to concealment by covering the lines will result in a penalty of \$400 being assessed against the permit holder.
 - g. **FINAL:** Upon Completion. Certificate of Occupancy must be obtained before permanent occupancy will be authorized. Failure to secure this inspection before the building is occupied by any party shall result in a penalty of \$600 being assessed against the permit holder.
6. 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.

The above penalties shall be deemed as separate offences and shall not prevent the City from charging any person, corporation, partnership, association or joint venture with city code violation fines as stated in Chapter 3 of the City Ordinances.

CONSTRUCTION REQUIREMENTS:

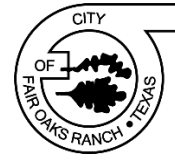
1. **Foundation:** General Contractors (or sub-contractors) must ensure that each foundation site is scraped of all vegetation and debris prior to installation of any fill materials. Fines shall be assessed if not in compliance.
2. **Handrails and Guardrails:** Porches, balconies, or raised floor surfaces located more than 30 inches above the floor or grade below shall have a guardrail not less than 36 inches in height, Open sides of stairs with a total rise of more than 30 inches about the floor or grade below shall have a guardrail not less than 34 inches in height measured vertically from the nosing of the treads. Required guardrail on open sides of stairways, raised floor areas, balconies, and porches shall have intermediate rails or ornamental closures which will not allow passage of an object 4 inches or more in diameter. Exception: The triangular openings formed by the riser, tread and bottom rail of a guard at the opening side of a stairway may be of such a size that a sphere 6 inches in diameter cannot pass through.
3. **Driveway Curb Cuts:** On any street having a concrete curb, the General Contractor shall saw cut and remove the section of curbing at the driveway entrance(s) and pour a concrete approach extending a minimum of five (5) feet back from the curb. If the original straight line of the asphalt pavement is damaged in the process of removing the curb, the asphalt pavement shall be seeing cut to provide a straight, smooth joint with the concrete approach. The joint between the asphalt and the concrete shall be sealed to insure that it is water tight.
4. **Type of Lock or Latch:** The City's current Building Code IRC Section R311 EXITS states that required exit doors shall be able to be opened from the inside without the use of a key or any special knowledge or effort.
5. **Trash Removal:** As of Nov. 21, 2013, the requirements for construction site trash removal were modified by the passage of Ordinance No. 2013-15. The basic changes are as follows.
 - a. **All new constructions sites shall have a dumpster, unless the Building Official deems it to be unfeasible.**
 - b. **Dumpsters are defined as having four sides and an integral bottom.**

In all cases, debris and trash shall be placed in the appropriate containers daily, to prevent it from blowing on adjoining property. This Ordinance applies to all active new construction sites.

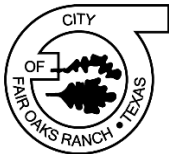


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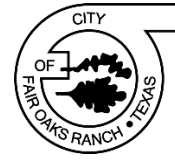


- 6. Driveway through Drainage Channel:** On any street without a concrete curb, the driveway through the city right of way shall be constructed so as not to obstruct the street drainage in any way. Depending on the depth of the drainage channel, if any, the surface of the driveway may be on grade with the bottom of the channel, or a culvert may be placed to permit drainage under the driveway. The size and configuration of any such culvert shall be approved by the City Engineer. It shall have sufficient cover to carry normal household traffic without failure or damage to the drainage pipe. Driveways shall not obstruct drainage in any way. Failure to install the proper size culvert will result in removal of the culvert at the contractor's expense.
- 7. Mail Boxes:** Mail boxes shall be located so as not to pose a hazard to normal street traffic. On streets having a concrete curb, no part of the mail box or its supporting structure shall extend beyond the line of the outside of the curb. On streets without a curb, no part of the mail box or its supporting structure shall be closer than three (3) feet from the edge of the pavement. The maximum size of a mail box shall be 3' x 3' x 5' tall. This provision applies to all mail boxes constructed or modified after its adoption. Property owners are responsible for maintaining the surface of the shoulder in a satisfactory condition for the delivery of mail by the carrier.
- 8. Exposed Hot Water Piping:** Hot water piping above the slab (includes inside walls) shall be thermally insulated.
- 9. Water Heaters:** Water heater T & P lines must be ¾" minimum copper and shall not be run in the slab. Expansion tanks, if applicable, shall be adjusted to match house water pressure within +/- 3 PSI.
- 10. Electrical:** Electrical wiring into and inside the building shall be copper, minimum 12 gauge.
- 11. Foundation:** Slab of Living Area must be 15" above existing grade after vegetation has been scraped.



