



PERMIT APPLICATION INSTRUCTIONS

NEW CONSTRUCTION:

For new construction, the first step is to complete an application for Sewer/Water check online at https://civicgov4.com/tx_arcolapolice/portal/index.php

- a. You must know the physical address of the property. If you do not know the physical address of the property, please email CenterPoint Energy at mapsandrecords@centerpointenergy.com and provide them with the legal lot description. Place a stake on the property that displays the physical address.
****Please note, this is a requirement to perform the sewer/water check. ****
- b. Submit sewer/water application online.
- c. Results will be provided within 1-2 business days.
- d. If you decide to move forward with new construction, follow steps below.

I. Fill Dirt

1. If bringing in dirt, you must complete a fill dirt application online.
2. Upload a copy of your survey or sketch showing where you will place the fill dirt and approximately the number of loads.
3. Once approved, a fill dirt permit will be issued.
4. After completion of the fill dirt request an inspection online using your portal.
Please note you will not be able to move forward until an inspection has been completed and approved. **

II. Permit Application

1. Complete the building application online.
2. Upload a complete set of construction plans.
3. Please allow 3 – 5 business days for review.
4. If plans are approved, a permit will be issued to begin construction.
5. If plans are disapproved, you will be notified with a reason and given the opportunity to correct and re-submit.

CONTRACTORS:

All contractors must apply separately online and upload electrical, plumbing, mechanical license, and certificate of insurance. Inspections must be requested online using your Citizen Portal.



PERMIT APPLICATION

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.



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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



ASBESTOS COMPLIANCE STATEMENT

Project Name: _____

Project Address: _____

Pursuant to Senate Bill 509 of the 77th Legislature of the State of Texas, I hereby certify that the above referenced building is in compliance with all aspects of the National Emissions Standards for Hazardous Air Pollutants and the Texas Asbestos Health Protection Act.

SIGNED: _____

Date: _____

FLOODPLAIN ADMINISTRATOR
_____, Texas _____

DEVELOPMENT PERMIT APPLICATION

\$125.00 PERMIT FEE

STATE OF TEXAS §
COUNTY OF _____ §
APPLICATION NUMBER _____ §

1. NAME OF APPLICANT:
MAILING ADDRESS:

2. LOCATION OF PROPERTY (complete as appropriate)
If located in a subdivision:

Name of Subdivision Section No. Block No. Lot No.

If NOT located in subdivision:

Name and No. of Survey/Abstract Acreage
Location Description (Attach a vicinity map)

3. NATURE OF PROPOSED DEVELOPMENT (check and complete all that apply)

☐ Residential ☐ Placement of Fill ☐ Other

☐ Alteration of a Natural Waterway or Drainage Course

☐ Non-Residential Name and Type of Business _____

☐ New Construction ☐ Substantial Improvement to Existing Structure

WARNING: Please read and acknowledge.

The flood hazard boundary maps and other flood data used by the _____ Floodplain Administrator in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. Issuance of an exemption certificate does not imply that developments outside the identified areas of special flood hazard will be free from flooding or flood damage. Issuance of an exemption certificate shall not create Liability on the part of _____ the _____ Floodplain Administrator or any officer or employee of _____ in the event flooding or flood damage does occur.

Additional federal, state or local, permits may be required.

Signature: _____ Date: _____

4. APPLICANT MUST ATTACH: (1) PLANS, AS REQUIRED ART. 4, SEC. C. OF THE FLOODPLAIN DAMAGE PREVENTION ORDINANCE, AND (2) THE OTHER ITEMS MENTIONED IN SUCH ART. 4, SEC. C. APPLICANT MUST PROMPTLY PROVIDE OTHER INFORMATION AS THE ADMINISTRATOR MAY REASONABLY REQUEST.

FOR USE BY FLOODPLAIN ADMINISTRATOR

Is the property located in an identified flood hazard area?

☐ Yes ☐ No

Is the property located in the floodway?

☐ Yes ☐ No

FIRM Zone Designation is: _____ FIRM Panel No. _____ Dated _____

Base Flood Elevation at the site is: _____ ft. NGVD (MSL) or is unavailable _____

Is additional information required (including Letter of Map Change)?

☐ Yes ☐ No

Ensure that applicant is receiving the necessary federal, state, or local permits.

