



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 Application Form 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.

Detached Garage

Permit Application Date: _____

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.
- Any Easements
- Distance from side and rear property lines
- Distance from the main structure – can be located as close as 5' to the main dwelling
- Spacing from other buildings
- The total square footage of the land
- The total square footage of all other buildings behind the main structure

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 IBC.

- Must have an exit door open to the yard

Must have a solid / hard surface foundation / floor

- Paved Flooring / Surface leading to the street

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, shall not exceed 10% of the total land behind the 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 Conduction the Review: _____

Approved Permit Application

Denied Permit Application

Comments:

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. 307
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

1st Floor Living Area:

Or, Area of Addition:

Or, Area Being Remodeled:

2nd 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.



Common Inspection Types

- **Stakeout/Form Survey:** This is normally the first inspection. This inspection is to verify the location or footprint of the project. A form board survey is required on New Residences and New Commercial buildings.
- **Temporary Pole:** To be made after temporary electric pole if any is set. T-Pole must meet the requirements of 2006 NEC, which includes proper grounding and 110/120-volt outlets must be GFCI protected and any requirements required by the utility supplier.
- **Plumbing Rough-In:** To be made after all underground sewer and water piping is installed and tested as per 2003 I.P.C., which will include a water or air test on the sewer and water. If gas is supplied to the project it must be tested also before being covered.
- **Foundation:** This inspection is made prior to placement of concrete. All slabs require this inspection, except flatwork-which is the common term for sidewalks and driveways. However, drive approaches and sidewalks in the city right-of-way do require permits and inspections prior to placement of concrete. An engineer's letter of inspection can be submitted in lieu of city inspection on residential new construction.
- **Plumbing Top Out-Commercial:** Inspection of plumbing in the walls before walls are closed. Plumbing must meet the requirements of the 2013 I.P.C., no intermittent valves are allowed without prior approval from the Building Official.
- **Electrical Rough-Commercial:** Inspection of wiring before walls and ceilings are covered. Electrical work must meet the 2006 NEC.
- **Mechanical Rough-Commercial:** This covers all the ductwork and equipment installed and must be done before walls can be covered. 2013 I.M.C.
- **Framing-Commercial:** This is done after all roughs are complete & inspected. 2013 I.B.C.
- **Framing-Residential:** This inspection is done after all trades are ready for rough inspection. An 8ft. x 8ft. x 4ft. deep trash bin must be on site. 2013 I.R.C.
- **Temporary Electric/Gas:** This inspection is made so utilities can be turned on before a project is finished. After all electrical work and gas piping is safely capped or covered pending inspector's approval. Electric and gas utilities will be released pending final inspection. A letter that we provide must be signed and submitted prior to utilities being released.
- **Finals:** A final inspection will be made on Building, Plumbing, Electrical, and HVAC.

Please don't hesitate to call if we can be of assistance.



Storm Water
Permit

Dear Building Permit Applicant:

The Texas Commission on Environmental Quality requires that any construction activities that disturb one acre or more have a Storm Water Permit. Their website is www.tecq.org.

The website for information on obtaining a permit is www.sblga.info. Then go to "See Special Topics".

For help with applying for this permit contact the TCEQ Small Business Assistance Office at 817-588- 5800 and ask for Storm Water Permit help.

Any construction activity in the Town of Lakeside must have the required documents from the TCEQ before any work can be done.

Please contact Norman Craven, Town Administrator at 817-237-1234, ext. 303 for more information.