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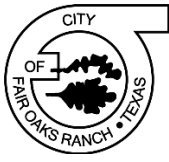


CONSTRUCTION SITE REQUIREMENTS:

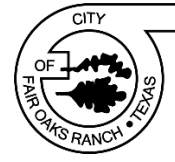
1. If no plumbing facilities are available on-site, a chemical toilet (45 gal min) will be placed on the site before any construction begins and shall be set so that the door is facing away from the street.
2. Side and rear property lines must be staked and marked (rope, string, tape, etc.) before construction starts and remain in place until construction is complete.
3. Street curb will be protected with base or other material to protect it during construction.
4. Tree cuttings and brush cut to clear the site will not be left to accumulate at the site. City Code requires all cuts or fresh wounds of oak trees to be painted within 30 minutes of cut or exposure.
5. **NO BURNING DURING CONSTRUCTION IS ALLOWED.** All fires built on-site must be built in a metal tub, drum, or container to be used by workmen for heating or the warming of food. Fires must be extinguished at the end of each day.
6. A trash container (dumpster type) must be placed on the building site no later than the start of framing. Trash and debris must be placed in the trash container DAILY to prevent it from blowing onto adjoining property.
7. All foundation sites will be scraped to remove all surface vegetation prior to setting forms.
8. Concrete trucks will dump their excess concrete and wash out on the building site. Dumping anywhere else is illegal dumping and subject to criminal prosecution.
9. Due to an increase in population density, we ask your cooperation by pouring concrete after 7 A.M. and confining your work hours to reasonable times to avoid contractors / subcontractors work hour restrictions.

CONSTRUCTION SIGN ON PROPERTY:

1. One For Sale Sign is permitted per street frontage; and
2. One temporary sign identifying the persons or companies involved in the development of the site may be placed on the lot. The maximum size of the display area of any such sign shall be six (6) square feet.
3. The signs must be located on the specific lot where construction is occurring and may be placed only after a Building Permit has been issued. No signs are allowed in the street right-of-way or attached to a public facility, pole, fence, etc.
4. After two days of the issuance of the Certificate of Occupancy, the only signage permitted at the location is a For Sale Sign, if the home is for sale. The sign identifying persons or companies involved in the development of the site must be removed.



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**PERMIT APPLICATION
 NEW HOME**

Project Address: _____ Unit: _____ Lot: _____
 (Street)

Owner Name: _____ Phone: (____) _____

Address: _____ City: _____ ST: _____ Zip: _____
 (Current address)

Applicant Name: _____ Engineer: _____

Email: _____ Phone: (____) _____

Occupancy Type: _____ Sq. Ft: _____ Bed #: _____ Bath #: _____ Car Garage #: _____

Water System: Well Public Flood Zone: Y N Sewer System: Septic Public

General 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: _____

Plumbing Contractor: _____ Phone: (____) _____

Address: _____ City: _____ ST: _____ Zip: _____

(OFFICE USE ONLY) City Registration #: _____ Exp Date: _____

Mechanical Contractor: _____ Phone: (____) _____

Address: _____ City: _____ ST: _____ Zip: _____

(OFFICE USE ONLY) City Registration #: _____ Exp Date: _____

 Signature of Contractor/Agent Date

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

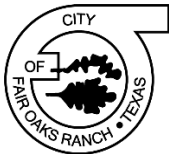
INSPECTIONS REQUIRED:

- | | |
|---|--|
| <input type="checkbox"/> PLUMBING ROUGH | <input type="checkbox"/> FRAMING/ELEC/MECH |
| <input type="checkbox"/> FOUNDATION | <input type="checkbox"/> PLUMBING TOP |
| <input type="checkbox"/> WATER/SEWER | <input type="checkbox"/> FINAL |

