



PERMIT APPLICATION CONTRACTOR

City of Arcola City Hall
13222 Highway 6
Arcola, Texas 77583
(281) 431-0606 ext. 3
www.arcolatexas.org

PROJECT INFORMATION

This Project is: ☐ Residential ☐ Commercial

Property Address: _____

Business Name: _____

Square Footage: _____ Project Value: _____

Project Category:

- | | | | |
|--|--|---|--|
| ☐ New Construction | ☐ Addition | ☐ Accessory Building | ☐ Remodel |
| ☐ Grading/Excavation Only | ☐ Plumbing Only | ☐ Electrical Only | ☐ Mechanical Only |
| ☐ Demolition | ☐ Food Vendor | ☐ Driveway/Patio | ☐ Fence |
| ☐ Carport/Canopy/Tent | ☐ Other: _____ | | |

Project Description: _____

APPLICANT CONTACT INFORMATION

Name: _____ Phone: _____

Address: _____

Email: _____

Property Owner (If different): _____

CONTRACTOR INFORMATION

All Contractors must be registered with the City of Arcola and appear in person to sign the permit prior to initiating work.

Contractor	Firm Name	Contact Person	Phone	Signature & License #
General:				
Plumbing:				
Electrical:				
Mechanical:				
Other:				

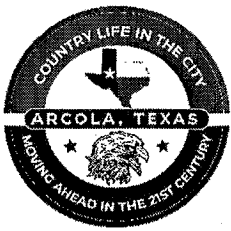
- Texas Department of Licensing and Regulation (TDLR) Number: _____ (if applicable)
- Provide 1 paper copy and 1 electronic copy of construction documents.

ACKNOWLEDGEMENTS

Please read and initial below:

_____ It is the owner's responsibility to ensure that the commercial project conforms to the Texas Accessibility Standards and is certified prior to start of any construction project over \$50,000.00. The City of Arcola does not certify that projects submitted for permits comply with the Architectural Barriers Act, Article 9102, and Texas Civil Statutes.

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



PERMIT APPLICATION

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- _____ I have read and understand the codes and all provisions of laws and ordinances governing this type of work will be compiled 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 federal, state, or local law regulating construction or the performance of construction.
- _____ Signatures below constitute the agreement to hold the City of Arcola staff or representative harmless for any omissions or deficiency created by the above construction.
- _____ I will not allow the subject property to be occupied until the City of Arcola has approved and completed all final inspections.
- _____ A permit 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.
- _____ All permits will require a final inspection.
- _____ At the completion of construction and before a certificate of occupancy is issued, the owner will provide a letter to the City of Arcola stating that all construction is complete in accordance with all city and state requirements.
- _____ It is the responsibility of the applicant to notify the City of Arcola for all inspections required by the City.

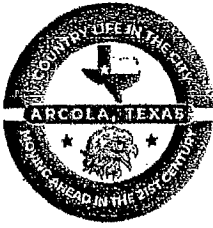
I have read and understand the supplemental information on this application.

Signature: _____ **Date:** _____

ATTACHMENTS (all required, EXCEPT simple connection of existing structure to sanitary sewer, with no construction, enlargement or installation of the structure)

- ☐ Sealed survey drawing of the site not more than one year old showing: (i) all boundaries, (ii) all existing utilities, vehicular facilities, trailers, buildings, and other structures and (iii) all easements (*Exception:* For projects costing less than \$5000, or not adding more than 50 square feet of building area, the Mayor may accept a non-surveyed drawing of the site).
- ☐ Sketch (which may be part of the survey drawing indicating: (i) the exact location of proposed utilities, vehicular facilities, trailers, buildings, and other structures, (ii) connection(s) and to public roads or streets, (iii) connections to all utilities (iv) plans and specifications for any new construction to city utilities.
- ☐ Either: () a duly issued County or State permit authorizing private sanitary sewage facilities sufficient to serve the structure, trailer or building in question; or () an application for new city utility service, or () if there is existing City service, proof that all service is not subject to termination for non-payment, non-compliance with applicable regulations or other reason.
- ☐ Copies of all other permits, including, if applicable: () water well approval, () health permit, () subdivision plat approval, () flood plain approval, () sales and use tax permit showing point of sale in the "City of Arcola", () other describe:

FOR OFFICE USE ONLY							
Approved?	Yes	No	Approved By:		Date Approved:		Permit #:
Reason for Decline:							
Permit Fee:			Payment Date:		Received By:		Receipt #:



CITY OF ARCOLA
BUILDING PERMIT APPLICATION -SUBMITTAL
CHECKLIST COMMERCIAL AND MULTI-FAMILY

WHEN IS A BUILDING PERMIT REQUIRED?

