

PERMIT APPLICATION

Please fill in all pages of this application and the applicable checklist/s

Building Permit Number (to be filled by city staff): _____

Information to be provided by the applicant:

- **Contractor Registration**
- Completed **Permit Application** (this permit application) ☐ Residential ☐ Commercial
- Completed applicable **Specific Application Checklist** (for the specific permit)
- All items noted in the applicable **Specific Application Checklist**
- Applicable **Application Processing Fees**

Complete all fields. Mark N/A if not applicable

Project Address: _____	
Tax ID#: _____	Valuation: _____
Project/type of work: _____	
Area (Square Feet): Living: _____	Garage: _____ Number of stories: _____
Covered Porch: _____	Total (Square Feet): _____
Is this property in the floodplain? ☐ No ☐ Yes If yes, complete the Flood Zone Application	
Does this building have a fire sprinkler? ☐ Yes ☐ No	
Please select the permit type. Please attach additional information for each project type as listed in Specific Application Checklist	
☐ New Construction/Remodel/Addition/Moving/Manufactured Buildings	☐ Solar Panels ☐ Lawn Irrigation
☐ Mechanical/Electrical/Plumbing	☐ Swimming Pool ☐ Roofing
☐ Fence ☐ Accessory Building	☐ Sign ☐ Demolition
☐ Culvert ☐ Driveway	
☐ Flood Zone ☐ Fire Permit	
☐ Other (specify): _____	
Please use a separate application for Certificate of Occupancy	

*Note: No building permit will be issued until one copy of the recorded final plat has been provided to the City.
(Section 48-182 of the City Code of Ordinances)*

Applicant's Information:

Name: _____
Contact Person: _____
Address: _____
Phone Number: _____ E-mail: _____

Property Owner's Information: (If the owner is not the applicant)

Owner Name: _____
Owner Address: _____
Owner Phone Number: _____ E-mail: _____

Please complete the following as applicable:

Engineer Name: _____	E-mail: _____ Phone Number: _____
Architect Name: _____	E-mail: _____ Phone Number: _____
General Contractor Name: _____	E-mail: _____ Phone Number: _____

City of Brookshire
4029 5th Street Brookshire, TX 77423-0160
Office: (281) 375-5050 Fax: (281) 375-5045
permits@brookshiretx.gov

Mechanical Contractor Name: _____	E-mail: _____ Phone Number: _____
Plumbing Contractor Name: _____	E-mail: _____ Phone Number: _____
Electrical Contractor Name: _____	E-mail: _____ Phone Number: _____

Please note:

1. Please check the appropriate box for the type of permit being applied for and provide the items as required in the attached applicable Specific Application Checklist.
2. All permits require final inspection.
3. A certificate of occupancy must be issued before any building is occupied.
4. All provisions of law and ordinances governing this type of work will be complied with whether specified or not.
5. The granting of a permit does not give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.
6. All the Construction Plans need to be submitted as one PDF (preferable) and the application and supporting documents need to be included as another combined PDF.
7. Brookshire Katy Drainage District (BKDD) approval – Please contact BKDD to obtain the application form. Building permit will not be issued without the approval from BKDD.
8. Brookshire Municipal Water District (BMWD) approval - Please contact BMWD to obtain the application form. Building permit will not be issued without the approval from BMWD.
9. Texas Department of Transportation (TxDOT) approval (if required) - Please contact TxDOT to obtain the application form. Building permit will not be issued without the approval from TxDOT (if required).
10. Construction Site Guidelines:
 - Please remove all tree cuttings and brush from the site. Fresh wounds must be painted within 1 hour after cutting.
 - Please remove trash and debris daily to prevent it from blowing onto adjoining property.
 - Please confine your working hours to reasonable times to abide by the contractor/subcontractor work hour restrictions.

I hereby certify that I have read and examined this application and know the same to be true and correct.

Signature of Applicant: _____

Date: _____

Signature of Owner: _____

Date: _____

(If other than the applicant. Signed letter of authorization is required if the application is signed by someone other than the property owner)

OFFICE USE ONLY:

City of Brookshire Approval		Date Approved:	
Floodplain Administrator's Approval		Date Approved:	

Received Date: _____

Total Permit Fee: _____

Receipt #: _____

Issued Date: _____

Issued By: _____

FLOOD ZONE PERMIT APPLICATION

Approval from the City is required for any work performed in the flood zone

Please submit the **Permit Application** (attached) with all supporting documentation listed in the **Specific Application Checklist** below. Applications may be submitted in person or electronically (pdf format) by e-mail. For electronic submittals, please include the address of the property and the type of application in the subject line of the e-mail.

Incomplete and partial applications will not be accepted.

Submit application packets to permits@brookshiretx.gov

Please include the following in the subject line of the e-mail: Address of the project/Commercial or Residential/Type of permit. Example: 1000 Main Street/Commercial/Fence Permit

Contractors Registration will need to be sent in a separate email to permits@brookshiretx.gov

Subject Line: Name of Contractor's business/ Address of the property

General Provisions (APPLICANT to read and sign)

1. No work of any kind may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Compliance and/or Occupancy is issued.
5. The permit will expire if no work or construction is commenced within six (6) months of issuance, or if construction or work is abandoned for a period of six (6) months at any time after work is commenced.
6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements. Separate permits are required for building, electrical, plumbing, heating, ventilation, or air conditioning.
7. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.
8. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law relating to construction, nor does it give authorization or approval to encroach on any easement or property or violate any deed restrictions.
9. The City of Brookshire shall never be liable for any damage or loss by reason of the issuance hereof.
10. Each holder and other persons acting under authority of this permit are personally responsible for compliance with all the above provisions and assume the entire risks incidental to the work being permitted.
11. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
12. THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

