

Town of Bayside, Texas  
 909 1st Street City Hall Building  
 Bayside, Texas 78340  
 PH. (361) 529-6520 FAX (361) 529-6409

## BUILDING PERMIT APPLICATION SWIMMING POOL PERMIT CHECKLIST

|                                            |  |                     |  |
|--------------------------------------------|--|---------------------|--|
| Building Permit #                          |  | Owners Name         |  |
| PERMIT APPLICATION FOR: (Address)          |  |                     |  |
| Pool Square Feet                           |  | Email               |  |
| Block                                      |  | Lot(s)              |  |
|                                            |  | Zoning code (R-C-I) |  |
| TAX PARCEL NUMBER (On Property Tax bill)   |  |                     |  |
| Total Project Cost (Does not include land) |  |                     |  |

Applicants are requested to provide a current driver's license as proof of identification and provide name of their building contractor, architect and/or Engineer. **A COPY OF THIS PERMIT MUST BE POSTED AT THE CONSTRUCTION SITE.**

|                        |  |  |                  |  |       |
|------------------------|--|--|------------------|--|-------|
| Name of Property Owner |  |  |                  |  |       |
| Address                |  |  | City             |  | State |
| Zip code               |  |  | Telephone Number |  |       |

|                    |  |  |                  |  |       |
|--------------------|--|--|------------------|--|-------|
| Name of Contractor |  |  |                  |  |       |
| Address            |  |  | City             |  | State |
| Zip code           |  |  | Telephone Number |  |       |

|                  |  |  |                  |  |       |
|------------------|--|--|------------------|--|-------|
| Name of Engineer |  |  |                  |  |       |
| Address          |  |  | City             |  | State |
| Zip code         |  |  | Telephone Number |  |       |
| STATE LICENSE #  |  |  |                  |  |       |

### POOL INFORMATION

|                 |                      |                 |                |
|-----------------|----------------------|-----------------|----------------|
|                 | ABOVE GROUND POOL    |                 | IN GROUND POOL |
|                 | POOL HEIGHT OR DEPTH | POOL DIMENSIONS |                |
|                 | CONCRETE             | VINYL           | OTHER          |
| POOL SETBACKS   |                      | FRONT           | LEFT SIDE      |
| OTHER BUILDINGS |                      | RIGHT           | RIGHT SIDE     |

|                        |  |     |  |    |
|------------------------|--|-----|--|----|
| Easements on Property? |  | YES |  | NO |
| Floodplain?            |  | YES |  | NO |

The following checklist identifies the minimum requirements for acceptance of an application for a building permit. Should any of the following items not be provided, the application will not be reviewed for approval.

**Applicant:** PLEASE MARK WITH AN "X" EACH BOX UNDER THE APPLICANT HEADING TO CONFIRM THAT THE MATERIAL IS INCLUDED IN YOUR SUBMITTAL. WRITE "NA" IF NOT APPLICABLE TO PROJECT. THE CITY OFFICIAL WILL REVIEW EACH BOX TO CONFIRM THAT EACH ITEM HAS BEEN RECEIVED. PLEASE SUBMIT THE NUMBER OF COPIES INDICATED FOR EACH ITEM REQUESTED.

| Applicant                |                                                              | Staff                    |
|--------------------------|--------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> | A COMPLETED BUILDING PERMIT APPLICATION FORM                 | <input type="checkbox"/> |
| <input type="checkbox"/> | PROPERTY BOUNDARIES STAKED AND FLAGGED                       | <input type="checkbox"/> |
| <input type="checkbox"/> | PROPOSED EXTERIOR DIMENSIONS OF THE PROJECT ARE STAKED WHERE | <input type="checkbox"/> |
| <input type="checkbox"/> | THE STRUCTURE WILL BE LOCATED                                | <input type="checkbox"/> |
| <input type="checkbox"/> | A COMPLETED FENCE PERMIT                                     | <input type="checkbox"/> |
| <input type="checkbox"/> | A COMPLETED ELECTRICAL PERMIT                                | <input type="checkbox"/> |
| <input type="checkbox"/> | A COMPLETED PLUMBING PERMIT                                  | <input type="checkbox"/> |
| <input type="checkbox"/> | THE PLAN REVIEW FEE (25% - 100% OF TOTAL PERMIT COST)        | <input type="checkbox"/> |

