

THE TOWN OF
Highland Park
TEXAS

4700 Drexel Drive, Highland Park, TX
75205 214-521-4161 office 214-559-
9335 fax

Department of Building Inspection

Remarks:

1. Owner shall submit deed if property was purchased within last 12 months,
2. Owner shall submit \$500.00 lot clearing deposit & complete Refund Inspection Form,
3. Sewer shall be capped at rear p.l., water meter disconnected & inspection made of both,
4. Property shall be exterminated for rodents 7 days minimum prior to permit,
5. Gas/Elec/Cable/Phone Svcs shall be terminated & inspected prior to issuance of Raze Permit,
6. Submit Erosion Control application & plans to Town Engineer, get approved, and installed,
7. Submit SB.509 form letter acknowledgement (Asbestos Abatement Certification)
8. Contractor shall apply for **\$500.00** Raze Permit.
9. Demo contractor is required to mitigate and control any dust and/or debris from becoming airborne and leaving the site where the demolition is taking place.

The attached information is for your review. Please contact us if you have any questions concerning the application for raze of a house/accessory building in the Town of Highland Park. **NO SALVAGING SHALL OCCUR PRIOR TO THE ISSUANCE OF THE RAZE (DEMOLITION) PERMIT!**

Sincerely,

The Building Inspection Department

Jeff Armstrong	Cherish Nieto	Serena Palomino	Stephanie Nguyen	Jackie Miller	Pat Dunlap	Chris Lester
Com. Dev. Director	Chief Building Official	Permit Technician	Plans Examiner	Sr. Building Inspector	Building Inspector	Building Inspector
jarmstrong@hptx.org	cnieto@hptx.org	spalomino@hptx.org	snguyen@hptx.org	jmiller@hptx.org	pdunlap@hptx.org	clester@hptx.org

Atmos Gas
(Customer Service for disconnect) 1-
800-460-3030

Atmos Energy (to retire service) 2601
Logan St. Dallas, TX. 75215
214-426-7040 office
214-426-7930 fax

ONCOR Electric
(Customer Contact Center for disconnect) 1-
888-313-6862

ONCOR Electric Delivery (to retire service) 972-
860-6654 office
972-860-6673 fax

AT&T Repair Center
(Customer Service for disconnect) 1-
800-246-8464

CHARTER

(Customer Service for
disconnect)

Building Permit Fees:

- A. The building permit fees for the Town of Highland Park, Texas shall be as follows:

\$500.00 - \$4,999.99	\$50.00
\$5,000.00 or more	1 % of value to nearest \$1,000
Raze a main building	\$500.00
Raze an accessory building.....	\$100.00

- B. A five hundred (\$500.00) dollar deposit is required prior to issuing a permit to raze or move a main building. All debris including all concrete structural members below grade shall be removed from the lot and the lot shall be completely cleaned and graded to prevent any retention of water. All utilities shall be disconnected and the sewer line shall be effectively plugged with concrete or as may be required by the Building Inspector, at or near the property line prior to the issuance of the raze permit. Public sidewalks shall not be removed, however all public sidewalks damaged during demolition or in need of replacement and/or abandonment shall be repaired and/or replaced in conformance with all applicable Town ordinances. Driveway approaches will be removed and curb and gutter installed within ninety (90) days from issuance of permit, unless extension approved by Building Inspector. When the lot is cleared, all utilities disconnected and/or capped, all repairs made and approaches removed, the deposit will be refunded. Costs incurred by the Town as a result of razing the building or performing any work deemed necessary by the Building Inspector shall be deducted from the deposit.
- C. The raze contractor shall have a total of ten (10) working days from the date that work begins to complete the job and request a final inspection, unless an extension has been granted by the Building Inspector. If all requirements of the raze permit are not completed within the allotted time, then the five hundred (\$500.00) dollar deposit will be forfeited to the Town of Highland Park.
- D. All but \$50.00 of the permit fee can be refunded if work has not commenced and request for refund is made in writing no less than thirty (30) days from issuance of permit.

