

Application Fee: \$ _____

Date Paid: _____

Permit #: _____

Building Official: _____



City of El Campo
Inspections &
Planning Department
 315 E. Jackson St.
 El Campo, Texas 77437
cityofelcampo.org

BUILDING PERMIT APPLICATION

DATE _____

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials, and signatures are complete and accurate. Additional information may be requested depending on the type of work to be conducted. If the application is incomplete or inaccurate, your permit(s) will be delayed until corrections and/or additions are received. Please submit complete application to Permit Clerk in person at City Hall (315 E. Jackson St., El Campo, TX 77437) or online at <https://elcampo.portal.iworq.net/portalhome/elcampo>.

Physical Location of Property: _____ **Business Name (if applicable):** _____

Applicant

Name: _____ Complete Mailing Address: _____

Phone: _____ Email: _____

Property Owner - ☐ *Check if same as Applicant*

Name: _____ Complete Mailing Address: _____

Phone: _____ Email: _____

Current Property Use: _____ **Current Zone:** _____

Property Type

☐ Residential-Single Family to Fourplex ☐ Commercial/Industrial/Residential (5+ units)

Project Type

☐ New Construction ☐ Remodel/Renovation/Repair ☐ Demolition ☐ Mobile Home Placement

Project Scope

FOR RESIDENTIAL 1-4 UNITS:

- | | |
|-------------------------------------|---|
| ☐ Roof | ☐ Shed /Storage Structure |
| ☐ Fence | ☐ Garage/Carport |
| ☐ Pool | ☐ 1-4 Residential Unit Structure |
| ☐ Driveway | ☐ Patio/Porch Deck or Cover only |
| ☐ Sidewalk | ☐ Patio/Porch Deck & Cover |
| ☐ Foundation | ☐ Other: _____ |
| ☐ Addition | ☐ Other: _____ |
- >new sq. ft. _____

FOR COMMERCIAL/INDUSTRIAL/RESIDENTIAL 5+ UNITS:

- | | |
|-------------------------------------|--|
| ☐ Retail | ☐ Manufacturing Facility |
| ☐ Restaurant | ☐ Agriculture Facility |
| ☐ Office | ☐ 5+ Residential Unit Structure |
| ☐ Warehouse | ☐ Other: _____ |
- Sprinklers?:** ☐ YES ☐ NO
Percent: _____ **Type:** _____
TDLR Project #: _____ ☐ Exempt

Total Valuation of Project: _____ **Project Square Footage:** _____ **Flood Zone:** _____

Description of Work: _____

NOTE: Some developments involving new construction and/or major improvements may require consultation with City staff prior to issue of building permits. Please contact the City's Inspections & Planning Department at 979-541-5020 for questions and additional information.

In making this application, I, or we, profess to be familiar with all applicable state laws, ordinances, and rules & regulations of the City of El Campo relating to buildings and premises and agree to abide by the same, and all lawful decisions of the City Inspection & Planning Department, its' representatives, the Planning & Zoning Commission and the Board of Adjustments made with reference to questions arising about work done or to be done, or undertaken under permit here applied for, if same is issued, and further agree to be responsible for full compliance with same by me or our employees or associates in such work.

Applicant Name

Applicant Signature

Date

Owner Name

Owner Signature

Date

IF **PRELIMINARY SITE PLAN SKETCH** REQUIRED, IN THE GRID AREA: USING THE SAMPLE SITE PLAN – DRAW DETAILS OF YOUR PROJECT. ADD A NORTH ARROW, AND PROJECT ADDRESS AND LEGAL DESCRIPTION (LOT, BLOCK SUBDIVISION, ETC.).

IMPERVIOUS AREA: SQUARE FOOTAGE FOR EACH DISTURBED AREA AND TOTAL
BUILDING COVERAGE: BUILDING SQUARE FOOTAGE



City of El Campo
*Inspections &
Planning Department*
315 E. Jackson St.
El Campo, Texas 77437
cityofelcampo.org

