

BUILDING PERMIT APPLICATION ADDITION AND ROOM ENCLOSURE CHECKLIST

Building Permit #		Owners Name	
PERMIT APPLICATION FOR: (Address)			
Total 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 #	
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Main Structure	DESCRIPTION OF PROPOSED WORK: (PLEASE CHECK ALL THAT ARE APPLICABLE)		
	RESIDENTIAL-NEW CONSTRUCTION		
	NON-RESIDENTIAL-NEW CONSTRUCTION		
	ADDITION TO EXISTING BUILDING		DUPLEX
	MANUFACTURED HOME		MOVING BUILDING
	ENCLOSED PORCH		OTHER

Accessory Structure		DESCRIPTION OF PROPOSED WORK: (PLEASE CHECK ALL THAT ARE APPLICABLE)			
		STORAGE BUILDING			
		UNENCLOSED PORCH			
		GARAGE		CARPORT	
				LANDING	
				DECK	
				TERRACE	
				OTHER	

Foundation & Slab				NEW			EXISTING
Material:			CONCRETE			WOOD	NONE

Building:			HEIGHT			SQFT			STORIES
		# BEDROOMS			# BATHROOMS			# ROOMS	

Easements on Property?			YES			NO
Floodplain?			YES			NO

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
☐	A COMPLETED BUILDING PERMIT APPLICATION FORM	☐
☐	ENTIRE PROPERTY BOUNDARIES STAKED AND FLAGGED	☐
☐	PROPOSED EXTERIOR DIMENSIONS OF THE PROJECT ARE STAKED AND STRING LINED	☐
☐	WHERE THE STRUCTURE WILL BE LOCATED	☐
☐	THE PLAN REVIEW FEE	☐
☐	ELECTRICAL PERMIT	☐
☐	PLUMBING PERMIT	☐
☐	MECHANICAL PERMIT	☐

CONSTRUCTION PLANS. TWO (2) SETS OF BUILDING PLANS, DRAWN TO SCALE. RESIDENTIAL PLANS FOR ANY BUILDING TWO STORIES AND OVER AND ALL STRUCTURES OVER 3,500 SQUARE FEET REQUIRE ALL STRUCTURAL DRAWINGS AND DETAILS TO BE SEALED, SIGNED, AND DESIGNED BY A STATE OF TEXAS REGISTERED ENGINEER OR ARCHITECT (EXCEPT FOR PRE-ENGINEERED SYSTEMS) STATING COMPLIANCE WITH THE CITY BUILDING CODE. THE SEAL AND SIGNATURE MUST BE ORIGINAL ON ALL SETS.

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
	EXISTING STREETS, STREET RIGHT OF WAYS AND ALLEYS SURROUNDING THE PROPERTY	
	ASSESSOR'S PARCEL NUMBER	
	NORTH ARROW AND THE SCALE USED	
	SETBACKS: SHOW FRONT, SIDE, REAR AND SIGHT TRIANGLE SETBACKS (IF APPLICABLE).	
	DESIGNATE WHICH ARE THE FRONT, SIDE AND REAR PROPERTY LINES	
	LABEL AND DIMENSION REQUIRED FOR PROPOSED FRONT, SIDE AND REAR YARDS.	
	PROPERTY LINES, DIMENSIONS OF THE LOT/LOTS AND SQUARE FOOTAGE OF LOT/LOTS	
	SQUARE FOOTAGE OF TOTAL BUILDING	
	STRUCTURES: SHOW ALL STRUCTURES, THEIR DIMENSIONS AND FLOOR AREA. LABEL WHETHER	
	EXISTING OR PROPOSED, LABEL THEIR USES	
	DISTANCES FROM THE PROPOSED STRUCTURE TO THE PROPERTY LINES & OTHER BUILDINGS ON SITE	
	DRIVEWAYS AND PARKING: LABEL AND SHOW LOCATION OF ON-SIGHT PARKING AND DRIVEWAYS.	
	LOCATION OF EXISTING AND PROPOSED EASEMENTS (IF APPLICABLE)	
	LOCATION OF WATER METER AND SEWER CONNECT OR WATER WELL LOCATION AND SEPTIC TANK	
	DRAIN FILL OR SEWER LINES	