Sewer-Tap	\$750.00 (Req'd for new construction)
Water Meter 5/8"	\$750.00
Water Meter 1"	\$850.00
Water Meter 1½	\$1400.00

Note: Bonded contractor obtains permits to excavate & restore alley/easement in preparation for the Town to make utility taps.

Receipt # _____

Demolition Deposit Refund Inspection

Property Address: _____

Demolition Contractor: _____ Phone #: _____

Contractor's Address: _____ City/Zip: _____

The following items are to be checked for ordinance compliance prior to refunding demolition deposits:

◇	7-day rat abatement certification letter received, Date: _____
◇	Sewer has been capped off at the <i>property line</i> or <i>old wye removed</i> .
◇	Sewer location verified and recorded. _____
◇	Water meters located & removed/disconnected by Water Department, Date: _____
◇	Water meters located and disconnected by Contractor, Date: _____
◇	Lot is clear of all debris, brush, building materials, and trash.
◇	Lot is properly graded and leveled so that water will not stand.
◇	All concrete/asphalt adjacent to property is in good condition.
◇	Abandoned approaches were replaced with curb and gutter.
◇	ATMOS Gas has completed gas termination, Date: _____

Final Inspection By: _____ Date: _____

NO SALVAGING WILL BE ALLOWED WITHOUT PRIOR ISSUANCE OF RAZE PERMIT!

*I have read and understand the above requirements; I also understand that I have thirty days in which to comply, or the demolition deposit may be forfeited. An extension of time must be approved by the Building Official. ****The sewer shall be capped PRIOR to obtaining a Demolition Permit.*****

Signed _____ Date _____

Property Owner

Owner's Printed Name: _____

Owner's Mailing Address: _____

City/State/Zip: _____ Phone #: _____

AFFIDAVIT

THE STATE OF _____

COUNTY OF _____

Before me the undersigned authority, a Notary Public in and for the said County and State, on this day personally appeared _____ known to me to be the person whose name is subscribed on this instrument.

Given under my hand and seal of office this _____ day of _____ 20____

Property Owner

Notary Public, _____ County

My Commission Expires



APPLICATION FOR WATER AND SEWER SERVICE

CUSTOMER INFORMATION (please print)

Customer Name (Please Print) _____

Service Address (Please Print) _____

Are you: ☐ Owner ☐ Tenant If Tenant, who is owner or agent? _____

Mailing Address (Please Print) _____ City _____ State _____ Zip _____

Previous Address (Please Print) _____ City _____ State _____ Zip _____

Business Address (Please Print) _____ City _____ State _____ Zip _____

Drivers License Number _____ State _____ Date of Birth _____

(____) _____ (____) _____ (____) _____
Home Telephone Number Work Telephone Number Cell Telephone Number E-mail Address (Please Print) _____

In consideration of the Town of Highland Park, Texas furnishing the premises aforementioned with water and sewer services, I agree to pay said Town for sewerage disposal service and in addition thereto I agree to pay for all water furnished above mentioned premises according to meter readings and rates prescribed by the Town of Highland Park, Texas payable on or before the 15th of each month, until this agreement is cancelled by written notice to discontinue service filed with the Secretary and Collector of Waterworks by me; that the Town of Highland Park may, when necessary, discontinue without notice, and that neither the Town or the Secretary and Collector of Waterworks shall ever be liable to applicant for any damage by water or otherwise, resulting from defective plumbing, broken or faulty service of water and sewer mains, or resulting from any condition of the water itself of any substance that may be mixed with or be in the water furnished to the applicant.

It is agreed that on failure to pay said sums the Town may discontinue all water and sewer service from said premises in which event all payments made will be forfeited and in the event of a disconnection I will pay \$20.00 in addition for reconnection.

I further agree that any current of unpaid account accrued against me may be transferred to the new account for services herein applied for or to any other account in my name and upon such transfer; such account shall become a part of the new account or of any other account.

Applicant Signature _____ Application Date _____ Effective Date _____

CUSTOMER SERVICE OFFICE USE ONLY

Deposit Amount _____ ☐ Cash ☐ Check Deposit Number _____ Customer Number _____

Address of Property: _____

EXHIBIT A.