☐ Yes ☐ No

☐ Variance Issued

☐ Permit Application Approved

☐ Permit Application Denied

Floodplain Administrator: _____ Date: _____

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

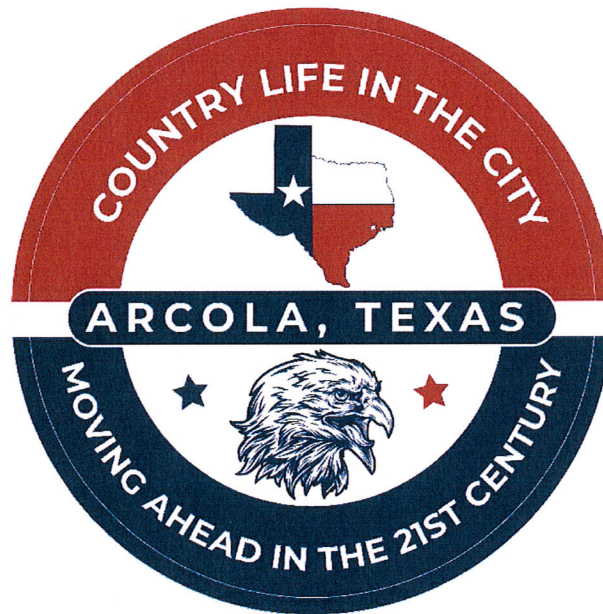
Plumbing

Drainage

International Residential Code 2015 ed

Inspection request must be submitted using your citizen portal.

CITY OF ARCOLA FEE SCHEDULE



BUDGET YEAR 2024/2025

ADMINISTRATION

GLENN “BAM BAM” COMMUNITY CENTER

	Residents	Non-Residents
Rental Fees	\$25.00 an hour	\$25.00 an hour
Deposit Fees	\$75.00 (refundable)	\$150.00 (refundable)
Rental of Community Center with Alcoholic Beverages	Flat Fee of \$250.00 in addition to rental fees – Must provide a licensed bartender with liability insurance	

COST OF COPIES OF PUBLIC INFORMATION:

<https://arcolatexas.org/FAQ.aspx?QID=88>

SALE OF ALCOHOL BEVERAGES (add ½ State fee)

TYPE OF PERMIT OR LICENSE	DESCRIPTION OF PERMIT	FEES
Brewer's Permit	Authorizes holder to manufacture ale and malt liquor and sell the ale and malt liquor only to wholesale permit holders in this state or to qualified persons outside the state.	\$750
Distiller's & Rectifier's Permit	Permit authorizes permit holder to manufacture distilled spirits and rectify, purify, and refine distilled spirits, mix liquor, bottle and package the permit holder's finished products and sell to wholesalers and qualified individuals outside this state and import from nonresident seller distilled spirits for manufacturing and rectifying purposes.	\$750

Winery Permit	Permit authorizes holder to manufacture, bottle, label and package wine containing not more than 24 percent alcohol by volume; sell wine to wholesalers, winery and wine bottler's permit holders; sell wine to ultimate consumers in unbroken packages for off-premises consumption; sell wine to permit holders authorized to sell wine to ultimate consumer (retailers); and dispense free wine for consumption on the winery premises.	\$37.50
Wholesaler's Permit	Permit authorizes holder to purchase and import distilled spirits, malt liquor, ale and vinous liquor from Nonresident Seller permittees, Brewer's Permit, other wholesalers and	\$937.50

	Class B Wholesalers, and sell same to retailer and wholesalers authorized to sell same.	
General Class B Wholesaler's Permit	Permit authorizes holder to purchase and import malt liquor, ale and vinous liquor from Nonresident Sellers, Brewer's permittees, other wholesalers and Class B Wholesaler's, and sell same to retailers and wholesalers authorized to sell same.	\$150
Local Class B Wholesaler's Permit	Permit authorizes holder to purchase and import malt and vinous liquor from Nonresident Sellers, Brewers permit holders and other wholesalers and Class B Wholesalers and sell same to retailers in the county of residence and wholesalers authorized to sell same.	\$37.50
Package Store Permits	Permit authorizes the holder to sell liquor, malt and vinous liquors on or from licensed premises at retail to consumer for off-premises consumption.	\$250
Wine Only PackageStore Permits	Permit authorizes the holder to sell ale, malt liquor, wine and vinous liquors on or from licensed premises at retail to consumer for off-premises consumption.	\$37.50
Wine and Beer Retailers Permit	Permit authorizes the holder to sell for consumption, on or off the premises where sold but not for resale, beer, ale, malt liquor and wine not more than 14 percent or 17 percent (depending on type of local-option election). Requires adequate seating area for customers.	\$87.50 (Once Fort Bend County reaches a population size of 1.4 million or more this will need to be adjusted)