IMPERVIOUS AREA

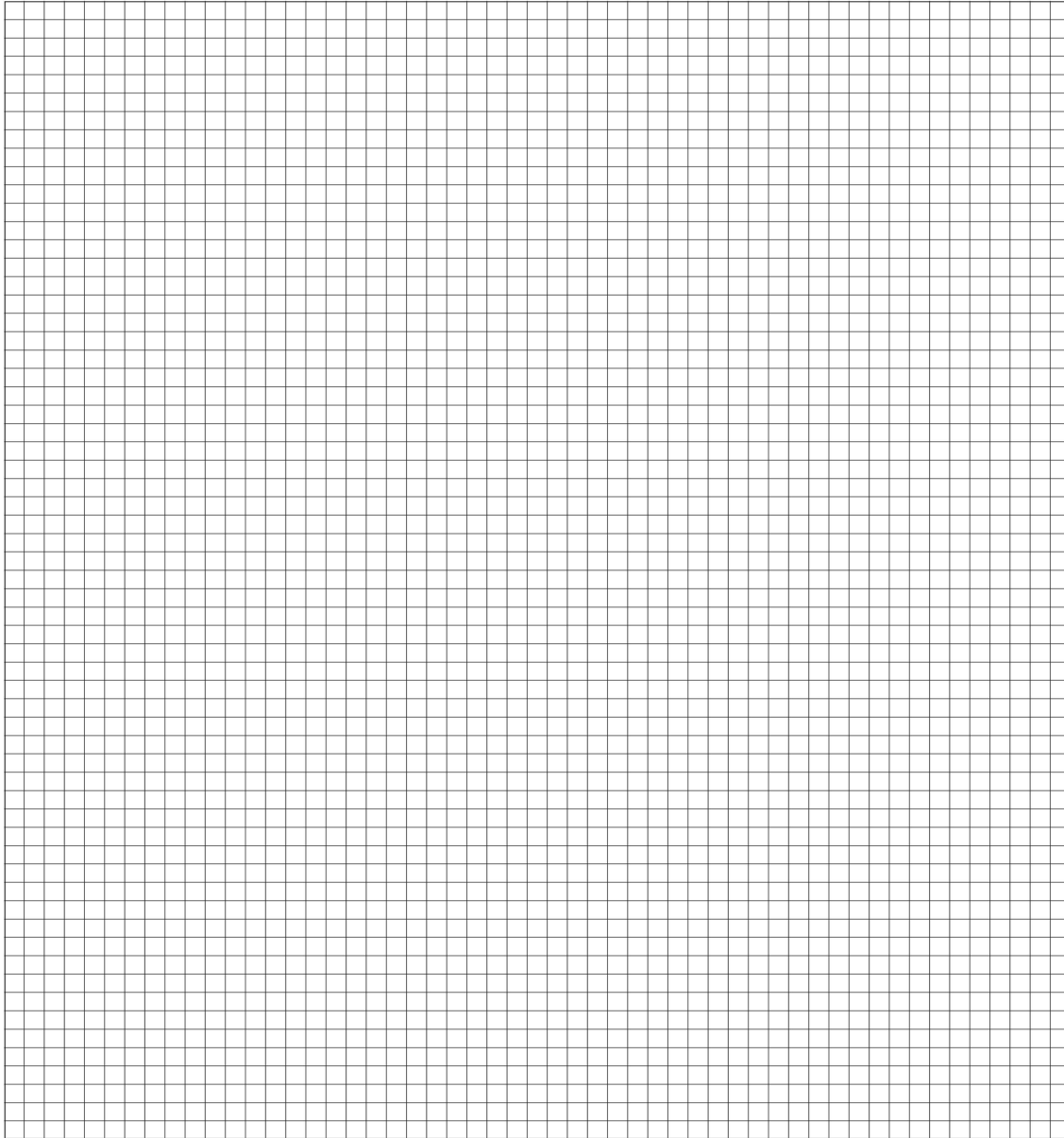
DRIVEWAY _____
PATIO _____
SIDEWALK _____
ROOF AREA _____
(INCLUDING OVERHANG)
TOTAL _____

BUILDING COVERAGE

BUILDING FOOTPRINT _____

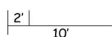
LOT AREA

LOT AREA _____



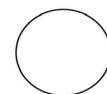
SITE PLAN

SCALE: 1" = 10'



PROJECT LEGAL

PROJECT ADDRESS



NORTH



SUBMITTAL REQUIREMENTS

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of El Campo.

A complete application must include:

- **Application Fee:** *See Fee Schedule*
- See below for additional items required for Remodel/Renovation/Repair, Additions, New Construction, and/or Demolition.

Permits needed for the following items:

*Please note, this list does not represent all types of projects that require a permit and is only intended to provide general directions.
Please contact us with questions prior to starting your project.*

- Building or replacing a fence (may require pre-permit consult)
- Replacing a roof or portions of a roof
- Building or modifying a porch, deck, stairs, landing, etc.
- Adding rooms, decks, porches, accessory buildings, etc.
- Installing new or replacing siding, doors, and windows
- Building, installing, or modifying a sign
- Building retaining wall
- Demolition (interior and exterior)
- Constructing driveways, walkways, sidewalks, etc.
- Swimming pools

Remodel/Renovation/Repair

Defined: Minor repairs/upgrades to existing structures, excluding additions

- Preliminary site plan sketch included on application form showing the structure to be repaired in relation to the property lines and other structures on property
- Other necessary information (maps, drawings, pictures, etc.) to further explain the project
- For major remodels, please consult with Building Official on any additional documents that may be required under 'New Construction/Additions'