APPLICANT'S ACKNOWLEDGEMENT FORM

I, _____, hereby acknowledge that I have on this day received this copy of the Town of Highland Park's ("Town's") prescribed methods for eliminating and/or reducing erosion nuisances. I understand this information, and I further understand that the Town will not tolerate erosion nuisances occurring on properties within the Town. I understand that I share with my fellow workers and others a duty to prevent erosion nuisances. And finally, I understand that the Town, pursuant to **Article 3.16 Erosion and Sedimentation Control** et seq., will promptly and thoroughly investigate all instances of erosion nuisances and will take remedial measures, up to and including issuing citations and a stop work order for that work on a property that necessarily involves land disturbing activities and which is causing, in whole or in part, an erosion nuisance(s).

APPLICANT:

WITNESS:

Signature

Signature

Date _____

Date _____

**TOWN OF HIGHLAND PARK'S PRESCRIBED METHODS OF
ELIMINATING AND/OR REDUCING EROSION NUISANCES**

- A. Limit the size of disturbed areas to the greatest extent possible.
- B. Provide and install silt fence and/or other control measures to intercept silt from disturbed areas.
- C. Keep the velocities of storm water runoff below the erosive level.
- D. Protect inlets, streets, alleys and waterways from surface runoffs.
- E. Minimize the extent of sediment leaving the project site.
- F. Revegetate all disturbed area with a rapid, vigorous growth of long-term vegetation as soon as possible.
- G. Reduce the silt leaving a construction site on the wheels of construction vehicles by providing vehicle washing areas and/or established construction entrances and exits.
- H. Preserve and protect existing vegetation to the greatest extent possible.
- I. All loose and excavated materials shall be removed at the end of each day from areas located within waterways and floodplains.
- J. Replace and/or repair erosion control measures that are in disrepair.

APPLICANT'S INITIALS: _____

EROSION/SEDIMENTATION CONTROL PLAN SUBMITTAL REQUIREMENTS

Sec. 3.16.011 Submission of Erosion/Sedimentation Control Plan to Town

(a) In instances where an Owner or an agent in charge of any property seeks to conduct and/or to perform work which will necessarily involve land disturbing activities including, but not limited to, excavation, grading, demolition, drainage work, and/or stock piling of unprotected soil(s) and sand(s) within the Town* (*as determined by the Town's Building Inspection Department), prior to the commencement of said work, the Owner or agent shall first submit to the Town Engineer for review an erosion and/or sedimentation control plan. The Town Engineer or his designee will review each proposed plan to determine its conformance with the provisions of the regulation. Within ten (10) business days after receiving a proposed plan, the Town Engineer shall, in writing:

- (1) Approve the proposed plan, and issue a permit for said work;
- (2) Approve the proposed plan subject to and under the reasonable conditions as may be necessary to secure substantially the objectives of this regulation, and issue the permit for said work subject to those conditions; or
- (3) Disapprove the proposed plan, with the reason(s) for same, and also include the necessary items, procedures and/or conditions for the applicant to cover and/or to satisfy in a revised, proposed plan.

(b) For (2) above, and where the Town Engineer conditions the approval of a proposed plan on the installation of certain sediment control devices, no grading or construction at or on the property shall begin until the approved sediment control devices are installed, inspected, and approved by the Town Engineer or his designee.

(c) The applicant shall conduct all land disturbing activities in strict accordance with the applicant's approved plan.