A building permit is required to erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, or maintain any structure or building. This includes accessory buildings such as storage sheds, garages or carports, etc.

ALL CONSTRUCTION WORK MUST CONFORM TO THE REQUIREMENTS OF THE FOLLOWING CODES:

- 2015 International Building Code (IBC)
- 2018 International Existing Building Code (IEBC)
- 2021 International Fire Code (IFC)
- 2015 International Plumbing Code (IPC)
- 2015 International Residential Code for One and Two-Family Dwellings (IRC)
- 2015 International Energy Conservation Code (IECC)
- 2014 National Electrical Code (NEC)

WHEN APPLYING FOR A COMMERCIAL BUILDING PERMIT:

SUBMIT ONE (1) COPY OF FILED PLAT-All new construction or new additions require the lot be platted prior to issuing a building permit.

ASBESTOS COMPLIANCE STATEMENT

COMPLETE COMMERCIAL/MULTI-FAMILY BUILDING PERMIT APPLICATION INCLUDING LIST OF CONTRACTORS

TWO (2) PAPER SETS OF PLANS, PLUS ONE (1) ELECTRONIC COPY IN .PDF FORMAT *Signed and sealed by a Texas registered architect/engineer if applicable. Drawings should be complete and drawn to a common scale (such as 1/4"=10', etc.) should include the date the site plan was prepared and the following information:*

Civil Plan Information: (not required for interior alterations)

- ☐ Include building and tenant location(s) for addressing purposes
- ☐ North arrow and date the site plan was prepared
- ☐ Size, shape, and dimensions of the platted lot
- ☐ Location and width of all easements
- ☐ Location of building setback lines
- ☐ Location and dimensions of all proposed and existing buildings (if any)
- ☐ Exact distance the proposed building will be from the platted lot lines
- ☐ Height of all proposed buildings
- ☐ Location and dimensions of all existing and proposed off-street parking areas including:
- ☐ Location and dimensions of all existing and proposed driveways including width and curb radius
- ☐ Location and dimensions of off-street parking stalls
- ☐ Width of traffic aisles

- ☐ Location and dimensions of off-street loading areas
- ☐ Location of trash receptacles
- ☐ Location and width of any landscaped parkway adjacent to the street
- ☐ Pavement design report for parking areas
- ☐ Names and width of adjacent street rights-of way, and width of street pavement
- ☐ Location and circumference of existing trees
- ☐ Location of nearest fire hydrants
- ☐ Location of existing and proposed exterior lighting, heights of poles, and sizes and number of fixtures
- ☐ Location and size of adjacent public water and sewer lines
- ☐ Location and size of water and sewer taps, water meter, and on-site utility lines
- ☐ Location and elevation of 100 year flood plain, if applicable (see FIRM maps published by FEMA)
- ☐ Surface drainage plan
- ☐ General notes to be included in summary table on site plan:
 - ☐ Total land area in acres or square feet
 - ☐ Total building area in square feet
 - ☐ Total square feet of building addition
 - ☐ Percentage of land covered by buildings

Drainage Plans, Calculations, and Geotechnical Report

- ☐ Primary and secondary systems
- ☐ Gutter and downspout
- ☐ Storm water flow direction
- ☐ Pond/swale cross-section detail, exfiltration system details
- ☐ Storm water management system details
- ☐ Fort Bend County Drainage District Approval

Erosion and Sedimentation Control Plan

- ☐ Grading plan with pavement section details (Show existing site grade and proposed site grade)
- ☐ Erosion control device details

Architectural Information:

- ☐ Key plan showing location in building (alterations only)
- ☐ Floor plan showing existing/demolition and proposed construction (identify use of all rooms)
- ☐ Door and window schedule (include hardware and identify fire rating)
- ☐ Interior finish schedule
- ☐ Fire resistance rating details, if applicable (walls, floor/ceiling, roof/ceiling, structural)
- ☐ Stairway/guardrail/handrail details (tread/riser/picket spacing/extensions)
- ☐ Exterior elevations (New Construction and Additions only)

Structural Information: (New Construction and Additions only)

- ☐ Design criteria (soils data, live and dead loads, wind loads, etc.)
- ☐ Foundation plan and details
- ☐ Framing plans (walls, columns, wind bracing, floors, ceilings, roof)
- ☐ Truss drawings can be submitted any time before framing inspection

Plumbing Information: (water, sewer, roof drains, gas)

- ☐ Floor plan and riser diagram with all fixtures and piping
- ☐ Fixture schedule and material specifications (including water heaters and interceptors)
- ☐ Roof drain and over flow size and location

Mechanical information: (heating, ventilation, air conditioning)

- ☐ Floor plan with all equipment, ducts, dampers, etc.
- ☐ Roof plan showing all equipment and exhaust outlets and air intakes
- ☐ Mechanical equipment schedule (sizes, SEER, gas/electrical demand, etc.)

Electrical Information:

- ☐ Type, location, and capacity of all service equipment, panels and meters
- ☐ Floor plan(s) with all lighting, power, and low voltage outlets, transformers, and other equipment
- ☐ Panel schedule(s), riser diagram, service/feeder conductor/conduit sizing, grounding details, etc.

Copy of Texas Accessibility Standards (TAS) Architectural Plan Review Application (for projects fifty thousand (\$50,000) or more value)

WHAT ARE THE ACCESSIBILITY PLAN REVIEW REQUIREMENTS?

If a building or building remodel project has an estimated construction cost of fifty thousand (\$50,000.00) dollars or more, the owner or the design professional with overall responsibility for the design of the project must submit the plans and specifications for review to the Texas Department of Licensing and Regulation or an Independent Contract Provider. A current list of Independent Contract Providers can be obtained by calling the Texas Department of Licensing and Regulation, Architectural Barriers Division at (877) 278-0999. To search a list on the TDLR website go to <http://www.license.state.tx.us/LicenseSearch/>. Copies of the Architectural Barriers Project Registration form may be downloaded from the TDLR website at <http://www.tdlr.state.tx.us/ab/abforms.htm>. If you have questions about how the Architectural Barriers Act and Texas Accessibility Standards might affect your building project, call the Texas Department of Licensing and Regulation, Architectural Barriers Division at (877) 278-0999.

SUBMIT APPLICATION:

Submit all the required application materials to the City Secretary at 13222 Highway 6, Arcola, Texas 77583



CITY OF ARCOLA, ("City")
Ft. Bend County, Texas

PERMIT FOR SITE PLAN APPROVAL FOR INSTALLATION, CONSTRUCTION OR
ENLARGEMENT OF STRUCTURE, TRAILER, OR BUILDING AND/OR CONNECTION
OF SAME TO SEWAGE FACILITY

SITE ADDRESS: <u>APPLICATION FEES:</u> Sanitation Fee: \$50.00 Residential Code Registration Fee: \$150.00 Commercial Code Registration Fee: \$200.00 Grading/Fill Dirt Fee: \$125.00 Noise Permit Fee: \$25.00 <u>Site Plan Review and Inspection Fee:</u> Residential Building: \$ ½ Residential Permit Fee Residential: \$275 Commercial: \$275 <u>Development Plan Fee:</u> \$125.00 <u>Residential Permit Fee:</u> \$0.40 per sq. ft. <u>Commercial Permit Fee:</u> Based on Project Value <u>Fees accepted by:</u> Money Order or Cashier's Check ONLY	APPLICANT NAME: Address: Phone: The Applicant certifies that all information supplied by the Applicant is true and complete. The Applicant is aware of the terms and conditions of the permit, if issued, and agrees to comply with them. The Applicant hereby registers the work described below with the Permit Administrator and acknowledges that all work must comply with Section 6.401 of the City's Code of Ordinances (including the "International" building codes listed there), as applicable. Applicant understands that permit fees are non-refundable. Applicant Signature: _____ Date: _____ Property Owner Signature: _____ Date: _____
TYPE OF STRUCTURE: ☐ Residential building ☐ Commercial building ☐ Other (describe): _____	AGE OF STRUCTURE: TYPE OF WORK: ☐ New Construction ☐ Installation ☐ Enlargement ☐ Connection of existing structure ☐ Other (describe): _____