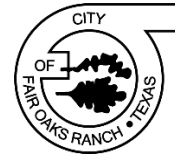
DATE REC'D: _____ BY: _____

APPROVED BY: _____

DATE APPROVED: _____



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CONTRACTOR REGISTRATION APPLICATION

FEE \$75/PER YEAR

(PLUMBERS & ELECTRICIANS ARE EXEMPT FROM FEE PER STATE LIC LAW)

Pursuant to City Ordinance, an Application is made for Registration as a _____ Contractor. Contractor Registrations shall expire one (1) year from the date of Registration.

Company Name: _____

Address: _____

City: _____ ST: _____ ZIP: _____ Phone: (____) _____

Email Address: _____

Mailing Address (if different from above) _____

State License Number (Plumbers & Electricians): _____ Expiration: ____/____/____

State License Number (Plumbers & Electricians): _____ Expiration: ____/____/____

List the Names of the Business Owners or Officers of the Corporation Below (use additional sheet if necessary)

Name: _____ Signature: _____

Name: _____ Signature: _____

References – List three (3) Previous Contracted Jobs / Projects:

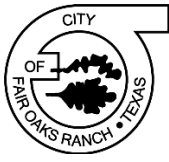
<u>Name of Owner</u>	<u>Type of Project</u>	<u>Phone or Address</u>

PURSUANT TO THE REQUIREMENTS OF THE ABOVE ORDINANCE, THAT ANY INDIVIDUAL, PERSON, FIRM OR CORPORATION ENGAGING AS A CONTRACTOR, SHALL BE DELEGATED FULL RESPONSIBILITY FOR THE SAFETY AND CODE COMPLIANCE OF ALL WORK THAT MAY BE DONE UNDER ANY REGISTRATION THAT MAY BE ISSUED AS A RESULT OF THE APPLICATION.

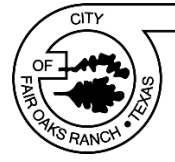
I, THE UNDERSIGNED, ACKNOWLEDGE THAT I AM TO SERVE AS THE RESPONSIBLE PARTY, AS SET OUT ABOVE, AND I FURTHER AGREE THAT I WILL ADVISE THE CITY OF FAIR OAKS RANCH IN WRITING SHOULD I CEASE TO SERVE AS SUCH.

I, SWEAR THAT THE INFORMATION CONTAINED IN THE ABOVE APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF, AND FURTHER I/WE DEponents SAY NOT.

CONTRACTOR SIGNATURE: _____ **DATE:** ____/____/____



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OWNER’S LETTER OF APPROVAL TO BUILD

Date: ____/____/____

To: City of Fair Oaks Ranch

This is to notify you that I have contracted with _____

To build my home at _____

Please issue the Contractor a Building Permit as soon as possible.