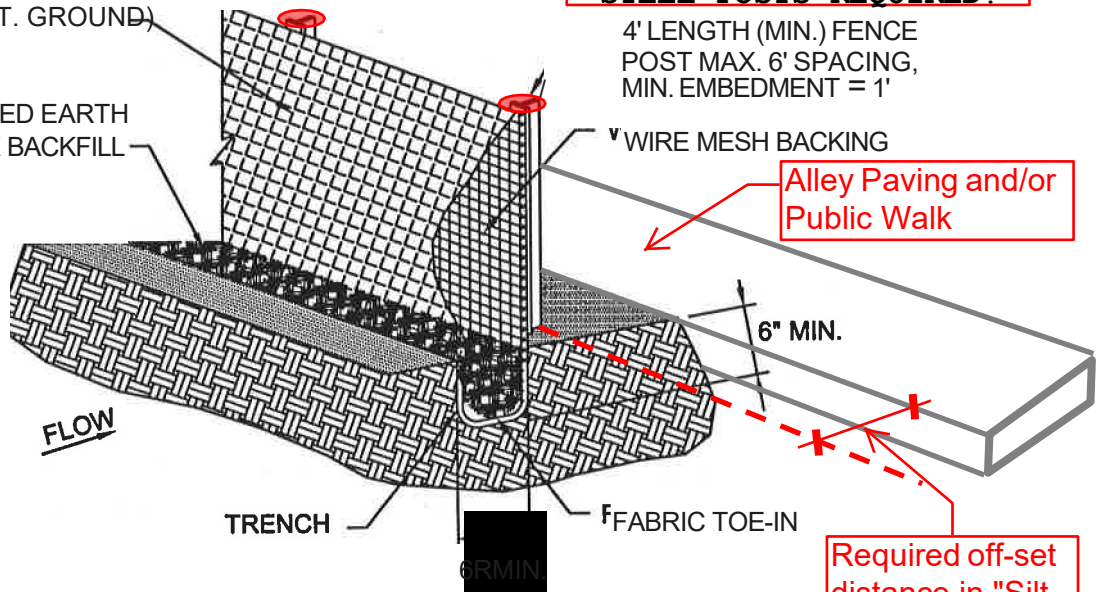
(d) By approval of the plan, should it in fact occur, neither the Town nor the Town Engineer stipulates or warrants that the proposed controls will be sufficient to prevent adverse impacts onto private or public properties. Accordingly, the Town shall not be deemed to waive, in whole or in part, its rights to pursue its legal remedies in order to prevent or to stop erosion nuisances, both under this ordinance, and all other applicable ordinances and laws.

This complete Article (Erosion/Sedimentation Control) and is available free to download from the Building Inspection Department webpage titled "Forms to Download" at www.hptx.org .

Contact: Heather Cerda, Project Coordinator – hc Cerda@hptx.org or 214-559-9358

SILT FENCE (MIN. HEIGHT
24w ABOVE EXIST. GROUND)

COMPACTED EARTH
OR ROCK BACKFILL



Plastic Top Caps Required!

STEEL POSTS REQUIRED!

4' LENGTH (MIN.) FENCE
POST MAX. 6' SPACING,
MIN. EMBEDMENT = 1'

