



## **BUILDING PERMIT ISSUANCE PROCEDURES**

- 1) Complete all parts of the Building Permit Application Form.
- 2) Turn in the Building Permit Form along with all of the required forms listed on the Building Permit Forms under Submittal Requirements.
- 3) Please list on a separate sheet of paper your subcontractor's company name, address and phone number. A copy of their trade license and insurance is required to be submitted with application.
- 4) Upon receipt of the required paperwork, the application will be reviewed by the Building Official. The Building Official will check for compliance with the Town of Lakeside codes.
- 5) After the Building Official approves the application, then staff will contact the applicant to pick up the permit.
- 6) Payments of permit fees are due at the time the permit is issued.
- 7) The Permit is issued.

Carport

Permit Application Date: \_\_\_\_\_

**CARPORT.** A structure built and used for the shelter and protection of motor vehicles against the elements and consisting of a roof and supports, open on three sides from roof to adjacent ground level.

A Town Permit Application must be completed and filed for review and approval.

Permit Applications **MUST** include a plat copy and drawing indicating the location of the proposed structure. All of the following are requirements to be on the plat copy.

- Any Easements
- Distance from side and rear property lines
- Distance from the main structure (only carports may be closer than 10 feet).
- Spacing from other buildings
- The total square footage of the land
- The total square footage of all other buildings behind the main structure
- No portion of the building may be located within 15 feet of the surveyed front, or rear surveyed property line or 10 feet of a surveyed side property line

Separation from utility lines, sewer systems and water wells shall be in accordance with the other town ordinances.

- Distance to utility lines
- Distance to sewer systems
- Distance to water wells

Plans of the proposed structure: two sets of plans are required and shall confirm with the currently adopted International Building Code (IBC)

Must have a solid / hard surface foundation / floor.

- Paved Flooring / Surface leading to it

Plans can be hand drawn or computer generated and must show:

- Length, width and height dimensions of the floor / slab, the roof and the four walls elevations
- Show details of walls, roof and foundation construction
- Must be single story in height and not exceed the height of the main structures primary roof peak.
- Description of materials to be used
- All structures located 25 feet or closer to the principal building will use complementary exterior building materials and colors to the main building.

Must be properly secured to prevent overturning with a method acceptable to the building official.

No single accessory building may be larger than 100% of the size of the primary structure as per the most recent TAD records.

The total square footage of all accessory buildings/structures, detached garages, RV buildings and carports shall not exceed 10% of the total land behind the main dwelling.

All items must be met before acceptance of the Accessory Building / Structure Permit Application.

Date of Building Inspector Site Plan Review: \_\_\_\_\_

Name of Building Inspector Conducting the Review: \_\_\_\_\_

Approved Permit Application

Denied Permit Application

Comments:

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\_\_\_\_\_  
Building Inspector Signature

Date: \_\_\_\_\_



# APPLICATION FOR A RESIDENTIAL BUILDING PERMIT

Town of Lakeside  
9830 Confederate Park Rd.  
Lakeside, TX 76108  
PH 817-237-1234 ext. 301  
Email:

**SUBMITTAL REQUIREMENTS: Submit 3 sets of the following forms as applicable with this application: Site plan, grading plan, floor plan, window/door schedules, each elevation showing 85% masonry coverage, original letter from foundation design engineer with sealed foundation plan, and energy plan.**

### Property Information

Address:

Tract(attach metes & bounds description) SUBDIVISION: \_\_\_\_\_ ZONING: \_\_\_\_\_

### Property Owner Information

Company Name:

Agent/Homeowner:

Phone No:

Mail Address:

Fax No.:

City:

State & Zip Code:

Email:

### Builder/Contractor Information

Company Name:

Contact Name:

Phone No:

Mail Address:

City:

State & Zip:

Fax No:

Preferred Method of Contact?

Email:

### Class of Work (Choose Only ONE of the following)

**Circle One:**            **New**            **Addition**            **Remodel/Alteration**            **Demolition**

### Description of Work

### Specific Information

1<sup>st</sup> Floor Living Area:

Or, Area of Addition:

Or, Area Being Remodeled:

2<sup>nd</sup> Floor Living Area:

Number of Bathrooms:

Number of Garage Bays:

Total Living Area:

**VALUE OF WORK \$**

### SUBCONTRACTORS

Electrical:

Mechanical:

Plumbing:

Fence:

Irrigation:

Concrete:

**NOTICE:** Unless otherwise noted on permit, this permit becomes null and void if work or construction authorized is not commenced within 90 days, or if construction or work is suspended or abandoned for a period of 90 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. 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. The issuance of a permit neither exempts nor modifies any covenants, deed restrictions, Town ordinances or State or Federal Laws, whether herein specified or not.