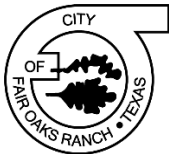
Sincerely,

Owner’s Name

Owner’s Signature

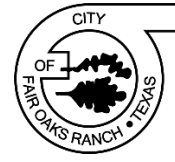
Owner’s Mailing Address: _____

Phone: _____



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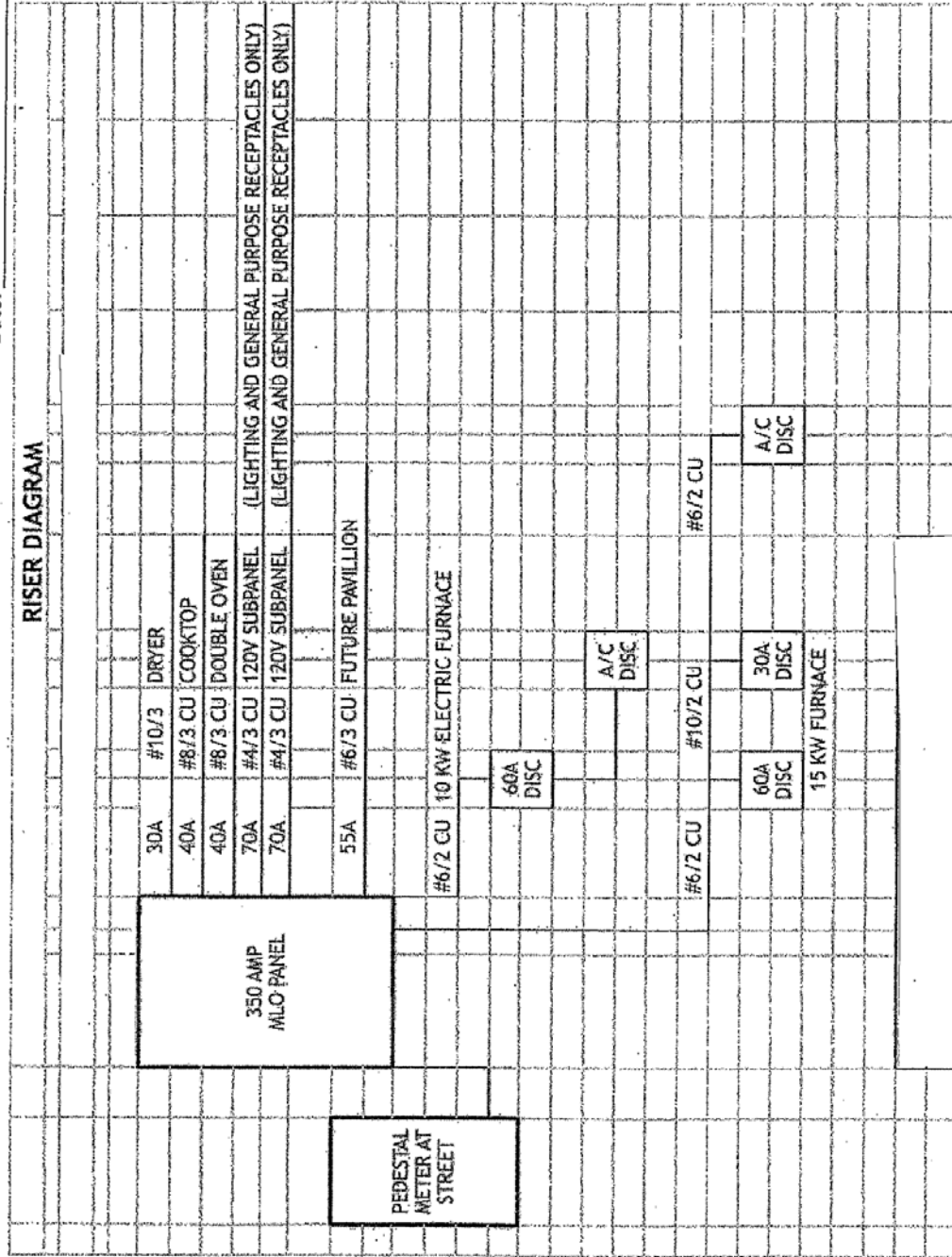
Sample Electrical Diagram

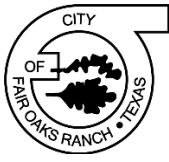
Address: _____

Master Elec. Signature: _____

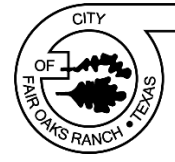
Date: _____

SAMPLE





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ENERGY WORKSHEET



Generated by REScheck-Web Software
Compliance Certificate

Project A Sample Project

SAMPLE

Energy Code: **2015 IECC**
 Location: **Richland, Washington**
 Construction Type: **Single-family**
 Project Type: **New Construction**
 Orientation: **Bldg. faces 180 deg. from North**
 Conditioned Floor Area: **3,000 ft²**
 Glazing Area: **2%**
 Climate Zone: **5 (4882 HDD)**
 Permit Date:
 Permit Number:

Construction Site:
 123 Main St.
Dogtown, WA 99352

Owner/Agent:
 R. Franklin
 321 W. Tenth
Dogtown, WA 99532
 509.888.7777

Designer/Contractor:
 Anne Hatchet
 Acme Home Designers
 555 Paire Ridge
Dogtown, WA 99532

Compliance: Passes using UA trade-off

Compliance: **15.2% Better Than Code** Maximum UA: **553** Your UA: **469**

The % Better or Worse Trade Code Index reflects how close to compliance the house is based on code trade-off rules. It DOES NOT provide an estimate of energy use or cost relative to a minimum-code home.