1/2" WIRE MESH BACKING

Alley Paving and/or
Public Walk

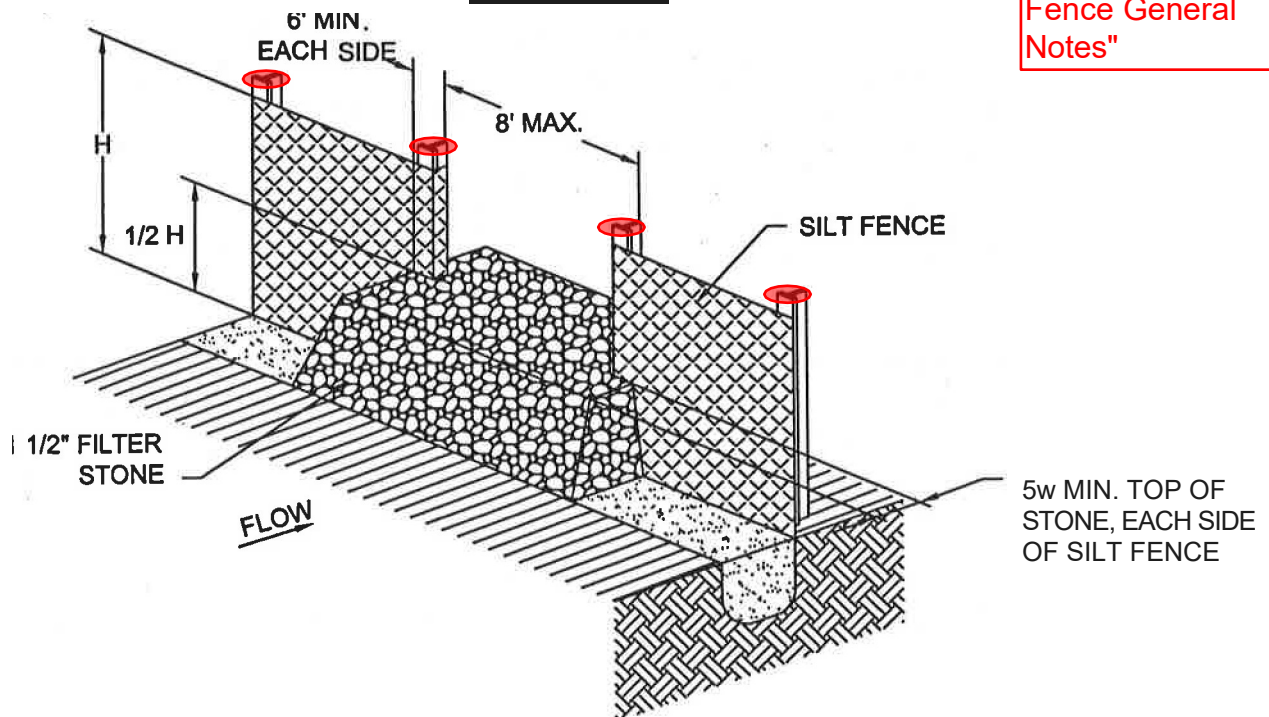
6" MIN.

TRENCH

FABRIC TOE-IN

SILT FENCE

Required off-set
distance in "Silt
Fence General
Notes"



STONE OVERFLOW STRUCTURE

SILT FENCE



STANDARD SPECIFICATION FOR

201.5

DATE STANADAO DRAWING NO.

OCT. '04

1020A

SILT FENCE GENERAL NOTES:

1. POSTS WHICH SUPPORT THE SILT FENCE SHALL BE INSTALLED ON A SLIGHT ANGLE TOWARD THE ANTICIPATED RUNOFF SOURCE. POST MUST BE EMBEDDED A MINIMUM OF ONE FOOT. **STEEL POSTS ARE REQUIRED W/PLASTIC CAPS.**
2. THE TOE OF THE SILT FENCE SHALL BE TRENCHED IN WITH A SPADE OR MECHANICAL TRENCHER, SO THAT THE DOWNSLOPE FACE OF THE TRENCH IS FLAT AND PERPENDICULAR TO THE LINE OF FLOW. WHERE FENCE CANNOT BE TRENCHED IN (e.g. PAVEMENT), WEIGHT FABRIC FLAP WITH ROCK ON UPHILL SIDE TO PREVENT FLOW FROM SEEPING UNDER FENCE.
3. THE TRENCH MUST BE A MINIMUM OF 6 INCHES DEEP AND 6 INCHES WIDE TO ALLOW FOR THE SILT FENCE FABRIC TO BE LAID IN THE GROUND AND BACKFILLED WITH COMPACTED MATERIAL.
4. SILT FENCE SHOULD BE SECURELY FASTENED TO EACH SUPPORT POST OR TO WIRE BACKING, WHICH IN TURN IS ATTACHED TO THE FENCE POST. THERE SHALL BE A 3 FOOT OVERLAP, SECURELY FASTENED WHERE ENDS OF FABRIC MEET.
5. INSPECTION SHALL BE AS SPECIFIED IN THE SWPPP. REPAIR OR REPLACEMENT SHALL BE MADE PROMPTLY AS NEEDED.
6. SILT FENCE SHALL BE REMOVED WHEN FINAL STABILIZATION IS ACHIEVED OR ANOTHER EROSION OR SEDIMENT CONTROL DEVICE IS EMPLOYED.
7. ACCUMULATED SILT SHALL BE REMOVED WHEN IT REACHES A DEPTH OF HALF THE HEIGHT OF THE FENCE. THE SILT SHALL BE DISPOSED OF AT AN APPROVED SITE AND IN SUCH A MANNER AS TO NOT CONTRIBUTE TO ADDITIONAL SILTATION.
8. Silt fence shall be set back a minimum distance of 18" from all Town sidewalks and 30" from paved alley(s). No silt fence or erosion control device/system shall be installed in an easement, unless prior approval is issued from Town.
9. In the event of a structure demolition/raze, a pre-demo and post-demo erosion control plan will be required prior to a demo permit being issued.