**SITE PLAN.** SUBMIT TWO (2) COPIES EACH: THE SITE PLAN MUST BE DRAWN TO SCALE ON A MINIMUM 8 1/2" X 11" SIZE PAPER SHOWING THE PROPOSED AND EXISTING STRUCTURES IN THE PLAN REVIEW INDICATING:

| Applicant                |                                                                                    | Staff                    |
|--------------------------|------------------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> | EXISTING STREETS, STREET RIGHT OF WAYS AND ALLEYS SURROUNDING THE PROPERTY         | <input type="checkbox"/> |
| <input type="checkbox"/> | NORTH ARROW AND THE SCALE USED                                                     | <input type="checkbox"/> |
| <input type="checkbox"/> | SETBACKS: SHOW FRONT, SIDE, REAR AND SIGHT TRIANGLE SETBACKS (IF APPLICABLE).      | <input type="checkbox"/> |
| <input type="checkbox"/> | DESIGNATE WHICH ARE THE FRONT, SIDE AND REAR PROPERTY LINES                        | <input type="checkbox"/> |
| <input type="checkbox"/> | PROPERTY LINES, DIMENSIONS OF THE LOT/LOTS                                         | <input type="checkbox"/> |
| <input type="checkbox"/> | POOL: SHOW ALL POOL DIMENSIONS.                                                    | <input type="checkbox"/> |
| <input type="checkbox"/> | DISTANCES FROM THE PROPOSED POOL TO THE PROPERTY LINES AND OTHER BUILDINGS ON SITE | <input type="checkbox"/> |
| <input type="checkbox"/> | LOCATION OF EXISTING AND PROPOSED EASEMENTS (IF APPLICABLE)                        | <input type="checkbox"/> |
| <input type="checkbox"/> | LOCATION OF WATER METER AND SEWER CONNECT OR WATER WELL LOCATION AND SEPTIC        | <input type="checkbox"/> |
| <input type="checkbox"/> | TANK, DRAIN FILL OR SEWER LINES                                                    | <input type="checkbox"/> |

**STRUCTURAL CROSS SECTIONS AND DETAILS. STRUCTURAL CROSS SECTIONS AND DETAILS (DRAWING) MUST INCLUDE:**

**Applicant**

**Staff**

PROVIDE FOUNDATION PLAN FOR PROPOSED POOL. IF CONCRETE, SHOW SIZE OF FOOTER, DIMENSIONS OF  
SLAB AND ALL REINFORCEMENT. INDICATE WIRE MESH OR FIBER MESH AND CONCRETE STRENGTH AND  
THICKNESS.

It is understood and agreed by the undersigned owner or agent and contractor (if applicable) that the approval of this application does not constitute a privilege to violate the building code, zoning ordinance, or other ordinances of the Town of Bayside, and that any omission of or misrepresentation of fact with or without intention of the undersigned, or any alteration or change from this application without the approval of the City Official shall constitute ground for the revocation of any permit issued which was based on the approval of this application. The Owner will be held responsible for insuring that all permits have been obtained and that all required inspections have been made. The Owner will be held legally liable for any violations that may occur with or without his knowledge. The owner shall be allowed to request a Certificate of Occupancy when all inspections have been approved.

I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Owner /Agent \_\_\_\_\_ Date \_\_\_\_\_

Contractor:(if other than the home owner) \_\_\_\_\_ Date \_\_\_\_\_

**INSPECTIONS:**

- \* No work shall be covered or concealed in any matter whatsoever without first obtaining the written approval of the building inspector or his authorized representative.
- \* The person responsible for the construction project is responsible for contacting the city office to schedule all inspections
- \* No permanent utilities will be connected until final inspection is approved.
- \* Re-inspections are \$90.00 per inspection.
- \* NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ANY / ALL ASPECTS OF ANY BUILDING AND / OR CONSTRUCTION PROJECT. IT IS UP TO THE PERSON RESPONSIBLE TO OBTAIN ALL PERMITS BEFORE ANY WORK IS STARTED.

**PLAN REVIEW FEE - 25% OF THE TOTAL ASSESSED PERMIT FEE PAYABLE UPON SUBMITTAL WHICH WILL BE CREDITED TOWARDS THE TOTAL BUILDING PERMIT FEES UPON ISSUANCE.**

- \* Generally all plans can be checked and reviewed within 30 working days if the site is properly flagged and **ALL** drawings are properly drawn to scale with **ALL** required information documented as stated in the permit. Any/All other permits required for this project must also be **filled out 100%** with appropriate documentation required.
- \* This permit become NULL and VOID if work or construction authorized is not commenced within 180 days. At least one (1) inspection must have been called for to prove activity.
- \* Any 180 days of inactivity after work has started will also cause permit to be NULL and VOID.
- \* Any exterior portion of a building project which is visible to the public and which is not completed within the 12 month period shall constitute a public nuisance & shall be declared substandard. Any extension must be approved by City Council
- \* Two (2) six month extensions will be allowed with no fee if requested before current permit is expired and for good cause
- \* An expired or revoked permit may be renewed upon written request for a fee of fifty percent (50%) of the original permit fee not later than 45 days after a permit has been revoked or expired. The new application and plans shall be required to meet all regulations in effect as of the date of application.

**RESPONSIBILITIES OF APPLICANT**

- \* It is the legal responsibility of the person responsible to call for the required inspections before any work is covered up or concealed. Any work found to be concealed will have to be unconcealed and an additional fee for that permit will be assessed.
- \* Before any concrete is poured it needs to be inspected for dimensions and reinforcement. No permit will be approved if concrete is poured before it is inspected and passed.
- \* Blueprints and drawings must contain sufficient detail to perform a plan review for conformance with the city building codes. Use and occupancy without Town of Bayside approval will be declared a violation of City Code and will result in municipal infractions and fines being issued.