Signature of Applicant:

Date:

### OFFICE USE ONLY

Date Received:

Date Approved:

By:

Valid Thru:

Permit Fee: \$

Permit Application #:

**NEW / ADDITION / REMODEL RESIDENTIAL CONSTRUCTION**

TOTAL SQUARE FOOT: \$

Building Permit Fee	Square Footage X \$1.00	\$ _____
Electrical Permit Fee	Square Footage X \$0.06	\$ _____
Plumbing Permit Fee	Square Footage X \$0.06	\$ _____
Mechanical Permit Fee	Square Footage X \$0.03	\$ _____
Plan Review 25% of Building Permit Fee		\$ _____
Energy Code		\$ _____
	Total Permit Cost	\$ _____
Water Meter Deposit		\$ 100.00
Water Tap Fee (3/4")		\$ 1750.00
Service Fee (Processing Meter Deposits)		\$ 30.00
Total Utility Cost (Must Be Paid with a Separate Check)		\$ _____
Re-Inspection Fee (if required)		\$ 47.00
Inspection –After Hours– Minimum 2 Hours (if required)		\$ 50.00 per hour



## TO SCHEDULE AN INSPECTION

1. To schedule an inspection of any permitted project, please call 940-521-0470. Please be prepared to give the address for the job location, the name of the contact person and the telephone number for the contact person. **The Town's inspector will call the contact person to set up an appointment time for the inspection. INSPECTIONS MUST BE REQUESTED THROUGH INSPECTOR'S TOLL FREE NUMBER AT COUNTYWIDE INSPECTION SERVICES (940) 521-0470.**
2. When application for a building permit is made, we will need 3 sets of plans with a surveyed plot plan with each showing the footprint of the structure to be built. Foundation **plans must have an engineer's seal**. Plans must be submitted by the second Monday of the month and are reviewed at the Planning & Zoning Meeting on the third Monday of the month. Commercial projects require an engineer seal on the foundation, plumbing, electrical, and HVAC systems. When your permit is approved, we will call you. **Your permit card and plans must be picked up before the project can start or any inspections are made. The permit card and plans must be posted at the job site at the time of inspection and the job must be ready for inspection.**
3. For inspection results, check the correction notice at the job site or see if the permit card is signed off on. **Correction notices (red tags) must remain on the job site.**
4. During or immediately after inclement weather, outside inspections such as; plumbing roughs, temporary poles, foundations, etc., will not be made. Call in another request.

§ 151.025.01 CARPORTS.

(A) *Existing structures.*

(1) This section shall not apply to any carports or RV shelters existing as of the effective date of this section except and unless substantial repairs or alterations are performed on same.

(2) **SUBSTANTIAL** shall mean work performed on more than 25% of the structure.

(3) If the 25% rule is exceeded the structure will require a new permit and the structure must meet all requirements of the current ordinance in effect at time of repairs.

(B) *Building permits.*

(1) In all sections of the town zoned R-1 or R-2, a building permit must be obtained before erecting a new or starting substantial repairs on a carport.

(a) A town permit application must be completed and filed for review and approval.

(b) The permit application shall include a plat copy and drawing indicating the location of the proposed structure, any easements, distance from side and rear property lines, distance from the main structure, spacing from other buildings, the total square footage of the land and the total of square footage of all other buildings behind the main structure, and distance to utility lines, sewer systems, and water wells.

(c) Plans of the proposed structure: two sets of plans are required and plans must meet any and all adopted building codes.

(2) A building permit issued for the construction or repair of a carport shall be effective for a period of six months. An extension, not to exceed 60 days, may be granted for good cause by the Town Building Official, but only if it appears probable that work will be completed promptly.

(3) Any partially completed carport shall be deemed to be a substandard structure after the expiration of the building permit and shall be removed by the owner of the property within ten days from the date of notice given to the occupant or owner by the town. If it is not removed within ten days, then the town may take steps to demolish and remove same and all cost thereof shall be billed to and paid by the owner. If payment is not made within 30 days after the bill of costs is sent, then the town may take legal action to collect same as well as all costs, including attorney fees and administrative fees, and interest at the maximum rate allowed by law, and/or the town may cut off any utility furnished by the town until same is paid along with a reconnect fee for the utility.