SILT FENCE

North Central Texas Council of Governments



STANDARD SPECIFICATION REFERENCE

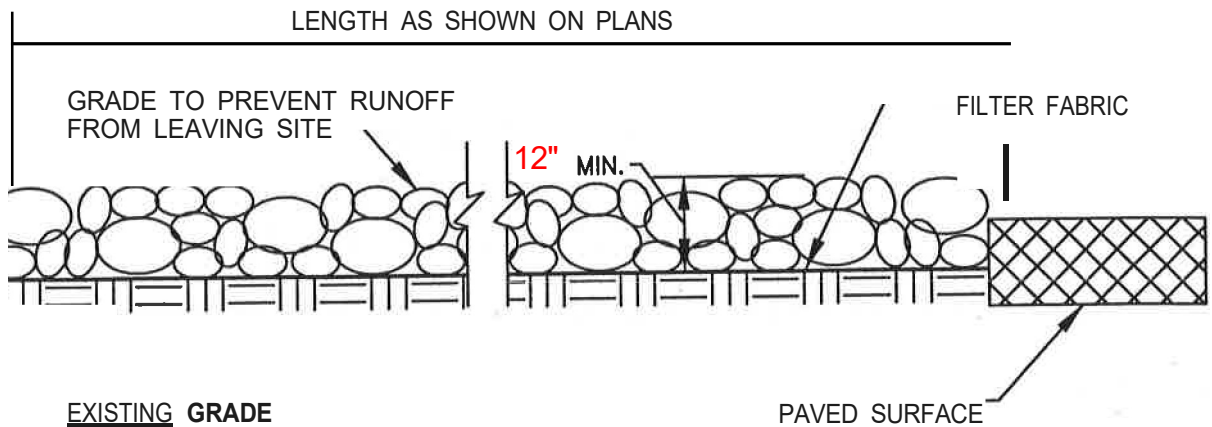
201.5

DATE

OCT. '04

STANDARD DRAWING NO.