Envelope Assemblies

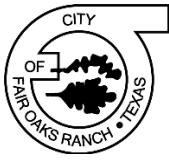
Assembly	Gross Area or Perimeter	Cavity R-Value	Cont. R-Value	U-Factor	UA
Ceiling: Flat Ceiling or Scissor Truss	3,000	41.0	0.0	0.029	86
Wall 1: Wood Frame, 24" <u>O.C.</u> Orientation: Front	1,200	21.0	5.0	0.042	49
Door 1: Solid Door (under 50% glazing) Orientation: Front	32			0.700	22
Wall 2: Wood Frame, 24" <u>O.C.</u> Orientation: Front	1,200	21.0	5.0	0.042	48
Window 1: Metal Frame Orientation: Front	16			0.250	4
Window 2: Metal Frame Orientation: Front	16			0.250	4
Window 3: Metal Frame Orientation: Front	16			0.250	4

Compliance Statement: The proposed building design described here is consistent with the building plans, specifications, and other calculations submitted with the permit application. The proposed building has been designed to meet the 2015 IECC requirements in REScheck Version : REScheck-Web and to comply with the mandatory requirements listed in the REScheck Inspection Checklist.

Name - Title
 Signature

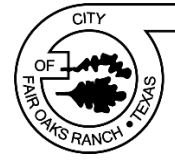
Signature
 Date

Date



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Development / Building Fees

- Building permit/inspection (commercial new) - \$0.60 per square foot
- Building permit/inspection (commercial addition) - \$0.50 per square foot plus fixture fee total*
- Building permit/inspection (commercial remodel) - \$0.44 per square foot plus fixture fee total*
- Building permit/inspection (residential new): \$0.52 per square foot**
- Building permit/inspection (residential remodel) - \$0.36 per square foot plus fixture fee total*
- Building permit/inspection (residential addition) - \$0.40 per square foot plus fixture fee total*
- Detached Building Permit (no living area) - \$0.30 per square foot plus fixture fee total*
- Miscellaneous Permits - \$50.00 plus fixture fee total*
- Swimming Pool Permit - \$400.00
- Solar Permit - \$8.00 per panel
- Irrigation/Backflow permit - \$50.00
- Driveway Approach - \$50.00
- Fence permit fee- \$50.00
- Moving building permit including temporary structures - \$100.00
- Demolition building permit fee - \$100.00
- Extension of expired permit - 50% of original permit fee (good for 60 day period)
- Administrative fee for cancellation of issued permit: 10% of permit fee
- Re-inspection - \$50.00
- Contractor registration - \$75.00
- Plan review fee (commercial only) - 50% of the cost of permit fee
- Floodplain development permit - \$50.00
- Board of appeals (building codes) - \$75.00 (nonrefundable)
- Failure to obtain certificate of occupancy prior to occupying - \$200.00
- Failure to obtain permit prior to construction - Double of original permit fee

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

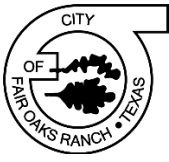
- | | |
|-----------------------------------|---------------------------------------|
| 1. Receptacle | 13. Range/cooktop |
| 2. Switch | 14. Trash Compacter |
| 3. Light fixture | 15. Log Lighter |
| 4. Ceiling Fan | 16. Barbeque |
| 5. Smoke/Carbon Monoxide detector | 17. Pressure Reducing Valve |
| 6. Refrigerator/ freezer | 18. Expansion Tank |
| 7. Ice machine | 19. Steam Unit |
| 8. Exhaust fan | 20. Sink (lavatory, kitchen, laundry) |
| 9. Vent hood | 21. Tub/ Shower |
| 10. Dishwasher | 22. Water Closet |
| 11. Clothes Washer | 23. Hose Bib |
| 12. Clothes Dryer | 24. Fire sprinkler head |

