



# Residential Building Permit Application

*(Please fill in all pages of this application and the applicable checklist/s)*

Building Permit Number (to be filled by city staff): \_\_\_\_\_

Information to be provided by the applicant:

- Completed **Residential Building Permit Application**
- Completed applicable **Specific Application Checklist**
- All items noted in the applicable **Specific Application Checklist**
- Applicable **Application Processing Fees**

Applicant to fill the following information:

Project Address: _____	
Tax ID#: _____	
Project Description: _____	
Area (Square Feet): _____	
Living: _____ Garage: _____ Covered Porch: _____ Total: _____	
Number of stories: _____	
Project Type. Please attach additional information for each project type as listed in <b>Specific Application Checklist</b>	
<input type="checkbox"/> New Construction <input type="checkbox"/> Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Moving/Manufactured Buildings <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Fence <input type="checkbox"/> Accessory Building <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Lawn Irrigation <input type="checkbox"/> Other (specify): _____	
Is property platted? <input type="checkbox"/> No <input type="checkbox"/> Yes Subdivision name: _____	
No. of Lots: _____ Recordation #: _____	
<i>Note: No building permit will be issued until 4 copies of the recorded final plat has been provided to the City. (Section 48-182 of the City Code of Ordinances)</i>	
<b>Owner Information:</b>	
Name of the Applicant: _____	
Contact Person: _____	
Address: _____	
Phone Number: _____ E-mail: _____	
Please complete the following as applicable:	
Engineer Registration #: _____	Name: _____ E-mail: _____ Phone Number: _____
Architect Registration #: _____	Name: _____ E-mail: _____ Phone Number: _____
General Contractor Registration #: _____	Name: _____ E-mail: _____ Phone Number: _____
Mechanical Contractor Registration #: _____	Name: _____ E-mail: _____ Phone Number: _____
Plumbing Contractor Registration #: _____	Name: _____ E-mail: _____ Phone Number: _____
Electrical Contractor Registration #: _____	Name: _____ Email: _____ Phone Number: _____



Please note:

1. A permit may become null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.
2. All permits require final inspection.
3. A certificate of occupancy must be issued before any building is occupied.
4. All provisions of law and ordinances governing this type of work will be complied with whether specified or not.
5. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.
6. Please check the appropriate box for the type of permit being applied for and provide the items as required in the attached applicable Specific Application Checklist.
7. Please note NA for items not applicable.
8. All the Construction Plans need to be submitted as one PDF and the application and supporting documents needs to be included as another combined PDF.
9. Brookshire Katy Drainage District (BKDD) Approval – A separate application is not needed at this time. Additional information will be requested by the District, after preliminary review of this application packet. Building permit will not be issued without the approval from BKDD.
10. Brookshire Municipal Water District (BMWD) Approval - A separate application is not needed at this time. Additional information will be requested by the District, after preliminary review of this application packet. Building permit will not be issued without the approval from BMWD.
11. Construction Site Guidelines:
  - Tree cuttings and brush cut to clear the site will not be left to accumulate at the building site. Fresh wounds to be painted within 1 hour after cutting.
  - Trash and debris must be removed daily to prevent it from blowing onto adjoining property.
  - Due to an increase in population density, we ask your cooperation by confining your working hours to reasonable times to avoid contractor/subcontractor work hour restrictions.

I hereby certify that I have read and examined this application and know the same to be true and correct.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Signed letter of authorization is required if the application is signed by someone other than the property owner)*

**OFFICE USE ONLY:**

Approved by:		Date approved:	
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Building Permit Fee: \_\_\_\_\_  
 Plan Review Fee: \_\_\_\_\_  
 Administrative Fee: \_\_\_\_\_

Total Permit Fee: \_\_\_\_\_  
 Issued Date: \_\_\_\_\_  
 Issued By: \_\_\_\_\_  
 BV Project #: \_\_\_\_\_



## **SPECIFIC APPLICATION CHECKLIST**

### **Residential New/Remodel/Addition/Moving/Manufactured Buildings Application Checklist**

Approval from the City Council is required for moving of a building or placement of manufactured buildings.

- Completed Residential Building Permit Application form
- Pre-development meeting with the staff
- Application Processing Fees and other application fees.
- Letter of intent explaining the request in detail and reason for the request.
- Signed Letter of Authorization required if the application is signed by someone other than the property owner.
- Location map clearly indicating the site in relation to adjacent streets and other landmarks
- One (1) copy of proof of ownership (recorded property deed or current year tax statements)
- Copy of Approved Recorded Plat
- Contractor Registration
- Recent Survey including the flood plain location if applicable
- Elevation Certificate
- Site Plan
- Paving/Parking/Curbing Plans
- Landscaping/Fencing
- Grading Plans/Drainage
- Mechanical, Electrical, and Plumbing Site plans and Schedules
- Plumbing Plans (Including Riser Diagrams)
- Mechanical Plans
- Electric Plans (Including Riser Diagrams)
- Residential Energy Code Compliance Report
- Floor Plans
- Roof Design
- Exterior Elevations
- Structural Plans - Foundation Plans, Roof and Floor Framing Plans, Wall Sections, and Details
- Construction Details; Interior Elevations and Interior Finish Schedules
- Window/Door/Hardware Schedules
- Fire Plan
- Driveway Approaches and Drainage Culverts
- Fire Sprinkler Permit Approved -Separate Application
- TXDOT Approval (if the drainage will be tied to TxDOT drainage or requires access from TxDOT ROW)



### Fence Permit

Permits are required for new fences and additions to existing fences. If you are replacing a fence in the same location without adding to it or moving it a permit is not required.