Wine and Beer Retailer's Off-Premises Permit	Permit authorizes the holder to sell for off-premises consumption only, but not for resale, wine, beer, and malt liquors containing alcohol in excess of one-half of one percent (1/2 of 1%) by volume and not more than 14 percent or 17 percent of alcohol by volume (depending on type of local-option election).	\$30
Manufacturer's License(1st Establishment)	License authorizes the holder to manufacture beer and sell it to holders of general, local and branch distributor license holders and to qualified persons outside the state, and to dispense beer for on-premises consumption.	1st Establishment: \$375 2nd Establishment: \$750 3rd, 4th, and 5th Establishment: \$2,137.50/per establishment. Excess of 5 Establishments: \$4,200/per establishment over 5.
General Distributer's License	License authorizes holder to sell beer to other distributors, local distributors, private clubs and retailers in the unbroken original packages from the manufacturer or distributor, to serve free beer for consumption on the licensed premises; distribute and sell to qualified persons for shipment outside the state.	\$150
Local Distributer's Permit	Permit authorizes Package Store permittees to sell alcoholic beverages to Mixed Beverage, Private Club Registration and Private Club Exemption Certificate permittees.	\$50 (The fee is in addition to and subject to the same conditions as the fee paid for the holders of a Package Store Permit)
Retail Dealer's On-Premise License	License authorizes holder to sell beer for consumption on or off premises where sold in a lawful container to the ultimate consumer but not for resale.	\$75 (Once Fort Bend County reaches a population size of 1.4 million or more this will need to be adjusted)

	Requires adequate seating area for customers.	
Retail Dealers Off-Premise Permit	License authorizes holder to sell beer in a lawful container direct to the consumer but not for resale and not to be opened or consumed on or near the premises where sold.	\$60
Retail Dealer's On-Premise Late Hours Permit	License authorizes a Retail Dealer's On-Premise licensee or Wine and Beer Retailer's permittee to sell and serve beer or wine, beer, and ale between the hours of 1 a.m. and 2 a.m. on Sunday and between 12 p.m. and 2 a.m. on any other day.	\$125
Mixed Beverage Late Hours Permit	Permit authorizes a Mixed Beverage permittee to sell mixed beverages between the hours of 12 midnight and 2 a.m.	\$75
Mixed Beverage Permits	Permit authorizes the holder to sell mixed beverages from unsealed containers and wine, beer, ale and malt liquor in containers of any legal size for on-premise consumption.	<u>Initial Fee: \$1,500</u> <u>1st Renewal: \$1,125</u> <u>2nd Renewal: \$750</u> <u>3rd Renewal: \$375</u>
Bonded Warehouse Permit	Permit authorizes holder to store liquor for any permittee who holds a Public Storage Permit.	\$75

DEVELOPMENT SERVICES – NEW CONSTRUCTION

RESIDENTIAL DWELLING	\$0.40 PER SQUARE FOOTAGE
BUILDING SITE PLAN REVIEW FEE IS ½ OF BUILDING FEE	
DEVELOPMENT PLAN/GRADING/FILL DIRT	\$ 400.00
RESIDENTIAL APPLICATION FEE (COMMERCIAL \$200.00)	\$ 150.00
SEWER/WATER CHECK	\$ 50.00
SEWER TAP (Includes \$100.00 Deposit and \$50.00 Inspection Fee)	\$ 1,750.00
WATER TAP (Includes \$100.00 Deposit and \$200.00 Inspection Fee)	\$ 2,000.00

****EXISTING RESIDENTIAL PROJECTS AND UPGRADES, 50% REDUCTION IN PERMIT COST****
 (Does not apply to new construction, commercial, or new water/sewer taps)

BUILDING PERMIT RENEWALS: RESIDENTIAL - Expires after 180 days
 COMMERCIAL - Expires after 365 days
****EXTENSIONS – ½ COST OF PERMIT FEE****

COMMERCIAL AND RESIDENTIAL PROJECT VALUATION PERMIT FEES

HOW MUCH DOES A COMMERCIAL AND RESIDENTIAL PROJECT VALUATION COST?