Applicant	FLOOR PLANS. SUBMIT TWO COPIES EACH: FLOOR PLAN (DRAWING) MUST INCLUDE:	Staff
	SQUARE FOOTAGE FOR EACH FLOOR, INCLUDING DECKS, PORCHES AND GARAGES	
	FLOOR LAYOUT: SHOW ARRANGEMENTS OF WALLS; NOTE PROPOSED USE AND DIMENSIONS OF	
	ALL ROOMS: SHOW STAIRS, HALLWAYS, RESTROOMS AND DECKS	
	WINDOWS AND DOORS: SHOW LOCATION AND DIMENSIONS OF ALL WINDOWS AND DOORS, AND	
	INDICATE OPENING DIRECTION AND SIZE.	
	FIXTURE LOCATION: SHOW LOCATIONS OF HOT WATER HEATER, BATHROOM FIXTURES,	
	MECHANICAL EQUIPMENT ETC.	

Applicant	ELEVATION PLANS. ELEVATION PLAN (DRAWING) MUST INCLUDE:	Staff
	SHOW ELEVATIONS: INCLUDE FRONT, REAR, LEFT AND RIGHT ELEVATIONS. SHOW	
	MAXIMUM BUILDING HEIGHT.	
	ROOF: SHOW ROOF OVERHANGS AND INDICATE PITCH OF ROOF	
	SIDING: NOTE EXTERIOR SIDING AND ROOF COVERING	
	OPENINGS: SHOW DOORS AND WINDOWS	

Applicant	STRUCTURAL CROSS SECTIONS AND DETAILS (DRAWINGS) MUST INCLUDE:	Staff
	SHOW A TYPICAL WALL SECTION WITH ALL MATERIALS LABELED; INDICATED SIZE AND SPACING OF ALL	
	MEMBERS; INCLUDE ALL DIMENSIONS; SHOW INSULATION, SHEATHING, CONNECTIONS, SIDING, ETC.	
	SHOW TYPICAL ROOF SECTION WITH ALL MATERIALS LABELED; INDICATE SIZE AND SPACING OF ALL	
	MEMBERS; INCLUDE ALL DIMENSIONS, VENTING, INSULATION AND CONNECTION.	
	SHOW TYPICAL FOUNDATION AND FLOOR SECTION WITH ALL MATERIALS LABELED; SHOW SIZE AND	
	SPACING OF ALL MEMBERS; ALL DIMENSIONS, WALL THICKNESS, REINFORCING BAR SIZE AND	
	SPACING, REINFORCING BAR CLEARANCE, FOOTING DEPTH BELOW GRADE, CLEARANCE BETWEEN	
	GRADE AND SILL PLATE, MAXIMUM WALL HEIGHT, CONNECTIONS, ANCHOR BOLT SIZE AND SPACING,	
	CONNECTION BETWEEN FLOOR AND FOUNDATION, SLAB THICKNESS	
	PROVIDE FOUNDATION PLAN FOR PROPOSED STRUCTURE. IF CONCRETE, SHOW SIZE OF FOOTER,	
	DIMENSIONS OF SLAB AND ALL REINFORCEMENT. INDICATE WIRE MESH OR FIBER MESH AND	
	CONCRETE STRENGTH AND THICKNESS. IF FRAME, PROVIDE FLOOR FRAMING PLAN INDICATING SIZE,	
	TYPE AND SPAN OF ALL LUMBER. IDENTIFY ALL CONNECTORS AND FASTENERS INCLUDING SIZE AND	
	SPACING.	

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 HEARBY 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 _____

HOMEOWNER CLAUSE: AS THE HOME OWNER, YOU HAVE THE OPPORTUNITY TO BE YOUR OWN CONTRACTOR PROVIDED THE FOLLOWING CONDITIONS ARE TRUE: 1) YOU ARE THE PROPERTY OWNER; 2) THE CONSTRUCTION WILL BE 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 _____

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

CHECKLIST/PERMIT		APPROVED		DENIED
CITY OFFICIAL SIGNATURE				DATE
CHECKLIST/PERMIT		APPROVED		DENIED
CITY OFFICIAL SIGNATURE				DATE

CERTIFICATE OF OCCUPANCY

CITY OFFICIAL SIGNATURE						
Paid Plan Fee	Check #		Amount		Receipt #	
Difference owed	Check #		Amount		Receipt #	
Total Permit Fee	Check #		Amount		Receipt #	