(C) *Standards.*

(1) Carports within the town shall be permitted in all sections that are zoned R-1 or R-2, or the successor to those zoning districts.

(2) No portion of it may be located within 15 feet of the surveyed front, or rear surveyed property line or ten feet of a surveyed side property line.

(3) All carports that are erected behind the rear building line of the main dwelling shall be included in the 10% land usage rule.

(a) The total square footage of all accessory buildings/structures, detached garages, RV buildings and carports shall not exceed 10% of the total land behind the main dwelling.

(b) The total square footage will be determined by the space covered by the roof of the building.

(c) There will be a minimum spacing of 10 feet between all structures except for carports as provided in division (C)(6) below.

(4) It may have a flat roof or pitched roof:

(a) *Flat roof.* The top of the roof may not exceed eight feet as measured from the finished parking surface.

(b) *Pitched roof.*

1. The opening may not exceed eight feet as measured from the finished parking surface.

2. The peak of the roof line shall not exceed 12 feet or be taller than the adjacent roof line of the main structure as measured from the finished parking surface, whichever is shorter.

(5) The structure, either wood or metal, that is less than one foot from the main structure shall be attached to the residence.

(6) It shall have paved flooring and shall have a paved surface leading to it as required by § [151.027](#) of this chapter.

(7) Separation from utilities lines, sewer systems, and water wells shall be in accordance with other town ordinances.

(D) *Materials.*

(1) It may be constructed of either wood or metal, but not corrugated metal.

(2) The exposed view of the horizontal and vertical members of the structure shall be painted the same color as the residence and trim.

(3) The carport shall have a perimeter edge that matches, in form or finish, or is similar to, the fascia edge of the residence.

(E) If an application for a permit to build a carport is denied because the proposed structure fails to meet the standards established in this section, then the applicant may appeal to the BOA for an exception to such standards. The appeal shall be taken within 15 days time after the decision has been rendered, by filing with the Town Administrator a notice of appeal specifying the grounds thereof. The Town Administrator shall forthwith transmit to the BOA all papers constituting the record upon which the action being appealed was taken. The appeal or application shall be in such form and shall contain the information as the BOA may require under its rules of procedures. Every application for an exception shall be accompanied by a filing fee in an amount sufficient to defray the actual cost of proceeding the application, including the cost of having a building official present at the appeal hearing to provide facts and information. The application fee shall be established and amended by resolution of the City Council.



(1) Official written notice of the public hearing on every application for exceptions shall be sent to all owners of property, or persons rendering the same for taxes, and within 200 feet of the property made subject of the exception. Any person may speak at the public hearing on the application.

(2) A hearing shall be conducted by the BOA on the application for an exception within 60 days from the date of appeal.

(3) Exceptions shall not be granted unless the BOA makes an affirmative finding to all the following requirements:

(a) That the literal enforcement of the standard and requirements will create an unnecessary hardship or practical difficulty in the development of the affected property, if the application concerns a new residential structure to be placed on the property;

(b) That the situation causing the hardship or difficulty is not self-imposed;

(c) That the relief sought will not injure or cause loss of market value to adjacent property; and

(d) That the granting of the variance will be in harmony with the spirit and purpose of these regulations.

(4) BOA shall make its decision on any application within 30 days from the time that the initial hearing is held or the application will be deemed to have been denied.

(5) In approving any request, the Board may designate the conditions including time limits, if appropriate, in connection therewith in order to secure substantially the objectives of the regulation or provision to which the variance is granted and to provide adequately for the maintenance of the integrity and character of the zone in which the permit is granted.

(a) When necessary, the BOA may require guarantees, in the form as it deems proper, to ensure that conditions designated in connection with the exception are being or will be complied with.

(b) Upon approval of an application for a variance appeal, the applicant shall apply for a building permit within 60 days after the BOA's decision unless a greater time is requested in the application and is authorized by the BOA. Any approval may be granted one emergency extension of 60 days on written request filed with the BOA before expiration of the original approval. Failure of the applicant to apply for the permit within the authorized time period shall void the right to secure the permit except upon the filing of a new application or appeal.

(Ord. 359, passed 2-13-2014)