Site Plan Review and Inspection (dollars)

Site Plan Review and inspection (including civil site work) is two hundred seventy-five (**\$275.00**) dollars. **This fee is in addition to the project valuation.** All fees are due at the time of plan submittal. Partial sets of plans will not be accepted.

The following fees apply to all commercial permit applications and residential projects (excluding new residential construction):

<u>Total Project Valuation (dollars)</u>	<u>Fee</u>
\$1,000.00 and less	\$50.00
\$1,001.00 to \$50,000.00	\$50.00 for the first \$1,000.00 plus \$15.00 for each additional thousand or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$700.00 for the first \$50,000.00 plus \$15.00 for each additional thousand or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$200,000.00	\$1,400.00 for the first \$100,000.00 plus \$10.00 for each additional thousand or fraction thereof, up to and including \$200,000.00
\$200,001.00 and up	\$2,400.00 for the first \$200,000.00 plus \$10.00 for each additional thousand or fraction thereof

PRELIMINARY PLAT/REPLAT/CONCEPTUAL PLAT/FINAL PLAT/CONSTRUCTION PLANS

Application Type	Per Lot	X	# of Lots	+	Per Acre	Acres not in Lot	=	Sub-Total	+	Base Fee	=	Total Fee
Conceptual Plan	\$2	X			\$10					\$1,300	=	
Preliminary, Revised Preliminary Plat	\$6	X			\$30					\$1,300	=	
Final Plat, Replat	\$12.50	X			\$80					\$1,500	=	
Large Acreage Tract	Flat Fee									\$600	=	
Amending Plat	Flat Fee									\$500	=	
Extension of Plat Approval	Flat Fee									\$250	=	
Vacation of Plat	Flat Fee									\$1,000	=	
Exemption from Platting	Flat Fee									\$300	=	

INFRASTRUCTURE PUBLIC PERMIT PROCESS CONSTRUCTION SUBMITTAL

***Consultant Fees** – Review of construction plans, reports, drainage studies, TIA's & any other documents associated with plats, site plans, mixed use concept plans or special legal instruments or submittals as necessary per application submitted. Fees include professional fees as billed by engineering and planning consultants or any consultant utilized by the city to review development applications. Fee may be waived by Permit Administrator if project is minor in nature.

Reimbursement due to the city based on actual consultant fees incurred by the city plus 20% administration fee. \$2,500, minimum as a deposit against consultant fees. Permit Administrator may reduce to \$800 against consultant fees if a project is of a minor nature where limited engineering review is anticipated.

PLUMBING PERMITS	BASE FEE	EXISTING RESIDENTS REPAIRS	\$ 75.00
		RESIDENTIAL (New & Add-Ons)	\$ 150.00
		COMMERCIAL (New & Add-Ons)	\$ 200.00
ELECTRICAL PERMITS	BASE FEE	EXISTING RESIDENTS REPAIRS	\$ 75.00
		RESIDENTIAL (New & Add-Ons)	\$ 150.00

		COMMERCIAL (New & Add-Ons)	\$ 200.00
MECHANICAL PERMITS	BASE FEE	EXISTING RESIDENTS REPAIRS	\$ 75.00
		RESIDENTIAL (New & Add-Ons)	\$ 150.00
		COMMERCIAL (New & Add -Ons)	\$ 200.00
RESIDENTIAL DEMOLITION PERMIT			\$ 250.00
RESIDENTIAL DEMOLITION DEPOSIT			\$ 500.00
COMMERCIAL DEMOLITION PERMIT (Must submit plans)			\$ 2,500.00
COMMERCIAL DEMOLITION DEPOSIT			\$ 1,000.00
SIGN PERMIT		Based on total project valuation (dollars)	
SOLAR PANEL			\$300.00
GENERATOR			\$300.00
FOUNDATION REPAIR			\$200.00
DRIVEWAY			\$250.00
ROOF			\$200.00
GAZEBO			\$100.00
POOL		Fee based on the value of the pool with proof of purchase (dollars)	
NOISE PERMIT			\$ 75.00
FENCE PERMIT		\$75.00 for the first 50 ft, \$10.25 per additional 50 ft.	
FILL DIRT			\$ 400.00
< 2 LOADS			\$ 50.00
> 2 LOADS < 5 LOADS			\$ 100.00