## HOMEOWNER AFFIDAVIT

I certify that I have read and examined this application and the information furnished is true and correct and that I am the owner of the subject property. All provisions of laws and ordinances governing this permit 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 state or local law, ordinance or regulation. The issuance of a permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and or state or federal laws, whether herein specified or not. Any deviations from approved construction plans must have the prior written approval of the City official. The City official, Building Inspector or city council may, in writing, suspend or revoke a permit whenever it is determined that the permit was issued in error, or on the basis of incorrect information supplied, or when it is determined that the building, a portion of the building or structure is in violation of any ordinance, regulation or provision of the building codes.

I hereby certify that the work described above shall be installed in accordance with the local code and shall not be enclosed, covered up or put into operation until it has been inspected and approved by the inspector. I will cooperate with the inspector and assume the responsibility to arrange for necessary and timely inspections.

I hereby certify that I have read, examined and agree to the terms of the city permit refund policy.

I / We, the owner of this property and undersigned do hereby certify that the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct. The owner of the property and undersigned acknowledge that it is their responsibility to schedule all required inspections.

Property Owner's Signature (REQUIRED FOR APPROVAL) \_\_\_\_\_ Date \_\_\_\_\_

Please provide proof of ownership (Copy of tax statement, assessment notice, deed, title insurance, etc....)

AUTHORIZED AGENT FOR OWNER (if other than the homeowner)

(A notarized owner/applicant affidavit form is required. Form provided by City)

I hereby certify that the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his authorized agent and I hereby certify that I have read, examined and agree to the terms of this application

Title \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

INSPECTED PRIOR TO COVERING, I.E., INSULATION, DRYWALL, ETC., AND UPON COMPLETION OF THE CONSTRUCTION PRIOR TO OCCUPANCY AND PERMANENT UTILITIES; 3) ALL CONSTRUCTION WORK WILL BE DONE IN ACCORDANCE WITH THE TOWN OF BAYSIDE RESIDENTIAL BUILDING CODE.

**HOMEOWNER AFFIDAVIT:** I HEREBY CERTIFY THAT THE CONSTRUCTION WORK DESCRIBED ON THIS PERMIT SHALL BE CONSTRUCTED BY MYSELF. ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF BAYSIDE RESIDENTIAL BUILDING CODE AND SHALL NOT BE ENCLOSED, COVERED UP, OR PUT INTO OPERATION UNTIL IT HAS BEEN INSPECTED AND APPROVED BY THE BUILDING INSPECTOR. I WILL COOPERATE WITH THE BUILDING INSPECTOR AND ASSUME ALL RESPONSIBILITY TO ARRANGE FOR ALL NECESSARY INSPECTIONS AND CORRECTIONS REQUIRED.

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

|                                |                        |                           |                            |               |
|--------------------------------|------------------------|---------------------------|----------------------------|---------------|
| <b>*OFFICE USE ONLY*</b>       | <b>PLAN REVIEW FEE</b> |                           | <b>BUILDING PERMIT FEE</b> |               |
| <b>Building Permit #</b>       |                        | <b>EXPIRATION DATE</b>    |                            |               |
| <b>1ST EXTENSION DATE</b>      |                        | <b>2ND EXTENSION DATE</b> |                            |               |
| <b>SETBACK FORM</b>            |                        | <b>APPROVED</b>           |                            | <b>DENIED</b> |
| <b>CITY OFFICIAL SIGNATURE</b> |                        |                           |                            | <b>DATE</b>   |

|                                |  |                 |  |               |
|--------------------------------|--|-----------------|--|---------------|
| <b>CHECKLIST/PERMIT</b>        |  | <b>APPROVED</b> |  | <b>DENIED</b> |
| <b>CITY OFFICIAL SIGNATURE</b> |  |                 |  | <b>DATE</b>   |
| <b>CHECKLIST/PERMIT</b>        |  | <b>APPROVED</b> |  | <b>DENIED</b> |
| <b>CITY OFFICIAL SIGNATURE</b> |  |                 |  | <b>DATE</b>   |

|                                 |                |  |               |  |                  |  |
|---------------------------------|----------------|--|---------------|--|------------------|--|
| <b>CERTIFICATE OF OCCUPANCY</b> |                |  |               |  | <b>DATE</b>      |  |
| <b>CITY OFFICIAL SIGNATURE</b>  |                |  |               |  |                  |  |
| <b>Paid Plan Fee</b>            | <b>Check #</b> |  | <b>Amount</b> |  | <b>Receipt #</b> |  |
| <b>Difference owed</b>          | <b>Check #</b> |  | <b>Amount</b> |  | <b>Receipt #</b> |  |
| <b>Total Permit Fee</b>         | <b>Check #</b> |  | <b>Amount</b> |  | <b>Receipt #</b> |  |