

## **Swimming Pool Permit Process:**

1. Contractor must submit the detailed, engineered design drawings to the City, and then they must be approved by Council and/or City Inspector prior to permit process.
2. Contractor must complete a Permit Application for pool and provide proof of liability insurance.
3. Contractor must complete Plumbing Permit Application for plumbing and provide Plumbing Master License.
4. Contractor must complete Electrical Permit Application for electricity and provide Master Electrician License.
5. Fence and/or pool covers require separate permits where applicable.  
**All gates must be self-latching.**

## **Inspections Required:**

1. Site Inspection – prior to digging
2. Belly Inspection
3. Rough End – Plumbing
4. Rough End – Electrical
5. Bonding
6. Deck
7. Gas Test – where applicable
8. Final – Plumbing
9. Final – Electrical
10. Final – Pool
11. Backflow Prevention Test – performed by MDS (charged separately on plumbing permit)

**CITY OF HILLCREST VILLAGE  
PERMIT APPLICATION FORM**

Permits *must* be issued *prior* to any of the following building activities to include, but not limited to, the following:

- New home or detached building construction
- Additions to existing homes or detached buildings
- Exterior remodeling, including roofing, siding, and so forth
- Modifications to plumbing including water, sewer, gas, and air conditioning and heating systems
- Electrical service modifications
- In-ground or above-ground swimming pools
- Attached or detached building demolition or moving
- Erected fences

In short, any construction that changes, improves, or otherwise modifies the exterior of an existing building or any new construction erected on a property, or modifies plumbing, electrical or HVAC, requires a building permit. Building permits are obtained through the city office (281-756-0577).

DATE: \_\_\_\_\_

**APPLICANT INFORMATION:**

RESIDENT NAME: \_\_\_\_\_

RESIDENT ADDRESS: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

PHONE: \_\_\_\_\_

APPROXIMATE COST: \_\_\_\_\_

DETAILED DESCRIPTION OF WORK\*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED PERMIT COST: \$ \_\_\_\_\_

ISSUED BY (PENDING REVIEW): \_\_\_\_\_

PERMIT REQUEST WILL BE REVIEWED AND RESPONDED TO WITHIN \_\_\_\_\_ BUSINESS DAYS.

Note: Separate permits are required for electrical, plumbing, heating, ventilating and/or air conditioning. This permit becomes null and void if work or construction is suspended or abandoned for a period of 6 months at any time after work is commenced.

This application is to be accompanied by dimensional drawings and specifications in duplicate for approval. A plot plan indicating the location of building or buildings, etc. on said lot. All provisions of the building code, or other governing ordinances shall be complied with wither or not therein specified. I hereby accept all conditions herein above mentioned and certify that all statements herein recorded by me are true.

**\*IF PETITIONING A VARIANCE TO AN ORDINANCE, RESIDENT IS REQUIRED TO ATTEND COUNCIL MEETING ONCE ADDED TO THE AGENDA BY CONTACTING THE CITY OFFICE (281-756-0577) – BRING DETAILED SCOPE OF WORK AND VARIANCE CHANGE INFORMATION TO MEETING FOR REVIEW.**

ACKNOWLEDGEMENT OF APPLICANT (OWNER/CONTRACTOR/AGENT): \_\_\_\_\_

DATE: \_\_\_\_\_

# CITY OF HILLCREST VILLAGE

Application for Plumbing Permit

PO Box 1172

Alvin, TX 77512

281-756-0577

281-388-2460 fax

**CONTRACTOR/COMPANY NAME:** \_\_\_\_\_

**PLUMBING LICENSE NO.** \_\_\_\_\_

To the Planning & Development Department, Inspections Division:

The undersigned hereby applies for the following installations and connections located at:

**HOMEOWNER NAME:** \_\_\_\_\_

**JOBSITE ADDRESS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

| QUAN | DESCRIPTION                                                                 | COST PER | TOTAL CHG. | QUAN | DESCRIPTION                                      | COST PER | TOTAL CHG. |
|------|-----------------------------------------------------------------------------|----------|------------|------|--------------------------------------------------|----------|------------|
| 1    | Each Permit                                                                 | 50.00    | 50.00      |      | Installation Water Piping or Repair              | 5.00     |            |
|      | Fixture                                                                     | 2.50     |            |      | Repair Drainage or Vent Piping                   | 2.00     |            |
|      | House Sewer Lateral                                                         | 5.00     |            |      | Lawn Sprinkler System Installation               | 200.00   |            |
|      | Gas Piping System (1 to 5 Outlets)                                          | 5.00     |            |      | Gas Piping Alternation or Repair                 | 2.00     |            |
|      | Gas Piping System (6 or more Outlets)                                       | 1.00     |            |      | Gas Generator                                    | 30.00    |            |
|      | Remodel or Replace Water Heater                                             | 7.00     |            |      | Gas Light                                        | 1.00     |            |
| 1    | Swimming Pool Backflow Prevention Inspection                                | 80.00    |            |      | Pretreatment inept & Appurtenances               | 2.00     |            |
| 1    | Swimming Pool Residence                                                     | 40.00    |            |      | Backflow Prevention Test                         | 150.00   |            |
|      | Septic Tank & Appurtenances                                                 | 20.00    |            |      | City Utility Operator Inspection Fee             | 80.00    |            |
|      | Welding Cutting or Pipe Joint sweating reqs a Fire Code Construction Permit | 50.00    |            | 1    | Administrative Fee                               | 15.00    | 15.00      |
| 1    | Inspection                                                                  | 60.00    |            | 1    | All re-inspections will be double inspection fee | 120.00   |            |

**TOTAL FEE:** \_\_\_\_\_

## FIRE EXTINGUISHERS ARE REQUIRED ON SITE DURING CONSTRUCTION

Said installations and connections are to conform in all respects to the City Ordinance covering same, and the requirements of the Electrical Inspections. **Please call the City Office to schedule the inspection(s).**

Contractors/Applicants Signature \_\_\_\_\_

Permit Number \_\_\_\_\_

Approved by \_\_\_\_\_

Address/Telephone \_\_\_\_\_

# CITY OF HILLCREST VILLAGE

Application for Electrical Permit

PO Box 1172

Alvin, TX 77512

281-756-0577

281-388-2460 fax

**CONTRACTOR NAME:** \_\_\_\_\_

To the Planning & Development Department, Inspections Division:

The undersigned hereby applies for the following installations and connections located at:

**HOMEOWNER NAME:** \_\_\_\_\_

**JOBSITE ADDRESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CLASS OF WORK:** Residential \_\_\_\_\_

Industrial \_\_\_\_\_

Commercial \_\_\_\_\_

Other \_\_\_\_\_

**MASTERS ELECTRICIAN LICENSE NUMBER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

| QUAN | DESCRIPTION                    | COST  | TOTAL | QUAN | DESCRIPTION                                   | COST       | TOTAL |
|------|--------------------------------|-------|-------|------|-----------------------------------------------|------------|-------|
| 1    | Each Permit                    | 50.00 | 50.00 |      | Motor-incl Comm. A/C up to but not incl 1/2HP | 2.00       |       |
|      | Meter Loop & Service & Outlets | 6.00  |       |      | 2 1/2 HP & less than 2 HP                     | 4.00       |       |
|      | Outlets 5 to 40 Inc            | 0.35  |       |      | 2 HP & less than 10 HP                        | 6.00       |       |
|      | All over 40                    | 0.25  |       |      | 10 HP & less than 25 HP                       | 8.00       |       |
|      | Lighting Fixtures              | 0.35  |       |      | 25 HP & less than 100 HP                      | 15.00      |       |
|      | Range Receptacle               | 1.25  |       |      | All over 100 HP                               | .15 per HP |       |
|      | Clothes Dryer                  | 1.25  |       |      | Doorbell Transformers                         | 0.50       |       |
|      | Cooking Tops                   | 1.25  |       |      | Festoon Lighting & Streamers, Per Circuit     | 2.00       |       |
|      | Ovens                          | 1.25  |       |      | Temporary Saw Pole                            | 50.00      |       |
|      | Garbage Disposals              | 1.25  |       |      | Solar Panels                                  | 100.00     |       |
|      | Dishwashers                    | 1.25  |       |      | Gas Generator                                 | 30.00      |       |
|      | Electric Heaters               | 1.25  |       | 1    | Administrative Fee                            | 15.00      | 15.00 |
|      | Inspection Fee                 | 60.00 |       |      | Re-Inspection                                 | 60.00      |       |

**TOTAL FEE:** \_\_\_\_\_

Said installations and connections are to conform in all respects to the City Ordinance covering same, and the requirements of the Electrical inspections. Please call the City Office to schedule the inspection.

\_\_\_\_\_  
Contractors/Applicants Signature

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Address/Telephone

EXHIBIT C