Additions

Defined: Expanding the footprint of an existing structure

- Concept Plan showing preliminary site plan sketch included on application form showing the existing and new structures in relation to the property lines
- Complete Site Plan, Engineered/Architectural Construction Plan, and/or Landscape Plan – *Depending on the stage of the project development*
- Other necessary information (maps, drawings, pictures, etc.) to further explain the project

New Construction

Defined: Completely building new structure from the ground up

- See "**NEW CONSTRUCTION CHECKLIST**" for information needed

Demolition

Defined: Complete deconstruction or tearing down of a building structure

- Other necessary information (maps, drawings, pictures, etc.) to further explain the project

PROCESS

Building Applications will be reviewed by City staff to determine if any additional information or steps are required prior to issuing a permit. Any repairs to electrical, plumbing or HVAC require separate permits. In some cases, such as new construction residential and commercial projects, a pre-development meeting with City staff may be required. Any new construction residential/commercial applicants should contact the City of El Campo Inspections & Planning Department at 979-541-5020 to determine if applicant will be required to conduct a formal Pre-Development Meeting with City Staff.

Platting/Subdivision of lots, Rezoning Requests, Special Use Permits, and/or Variance Requests, require review and/or approval by City Council, the Planning & Zoning Commission, and/or Board of Adjustments prior to submission of permit applications and project/site plans and pre-development meetings. Failure to obtain proper permits may result in penalties. Please contact the City of El Campo Inspections & Planning Department at 979-541-5020 to discuss your project if you have questions.

FEE SCHEDULE

New Construction/Additions

Residential	Residential Construction Permit	\$40.00 + \$0.40/sq. ft. for first 6,000 sq.ft. then \$0.20/sq. ft.
	Residential Plan Review	50% of the building permit fee
Commercial	Commercial Construction Permit	Based on project valuation
	Commercial Plan Review	50% of the building permit fee

Other

Residential Driveway	\$40.00 + \$0.04/sq. ft.
Residential Fence	\$40.00 + \$0.04/sq. ft.
Residential Roof	\$40.00 + \$0.02/sq. ft.
Carport, Canopy, Patio Cover, Decks, and porches	\$40.00 + \$0.04/sq. ft.
Manufactured Home Placement	\$100.00
Demo of building/Structure	\$75.00
Special District - Planned Development	Contact City for more information
Multi-Lot Development	Contact City for more information
Floodplain Development	Contact City for more information
Plan Review:	

- (1) **Residential/commercial staff plan review:** 50% of the building permit fee.
- (2) **Third-party engineer plan review** (when required): Pass through or actual cost of engineer's review fee. A minimum deposit of \$500.00 to cover anticipated engineer review costs shall be made when a plan submission requires engineer plan review. Any remaining engineer review fees must be paid prior to release of any permits.
- (3) **Residential/commercial express plan review:** 75% of the building permit fee.
- (4) **Third-party express engineer plan review** (when required): Pass through or actual cost of engineer's review fee. A minimum deposit of \$1,000.00 to cover anticipated engineer review costs shall be made when a plan submission requires an engineer plan review. Any remaining engineer review fees must be paid prior to release of any permits.

SETBACK REQUIREMENTS

Structures being placed or constructed and are considered 'permanent' or immobile must be within certain setback distances from property lines. These setback regulations vary for each zone- see below for a reference sheet on how far to build from property setback lines:

ZONE	FRONT	REAR	SIDE	CORNER
(R-1E) Single-Family Residential Estate District	50 feet from street right-of-way	50 feet	15 Feet	30 feet
(R-1) Single Family Residential District	25 feet from street right-of-way	20 feet	6 feet	15 feet
(R-1S) Single-Family Small Lot Residential District	20 feet from street right-of-way	15 feet	6 feet	15 feet
(R-1M) Single-Family Manufactured Home Park/Subdivision	25 feet from street right-of-way -OR- 20 feet from a private street easement	20 feet	10 feet	15 feet
(R-2) Mixed Residential District	25 feet from street right-of-way	20 feet	6 feet	15 feet
(R-3) Multiple-Family Residential District	25 feet from street right-of-way	25 feet	10 feet	20 feet
(C-1A) Neighborhood Business District	25 feet from street right-of-way	None -OR- 15 feet if adjacent to a residential district	None -OR- 6 feet if adjacent to a residential district	10 feet
(C-1) Light Commercial District	25 feet from street right-of-way	None -OR- 15 feet if adjacent to a residential district	None -OR- 6 feet if adjacent to a residential district	10 feet
(C-2) General Commercial District	25 feet from street right-of-way	None -OR- 20 feet if adjacent to a residential district	None -OR- 10 feet if adjacent to a residential district	10 feet
(CBD) Central Business District	Building /structures setbacks compatible with existing structures on either side or nearest structure within block			
(M-1B) Industrial Business Park District	25 feet from street right-of-way	None -OR- 20 feet if adjacent to residential district	None -OR- 10 feet if adjacent to a residential district	10 feet
(M-1) Light Industrial District	25 feet from street right-of-way	None -OR- 20 feet if adjacent to residential district	None -OR- 10 feet if adjacent to a residential district	10 feet
(M-2) General Industrial District	25 feet from street right-of-way	None -OR- 20 feet if adjacent to residential district	None -OR- 10 feet if adjacent to a residential district	10 feet