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

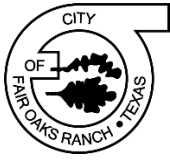
- | | |
|-------------------------|--|
| 1. Electric Panel | 6. Grinder Pump |
| 2. Water Heater/ Boiler | 7. Jacuzzi |
| 3. Water Softener | 8. Fire Sprinkler Riser |
| 4. Sewer Line | 9. Backflow Preventer (non-irrigation) |
| 5. Water Line | |

*Fixture Fees (Miscellaneous)

- 1. HVAC - Add \$10.00 per ton capacity



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LAWN/LANDSCAPE WATERING PERMIT PROCESS

Water Conservation Plan
 Chapter 13 - Utilities; Article 13.06.005(d)

A permit may be issued to water newly planted lawns of summer dormancy drought tolerant grass, landscape, and replacement of existing lawns on or within 5 days of install.

Requestor must complete and submit a Lawn / Landscape Watering Permit application along with a Non-refundable \$25.00 fee, documentation on type of grass installed.

The permit will be good for 30 days from the date of issue for additional watering days, however the conservation plan days and hours must be adhered to.

Monday through Friday Only – No watering between the hours of 10:00 AM and 8:00 PM
 No watering on weekends.

If there is no Lawn/Landscape Watering Permit issued – irrigation is limited to one day per week based on the last number of the address.

Monday	Tuesday	Wednesday	Thursday	Friday
0-1	2-3	4-5	6-7	8-9

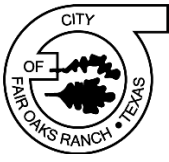
Additional watering without a 30 Day permit, on any day other than assigned watering day or during hours that are not in compliance with the conservation code will be subject to fines.

No watering allowed on weekends or on any day during city declared drought stages 1, 2, or 3.

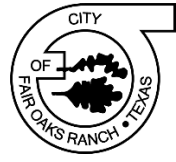
Any permits issued prior to Drought Stage will become null and void if drought stage is announced.

No permits will be issued during a drought stage.

Once the permit has been applied for and issued – a laminated copy will be given to be posted on site for the 30 day period.



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Lawn/Landscape Watering Permit

Water Conservation Plan; City Code - Chapter 13; Article 13.06

The following applicant is permitted to water a newly planted lawn/landscape at the listed address below outside their allowable watering day **but not between 10 a.m. and 8 p.m.** No watering allowed on weekends or on any day during city declared drought stages 1, 2, or 3. A \$25 non-refundable permit fee due at time of permit issuance.

Applicant Name: _____

Street Address of Area to be watered: _____

Telephone Number of Applicant: _____

Planting Date of New Lawn/Landscape: _____

Please furnish backup paperwork showing type of summer dormancy drought tolerant grass purchased, how much, and from who. Permit cannot be processed without this information.

I acknowledge that I understand and will follow the provisions of the Permit according to the City's Water Conservation Plan found in the Code of Ordinances; Chapter 13, Article 13.06, and that upon the end date of this permit as listed below, I will revert back to watering my lawn on my scheduled date as detailed in Article 13.06.005 of the Plan.

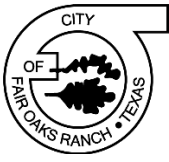
 Signature of Applicant

 Date

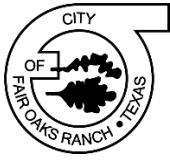
PERMIT SHALL BE POSTED SO AS TO BE READILY VISIBLE AND NOT MORE THAN 20 FEET FROM THE STREET DURING THE AUTHORIZED 30 DAY PERIOD

***** Office Use Only *****

\$25 Non-refundable Fee Paid - Receipt Number _____	
Permit Issued this _____ day of _____, 20 _____	
Start date _____	End date _____
(Good for 30 days from the date of permit issuance)	



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INSPECTION CHECKLIST – Most Frequently Missed Items

Includes but is not limited to the following most frequently missed items:

Plumbing Rough-In

- Schedule 40 PVC
- Positive Fall on all Drain Lines
- Drain Lines Bedded or Supported
- Water Test Applied
- Provision for One 3” Vent to Atmosphere
- Building Clean Out
- Foundation Footprint Cleared of Vegetation
- 15" Minimum Slab Height for Living Area