FIREWORKS

FIREWORK PERMIT (June 24 th – July 4 th & Dec 20 th – Jan 1 st)	\$ 500.00 per event
FIREWORK PERMIT (if sales commence before a permit is issued)	\$ 650.00 per event
FIRE MARSHAL INSPECTION (FIRE SAFETY)	\$ 100.00 per event

MOBILE FOOD UNIT

FIXED LOCATION PERMIT FEE (1 ST TIME)	\$ 625.00
(Yearly Renewal)	\$ 150.00
NON-STATIONARY PERMIT FEE (6 months term)	\$ 150.00

****PENALTIES****

Any work that is performed prior to the issuance of required permits will result in the assessment of penalty fees equal to double (2 times) the fees of the required permits.

FEES FOR SERVICES PROVIDED BY THE CITY'S APPOINTED FIRE MARSHALL

Permit Type

Annual Permits

Food and Health Inspections	\$150.00
Fire Safety	\$ 100.00
Foster Care Home	\$ 225.00
Child Day Care Facility	\$ 350.00
Auto Repair Business	\$ 350.00
Adult Personal Care Facility	\$ 375.00
Places of Assembly	\$ 375.00
Apartment Permit (per individual unit)	\$ 10.00
Health Care/Dialysis Center/Clinic/Doctors Office	\$ 475.00
Lumberyard/Roofing (Outside Stock Storage)	\$ 575.00
Dry Cleaner (onsite cleaning process)	\$ 275.00
Temporary Fuel Storage Tank	\$ 575.00
Paint Spray Booth	\$ 350.00
Compressed Gas Cylinder/Vessel	\$ 350.00
Flammable Liquid Storage	\$ 450.00
Combustible Stock/High Pile Storage	\$ 350.00
Hazardous Materials (with inventory list)	\$ 650.00

Carbon Dioxide System	\$ 250.00
Commercial Fire Alarm Panel	\$ 150.00
<i>Single Event/1-Time Use Permits</i>	
Carnival/Fair/Special Event	\$ 150.00
Hot Work	\$ 250.00
(Asphalt Roofing/Cutting/Torching)	
Tent Use	\$ 200.00
Explosives (Storage)	\$1,300.00
Helicopter (Private Use)	\$1,300.00
<i>Services Provided</i>	
General Plan Set Review	\$ 250.00
Hazardous Materials Plan Review	\$ 1,050.00
High-Pile Storage Plan Review	\$ 850.00
Access Control System Plan Review	\$ 250.00
Plan Review Administrative Fee (for each plan type and per review including resubmittals) (NEW)	\$ 100.00
Fire Service Visual Inspection Prior to Coverup (NEW)	\$ 150.00
Underground Hydrostatic Test	\$ 200.00
Sprinkler Hydrostatic Test	\$ 150.00
Flow Test (Static/All)	\$ 250.00
Fire Pump Test (per pump)	\$ 300.00
Fire Sprinkler System (installation 1st 10,000 SF) Plan Review	\$ 300.00
Fire Sprinkler (each additional 10,000 SF) Plan Review	\$ 300.00
Add/Relocate/Remove 1-25 Sprinkler Heads	\$ 225.00

Add/Relocate/Remove 26+ Sprinkler Heads	\$ 300.00
Specialty Fire Protection System (dry/foam/anti-freeze)	\$ 225.00 + above
Sprinkler System – Final	\$ 250.00
Other Fire Extinguishing System	\$ 250.00
Other Fire Extinguishing System - Final	\$ 250.00
Fire Alarm System (installation 1st 20,000SF) Plan Review	\$ 300.00
Fire Alarm System (each additional 20,000SF) Plan Review	\$ 175.00
Fire Alarm System - Final	\$ 250.00
Specialty Fire Protection System (dry/foam/anti-freeze)	\$ 250.00 + above
Sprinkler System – Final	\$ 250.00
Other Fire Extinguishing System	\$ 250.00
Other Fire Extinguishing System - Final	\$ 250.00
Fire Alarm System (installation 1st 20,000SF) Plan Review	\$ 300.00
Fire Alarm System (each additional 20,000SF) Plan Review	\$ 200.00
Fire Alarm System - Final	\$ 250.00
Smoke Control System Plan Review (NEW)	\$ 200.00
Smoke Control System Test	\$ 200.00
Gates/Barriers Blocking Access (per device)	\$ 150.00
Re-Inspection – Any previously Failed Fire Marshal Inspection (NEW)	\$ 150.00
Re-Inspection – Final Fire Marshal Inspection For Construction Permits (orange card) (NEW)	\$ 500.00
Re-Inspection – Final Fire Marshal Inspection For Occupancy (yellow card) (NEW)	\$ 250.00
Non-Business Hours Inspection	\$ 400.00