Subject to the Code of Ordinances and all other city, state, and county laws, ordinances, rules, and regulations, and subject to all terms and conditions of this permit, the City authorizes the Applicant to proceed with the work on the structure at the site, all as described in the attached application. The special conditions indicated below shall also apply: (circle A or B not both).

A. PUBLIC SEWER IS AVAILABLE. There is a public sanitary sewer available to serve the site, but to receive service, the Applicant must fill out the standard application for service, get it approved by the City and pay all applicable fees and charges (which are in addition to fees related to this permit). If these steps are not completed within 180 days following the date of this permit, this permit is void. In addition:

1. The point of connection to the City's system must be determined by the City and stated in the application for service. It must be inside the public right of way or easement at the front of the site, unless otherwise expressly approved by the Mayor (as, for example, in the case of private sewer lines that may be authorized in public easements).

2. Applicant must build a proper service line up to the point of connection and must install an Elder valve/cleanout (supplied by the City) at the point of connection (unless otherwise expressly approved by the Mayor). Before covering up any such work the Applicant must arrange for City inspection. The service line remains the Applicant's property and the Applicant shall maintain them in good conditions. The Elder valve/cleanout at the point of connection remains the City's property.
3. The Applicant shall not dig up or expose any part of the public sewer system. Exposing them, tapping, or connecting may only be done by the City or its contractor.
4. If an extension of the public sewer system is necessary to reach the point of connection, such extension must be completed, accepted by the City's Mayor or City Council (in writing) and placed in service by the City.
5. In all other respects, the Applicant must comply with the City's rules and ordinances regarding sewer service, plumbing and connections.
6. Other:

B. NO PUBLIC SEWER AVAILABLE. No public sanitary sewer is available to serve the site, and any private sewage system shall be designed, installed, and constructed under a lawful state or county permit and in strict compliance with state and county regulations. This permit expires unless a copy of such permit is filed with the permit administrator within 180 days following the date of this permit.

GENERAL CONDITIONS: The Applicant shall restore any affected public area within five days following the start of work. Thereafter, Applicant shall maintain the restored area through the first anniversary of the date of this permit. Applicant shall not cause any unreasonable adverse effect on others, including, for example: effects of noise, vibration, odors, fumes, visual intrusions, flooding, congestion, vehicular traffic, "spillover" parking of vehicles. Applicant shall not cause any nuisance or health hazard. This permit is non-exclusive, and it does not convey any vested right or property right; it is revocable. This permit is not assignable; it benefits only the Applicant. The City and the Applicant are not partners or joint ventures. The Applicant is not an agent for the City. The Applicant is independent, controlling all details, methods, and techniques of its activities.

DELAYED SUBMISSIONS: The Mayor has determined that it is not practical to obtain the following approval at the time of application, and the time to submit them is extended until the first City business day preceding the day that the building, structure, or trailer is first occupied: () water well permit, () health permit, () subdivision plat approval, () flood plain approval, () sales and use tax permit showing point of sale in the "City of Arcola, () other _____. Failure to submit will be grounds for the Mayor to revoke or suspend this permit or site plan approval.

SIGNED: _____, Permit Administrator

Permit Number:

SITE PLAN APPROVED: _____, Mayor

Date of this permit:

Permit Expire:

CITY USE ONLY:

ARCOLA

RESIDENTIAL CONSTRUCTION REQUIRED INSPECTIONS

❖ Plumbing Ground

❖ Foundation

Leave foundation plans @ site

Submit slab survey with top of slab elevation

❖ Building Covers (request all covers at the same time)

Frame (leave framing plans @site)

Mechanical

Electrical

Plumbing

❖ Building Finals (request all finals at the same time)

Building

Mechanical

Electrical

Plumbing

Drainage

International Residential Code 2015 ed

Inspection request must be submitted using your citizen portal.