Foundation

- Engineer Approval Required
- Beams Cleared of Debris
- All Steel Chaired
- Water Test Maintained on Drain System
- Drain Stubs Sealed
- Water Piping Sealed or Wrapped
- Gas Piping in Slab in PVC Chase
- Electrical in Approved Conduit Body
- Moisture Barrier Intact

Water / Sewer

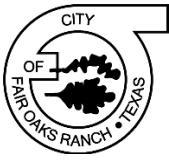
- Sewer Line Bedded with Clean Material
- 1/8” Fall Minimum
- Approved Sewer Pipe
- Connected to Building Clean Out and City Sewer
- Water Line Under City Pressure
- Water Line in Approved Piping
- Water Line 6” Minimum Depth
- Customer Side Cut-Off at Meter in separate box

Framing

- Bottom Plates Treated
- Bottom Plates Anchored
- All Vertical Wall Spaces Fire blocked at Ceiling
- All Dead Spaces Draft Stopped at Ceiling
- Fireplace Chase Draft Stopped
- Roof Framing Braced at Load Bearing Walls or Beams
- Walls of 10’ to have Intermediate Fire blocking
- Stair Case Chase Fire blocked at Upper Level
- All Headers Supported by Cripples
- Roof Decking Installed with Spacer Clips
- Attic Venting Provided For
- All Beams Supported by Load Bearing Walls with Cripples or Hangers
- Purlins Same Dimension as Rafters
- Ceiling Joists on Load Bearing Walls, Hangers or Ledger Strips

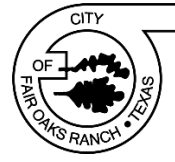
Electrical

- All Copper Conductors Within Building
- Conductors Run Through Center of Studs
- Protective Plates for Conductors Subject to Nail Damage
- All Conductors Secured Within 12” of Box
- Light and Maintenance Receptacle for Attic Equipment
- Whirlpool Motor, Access Door and Dedicated GFI
- Gas Pipe Bond at point of Entry
- Cold Water Bond If Copper or iron.
- Provide for Receptacle at Kitchen Island
- Disconnect for All Equipment



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Inspection Checklist Cont.

Mechanical

- 30" Work Platform
- 24" Catwalk
- Access, Scuttle or Pull Down Stair
- Primary Condensate Run to Washed Trap or Outside
- Secondary Condensate to visible location
- 1" Separation from Combustibles for Gas Flue
- 2" Separation from Combustibles for Fireplace Flue

Plumbing Top Out

- Water Pressure on Piping
- Water Test on Upstairs Drain System
- Hot Water Insulated
- Protective Plates for Piping Subject to Damage
- All Fixtures Vented to Atmosphere
- All Lateral Vents and Drains with Fall
- Water Heater T & P Line ¾" Copper with Fall to Outside
- Gas Test Applied 10 PSI
- One Vent to be 3" to Atmosphere
- Tub Trap Knock-Outs Sealed with Grout or Tar
- Accessible Emergency Gas Cut-Off for Fireplace Log Lighters

Insulation (Consult REScheck Report in Packet)

- Provide Certificate of Insulation

Final

- Check All GFI's
- All Plumbing Fixtures Are Trapped
- Smoke Detectors in all Sleeping Rooms
- Carbon Monoxide / Smoke Detectors Outside Sleeping Rooms and at Least One per Floor
- Test Smoke Detectors
- Handrails Secure, 34" to 38" Above Tread Nosing
- Guard Rails 36" Minimum
- All Electrical Circuits Labeled
- All Electrical Fixtures, Receptacle Plates and Switch Plates and Disconnects Installed
- Access Door for Fireplace Emergency Gas Cut-Off Valve
- Access Door for Whirlpool Motor
- HVAC Operational
- Water T & P Water Line Outside Elbowed Downward 6" AFG
- Service Disconnect 6 Switches Max
- Water Pressure 40 PSI to 80 PSI
- Positive Drainage Away from Slab at all Points