- Completed Application Form
- Application Processing Fees and other application fees
- Letter of intent explaining the request in detail and reason for the request
- Signed Letter of Authorization required if the application is signed by someone other than the property owner.
- Location map clearly indicating the site in relation to adjacent streets and other landmarks
- One (1) copy of proof of ownership (recorded property deed or current year tax statements)
- The general required documents in electronic format
- Plot Plan showing the location of the fence on the property, including location of water meters and fire hydrants.  
(signed sealed by a registered engineer if required)
- Contractor Registration
- Drawings showing the height, material, and other pertinent details.
- Recent Survey

### Fence Construction Guidelines

The following guidelines have been extracted from existing city ordinances to assist you in managing your fence project 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 this guideline.

1. Will be constructed around water meters so they remain readily accessible from the street or easement (gated access is not permitted).
2. Fences must be set back a minimum of three (3) feet from the edges of the meter box.
3. Fences will not obstruct access to fire hydrants and will be set back six (6) feet from the hydrant on all sides.

### Inspections

Please contact City staff for inspections.



### Electrical, Plumbing, Mechanical Permits

- Completed Residential Building Permit Application form
- Application Processing Fees and other application fees
- Letter of intent explaining the request in detail and reason for the request
- Signed Letter of Authorization required if the application is signed by someone other than the property owner
- Location map clearly indicating the site in relation to adjacent streets and other landmarks
- One (1) copy of proof of ownership (recorded property deed or current year tax statements)
- Contractor Registration
- Recent Survey including the flood plain location if applicable
- Site Plan
- Copy of approved building permit for new buildings and/or as applicable for others

### Accessory Building

Approval from the City Council is required for moving of a building or placement of manufactured buildings.

- Completed Residential Building Permit Application form
- Application Processing Fees and other application fees
- Letter of intent explaining the request in detail and reason for the request.
- Signed Letter of Authorization required if the application is signed by someone other than the property owner.
- Location map clearly indicating the site in relation to adjacent streets and other landmarks
- One (1) copy of proof of ownership (recorded property deed or current year tax statements)
- Contractor Registration
- Recent Survey including the flood plain location if applicable
- Site Plan
- Copy of approved building permit if applicable
- Plot Plan indicating where the building is located on the property
- Floor plan including electrical and plumbing
- Foundation Plans if applicable



## Swimming Pool

- Competed Application Form
- Application Processing Fees and other application fees
- Letter of intent explaining the request in detail and reason for the request
- Signed Letter of Authorization required if the application is signed by someone other than the property owner.
- Location map clearly indicating the site in relation to adjacent streets and other landmarks
- One (1) copy of proof of ownership (recorded property deed or current year tax statements)
- The general required documents in electronic format
- Plot plans with site grades dimensioned, and drawn to a scale of not less than one-eighth inch per foot, and showing the following:
  - a. Property lines, easements, right-of-way of record, and overhead utilities adjacent to pool area or over the property.
  - b. Existing structures, fencing, retaining walls, and other relevant characteristics adjacent to pool area.
  - c. The proposed pool shape, dimensioned and located to show setbacks, side yards, and clearance from existing structures adjacent to pool area.
  - d. The proposed mechanical equipment pad, dimensions and location as to setbacks and side yards.
  - e. All deck equipment items, if included.
  - f. The proposed deck work configuration, showing its anticipated drainage.
  - g. The anticipated overall drainage of the pool area.
- A structural plan showing at least the following:
  - a. The type of construction, whether gunite, poured concrete, prefabricated or other.
  - b. The pool dimensions, including the depth, and adequate cross-sections drawn to scale.
  - c. Computations, stress diagrams, and other data sufficient to show the correctness of the plans; including the reinforcing of steel schedule and detail.
  - d. A statement by the applicant concerning the anticipated nature of the soil under and around the pool structure regarding possible flood zone, etc.
  - e. The interior finish details and the pool edge details.
- A mechanical plan showing at least the following:
  - a. The volume, system flow rate in gallons per minute and turnover in hours.
  - b. The type and size of filtration system and means of waste disposal.
  - c. The type and size of pool heater, if included, including the method of venting and provisions for combustion air.
  - d. The pool piping layout with all the sizes shown and types of material to be used and showing the location of the main outlet, surface skimmers, and inlets.
  - e. The rated capacity of the pool pump in gallons per minute at the design head with the size and type of motor indicated and identified as to type of pump.
  - f. The means of adding makeup water.
  - g. The size, length from source to heater and routing of the gas supply line, if applicable.
- Plan showing electrical wiring and equipment showing at least the following:
  - a. All electrical wiring and equipment shall be designed and installed so as to be reasonably safe to persons and property.
  - b. All electrical wiring and equipment shall conform to and be installed in conformity with this Code and the building code adopted by the city, and any subsequent building code amendments or revisions adopted by the city.
  - c. Rerouting of existing utilities must be shown on plans.
- Contractor Registration
- Drawings showing the height, material, and other pertinent details.
- Recent Survey
- Every swimming pool located within the city limits shall be enclosed by a fence of not less than four feet in height, with no openings, holes, or gaps larger than four inches measured in any direction.



**Lawn Irrigation**

- Completed Residential Building Permit Application form
- Application Processing Fees and other application fees.
- Letter of intent explaining the request in detail and reason for the request.
- Signed Letter of Authorization required if the application is signed by someone other than the property owner.
- Location map clearly indicating the site in relation to adjacent streets and other landmarks
- One (1) copy of proof of ownership (recorded property deed or current year tax statements)
- Contractor Registration
- Recent Survey including the flood plain location if applicable
- Site Plan
- Copy of approved building permit if applicable
- Two (2) sets of plans showing area to be irrigated and location of the backflow assembly device.

**Other (specify):** \_\_\_\_\_  
Additional information as required by staff