City of El Campo
*Inspections &
Planning Department*
315 E Jackson St
El Campo Texas 77437
cityofelcampo.org

NEW CONSTRUCTION CHECKLIST *RESIDENTIAL*

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of El Campo.

A complete application must include:

- **Building Permit Application Form**
- **Application Fee: *See Fee Schedule***
- **Plan Review Fee: *See Fee Schedule***
- **1 complete digital set of plans with information listed below**
- **1 full size 2'x3' set (*will require a 2nd copy once plans approved*)**
- **See below for additional items required for New Construction**

Items Needed

- **Site Plans:** Site plans must be drawn to a scale of 1" = 20'. Site plans must show legal description (lot, block, subdivision), north arrow and scale, property lines and lot dimensions, easements, proposed structure and all existing buildings, driveways and sidewalk dimensions, setbacks shown for all sides, and the address and legal description of the lot.
- **House Plans** - Floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, sheer wall details (engineered if required by the city).
- **Floor Plans:** Must be drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights. Exterior elevation plans drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs
- **Foundation Plans:** (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (Refer to IRC for additional requirements) drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.
- **Structural Plans:** Where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.
- **Plumbing Plans:** (may be combined with floor plan) Must be drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.
- **Mechanical Plans:** (may be combined with floor plan) Must be drawn to a scale of 1/4" = 1'. Mechanical plans must include diagrams, location and nature and extent of the work proposed.
- **Electrical Plans:** (may be combined with floor plan) Must be drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.
- **Landscape Plan:** all new construction sites must comply with the City's landscape plan. See City of El Campo's Code of Ordinances, Chapter 10 Unified Development Code, Article 13 Landscape and Tree Preservation for minimum landscaping requirements.
- **Elevation Certificate:** If property located in a floodplain, an elevation certificate will be required for application.
- **Other necessary information (maps, drawings, pictures, etc.) to further explain the project**



City of El Campo
*Inspections &
Planning Department*
315 E Jackson St
El Campo Texas 77437
cityofelcampo.org

NEW CONSTRUCTION CHECKLIST **COMMERCIAL**

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of El Campo.

A complete application must include:

- **Building Permit Application Form**
- **Application Fee: See Fee Schedule**
- **Plan Review Fee: See Fee Schedule**
- **1 complete digital set of plans with information listed below**
- **1 full size 2'x3' set (will require a 2nd copy once plans approved)**
- **See below for additional items required for New Construction**

Items Needed

- **Site Plans:** Site plans must be drawn to a scale of 1" = 20'. Site plans must show legal description (lot, block, subdivision), north arrow and scale, property lines and lot dimensions, easements, proposed structure and all existing buildings, driveways and sidewalk dimensions, setbacks shown for all sides, and the address and legal description of the lot.
- **Foundation Plans:** (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (Refer to IRC for additional requirements) drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.
 - **Engineer's foundation design letters.** Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.
- **Building Plans:** Floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, sheer wall details (engineered if required by the city).
- **Floor Plans:** Must be drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights. Exterior elevation plans drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.
- **Structural Plans:** Where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.
- **Plumbing Plans:** (may be combined with floor plan) Must be drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.
- **Mechanical Plans:** (may be combined with floor plan) Must be drawn to a scale of 1/4" = 1'. Mechanical plans must include engineering calculations, diagrams, location and nature and extent of the work proposed.
- **Electrical Plans:** (may be combined with floor plan) Must be drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.
- **Landscape Plan:** all new construction sites must comply with the City's landscape plan. See City of El Campo's Code of Ordinances, Chapter 10 Unified Development Code, Article 13 Landscape and Tree Preservation for minimum landscaping requirements.
- **Elevation Certificate:** If property located in a floodplain, an elevation certificate will be required for application.
- **TxDOT Driveway Permit:** Driveways accessing State Highways require TxDOT permits, copies of the permit will be required for new commercial construction applications
- **Texas Department of Licensing & Regulation (TDLR):** Commercial projects valued at over \$50,000 are required to register with state and obtain a TDLR number, this number will be required for commercial applications.
- **Other necessary information (maps, drawings, pictures, etc.) to further explain the project**
Examples: Land Use Information, ADA Registration #, Asbestos Survey, Sign Plans, Drainage Plan, Special Inspection Requirements