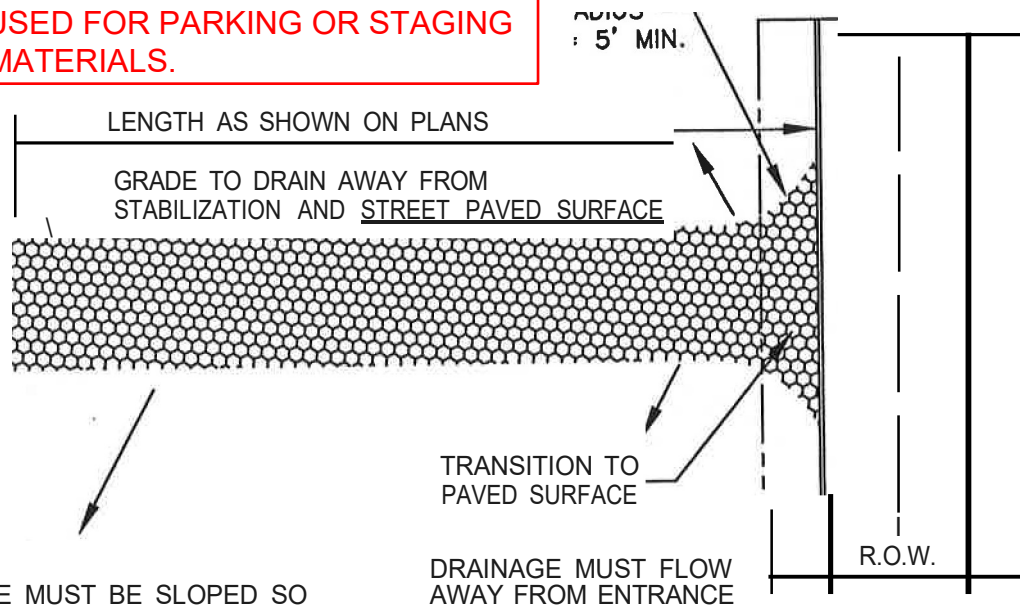
1020B



PROFILE VIEW

N.T.S.

3" TO 5" DIAMETER AGGREGATE TO BE INSTALLED ON ALL SURFACES TO BE USED FOR PARKING OR STAGING OF MATERIALS.

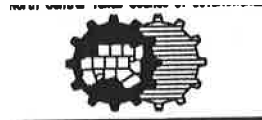


ENTRANCE MUST BE SLOPED SO THAT STORM WATER IS NOT ALLOWED TO LEAVE THE SITE AND ENTER ROADWAYS.

PLAN VIEW

N.T.S.

**STABILIZED CONSTRUCTION
ENTRANCE**



STANDARD SPE 110N REF 111%

201.10

DATE

OCT.-'04

STANDARD DRAWING NO.

1070A

STABILIZED CONSTRUCTION ENTRANCE GENERAL NOTES:

1. STONE SHALL BE 3 TO 5 INCH DIAMETER COARSE AGGREGATE.
2. LENGTH SHALL BE AS SPECIFIED IN THE SWPPP.
3. THE THICKNESS SHALL NOT BE LESS THAN 12 INCHES.
4. THE WIDTH SHALL BE NO LESS THAN THE FULL WIDTH OF ALL POINTS OF INGRESS OR EGRESS.
5. WHEN NECESSARY, VEHICLES SHALL BE CLEANED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO A PUBLIC ROADWAY. WHEN WASHING IS REQUIRED IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE WITH DRAINAGE FLOWING AWAY FROM BOTH THE STREET AND THE STABILIZED ENTRANCE. ALL SEDIMENT SHALL BE PREVENTED FROM ENTERING ANY STORM DRAIN, DITCH OR WATERCOURSE USING APPROVED METHODS.
6. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PAVED SURFACES. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE AS CONDITIONS DEMAND. ALL SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ONTO PAVED SURFACES MUST BE REMOVED IMMEDIATELY.
7. THE ENTRANCE MUST BE PROPERLY GRADED OR INCORPORATE A DRAINAGE SWALE TO PREVENT RUNOFF FROM LEAVING THE CONSTRUCTION SITE.
8. PREVENT SHORTCUTTING OF THE FULL LENGTH OF THE CONSTRUCTION ENTRANCE BY INSTALLING BARRIERS AS NECESSARY.
9. INSPECTION SHALL BE AS SPECIFIED IN THE SWPPP.

STABILIZED CONSTRUCTION
ENTRANCE

Nar1h C.IId Tam CUd fl II

STANDARD SPECIFICATION REFERENCE

201.11

DATE
OCT. '04

STANDARD DRAWING NO.
10708

THE TOWN OF
Highland Park
TEXAS

4700 Drexel Drive, Highland Park, TX 75205

214-521-4161 office 214-559-9335 fax

Department of Building Inspection

To Whom It May Concern:

Texas Senate Bill 509 requires that the Town of Highland Park verify that an asbestos survey has been conducted prior to issuing a renovation or demolition permit for the public and/or commercial building or lease space. Please complete the following information as it pertains to the project in question.

Address of Construction Site: _____

An asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the area being renovated and/or demolished.

☐ YES ☐ NO *

Date: _____

** If the answer is "NO", then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the Town of Highland Park.*

Owner/Operator's Name

Owner/Operator's Company Address

City/State

Zip

Signature of Owner/Operator

Phone

Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214) 521-4161 should you have any questions.

Sincerely,

The Building Inspection Department