Inspection – No Show Fee	\$ 550.00 + applicable permits
Non-Permitted Work (all project permits)	3X TOTAL FMO permits
Fire Marshal Ordered Fire Watch	\$ 100.00 per hour

CITY OF ARCOLA PAYMENT OPTIONS AND CREDIT CARD PROCESS FEES

Municipal Court (Credit Cards)—No checks accepted.

In person/On-line - Credit Card Convenience Fee

3% of total transaction

On-line Credit Card Convenience Fee

6.5% of total transaction

Court payment paid through Traffic Payment at trafficpayment.com or 1.800.444.1187

Administration

Fee Type	Fee Amount
<i>Public Information Act Requests</i>	
Administrative Fee	Fee determined based on request
<i>Cost of Copies of Public Information</i>	
Standard Paper Copy	\$0.10 Per Page
(e.g. 11x17, Greenbar, Bluebar not Including Maps and Photographs using Specialty Paper)	\$0.50
<i>Labor Charges</i>	
For Locating, Compiling, and Reproducing	\$15.00 Per Hour
Overhead Charge	20% of labor charge
Postage & Shipping Charge	Actual Cost
Photographs	Actual costs in accordance with Policies set forth by the Attorney General of Texas

Recognition Requests

Proclamations	Costs range from \$25.00 to \$100.00
Certificate of Appreciation / Recognition	Costs range from \$25.00 to \$100.00

Alcoholic Beverage Licenses

Certificate Fee	\$10.00
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Police Department

Fee Type	Fee Amount
Annual Burglar Alarm Residential	\$50.00
Annual Commercial Burglar/Panic Button	\$120.00

False Alarm Fees

1-3 False Alarms Per Year	\$0.00
4-7 False Alarms Per Year	\$75.00 Each
8 or More False Alarms Per Year	\$125.00 Each

Solicitor/Peddler/Canvasser/Itinerant Vendor

Solicitor/Peddler/Canvasser/Itinerant Vendor (per week)	\$75.00
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Development Services

Fee Type

Festival/Trade Permit Fee

Commercial sites only – Amplified Noise (Per Event)	\$300.00
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Temporary Food Establishment Fees

(Good for up to 14 consecutive days after approval)

Event / Organizer Fee	\$200.00
Each Resubmittal from Event / Organizer	\$75.00
Vendor Fee (Each Day)	\$50.00
Event / Organizer / Vendor Late Fee (Fees may be assessed to both Vendor and Organizer)	\$50.00

Code Enforcement Fees

(a) The following fees shall be paid for mowing of private property at request of the property owner (must have a signed request to mow with billing information):

First hour (one hour minimum): \$100.00 base fee

Every hour thereafter: \$60.00 per hour

(b) If the city has to abate a violation of the Arcola Code of Ordinances on private property, the owner will be given 30 days from completion of abatement to pay all fees and expenses. If payment is not made, a priority lien will be filed on that property through the Forty Bend County Clerk's Office in the amount needed to recover all fees, expenses and penalties listed below:

MOWING

Administrative Fee	\$150
Abatement Expenses	\$100.00 per hour or contractor costs (Penalty 10 % per year)

TRASH REMOVAL

Administrative Fee	\$150.00
Abatement Expenses	\$100.00 per hour or contractor costs (Penalty 10% per year)

SECURING VACANT STRUCTURES

Administrative Fee	\$ 150.00
Abatement Expenses	\$100 per hour or contractor costs (Penalty 10% per year)

SUBSTANDARD BUILDING DEMOLITION

Administrative Fee	\$150.00
Abatement Expenses	\$100.00 per hour or contractor costs (Penalty 10% per year)