APPLICANT'S SIGNATURE _____ DATE _____

APPLICANT'S NAME (In Print) _____

SPECIFIC APPLICATION CHECKLIST

Please submit the following items or indicate NA if not applicable

DESCRIPTION OF WORK (Check all applicable boxes):

ACTIVITY

- ☐ New Structure
- ☐ Addition
- ☐ Alteration
- ☐ Relocation
- ☐ Replacement
- ☐ Demolition

STRUCTURE TYPE

- ☐ Residential (Single Family)
- ☐ Residential (Duplex)
- ☐ Residential (Multi-Family)
- ☐ Non-Residential
- ☐ Floodproofing
- ☐ Combined Use (Residential & Commercial)
- ☐ Manufactured Home (Single Lot)
- ☐ Manufactured Home (Manufactured Home Park)

PROPOSED DEVELOPMENT ACTIVITIES:

- ☐ Clearing ☐ Filling ☐ Mining ☐ Drilling ☐ Grading
- ☐ Excavation (Except for Structural Development Checked Above)
- ☐ Watercourse Alteration (Including Dredging and Channel Modifications)
- ☐ Drainage Improvements (Including Culvert Work)
- ☐ Road, Street, or Bridge Construction
- ☐ Subdivision (New or Expansion)
- ☐ Utility Extensions (Water, Sanitary, and Gas)
- ☐ Individual Water or Sewer System (If allowed by Ordinance)
- ☐ Other (Please Specify)

DESCRIPTION:

- ☐ Completed Permit Application form (Attached)
- ☐ Pre-development meeting with the staff (Recommended)
- ☐ Application Processing Fees and other application fees.
- ☐ Letter of intent explaining the request in detail and reason for the request.
- ☐ Authorization required on the form if the application is signed by someone other than the property owner.
- ☐ Location map clearly indicating the site in relation to adjacent streets and other landmarks.
- ☐ One (1) copy of proof of ownership (examples include property deed or current year tax statement)
- ☐ Copy of Approved Recorded Plat (if applicable)
- ☐ Contractor Registration
- ☐ Recent survey including the flood plain location if applicable
- ☐ Elevation Certificate
- ☐ Site Plan
- ☐ Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing of utilities located below the first floor, and details of enclosures below the first floor.
- ☐ Subdivision or other development plans. (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is lesser, the applicant must provide "100-year" flood elevations if they are not otherwise available.
- ☐ Plans showing extent of watercourse relocation and/or landform alterations.

- ☐ Change in water elevation (in feet) _____
- ☐ Top of new compacted fill elevation _____ ft. NGVD (MSL).
- ☐ Floodproofing protection level (non-residential only) _____ ft. NGVD (MSL). For floodproofed structures, applicant must attach certification from registered engineer or architect.
- ☐ Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the "100-year" flood. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- ☐ Plan and certifications addressing mitigation of fill.
- ☐ Grading/ Drainage Plans

FLOODPLAIN DETERMINATION

Floodplain Determination (To be completed by the Local Administrator)

The proposed development is located on FIRM Panel No. _____ Dated _____

The Proposed Development:

- ☐ Is NOT located in a Special Flood Hazard Area (Notify the applicant that the application review is complete, and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED).
- ☐ Is partially located in the Special Flood Hazard Area, but building/development is NOT.
- ☐ Is located in a Special Flood Hazard Area
FIRM Zone designation is _____
"100-Year" flood elevation at the site is: _____ ft. NGVD (MSL)
☐ Unavailable
- ☐ Is located in the floodway.
FBFM Panel No. _____ Dated: _____

(If different from the FIRM panel and date)

SIGNATURE: _____ DATE: _____

PERMIT DETERMINATION (To be completed by LOCAL ADMINISTRATOR)

I have determined that the proposed activity: A. ☐ Is
B. ☐ Is not

In conformance with provisions of Code of Ordinance Chapter 16, FLOODS. The permit is issued subject to the conditions attached to and made part of this permit.

SIGNATURE: _____ DATE: _____

If Box A is checked, the Local Administrator may issue a Development Permit upon payment of designated fee.

If Box B is checked, the Local Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Local Administrator or may request a hearing from Board of Appeals.

APPEALS: Appealed to Board of Appeals? ☐ Yes ☐ No

Hearing Date: _____

Appeals Board Decision – Approved? ☐ Yes ☐ No

Reasons/Conditions:

AS-BUILT ELEVATIONS (To be submitted by **APPLICANT** before Certification of Compliance is issued)

The following information must be provided for structures that are part of this application. This section must be completed by a registered professional engineer or a licensed land surveyor (attach a certification to this application).

Complete 1 and 2 below:

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement is _____ ft. NGVD (MSL).
2. Actual (as-Built) Elevation of floodproofing protection is _____ ft. NDVG (MSL).
3. Actual (As-Built) Fill Mitigation.

COMPLIANCE ACTION (To be completed by **LOCAL ADMINISTRATOR**)

The LOCAL ADMINISTRATOR will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for flood damage prevention.

INSPECTIONS DATE: _____ BY: _____ DEFICIENCIES? ☐ Yes ☐ No
DATE: _____ BY: _____ DEFICIENCIES? ☐ Yes ☐ No
DATE: _____ BY: _____ DEFICIENCIES? ☐ Yes ☐ No

CERTIFICATE OF COMPLIANCE (To be completed by **LOCAL ADMINISTRATOR**)

Certificate of Compliance issued: DATE: _____ BY: _____