



3301 Carmen Avenue, 78575
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PERMIT# _____

DATE ISSUED _____

PERMIT FEE \$ _____

BUILDING PERMIT APPLICATION

- * The Building Committee meets on the 1st and 3rd THURSDAY of the month ONLY.
- * **DEADLINE:** Submission of application AND all plans/drawings to the Town is the **FRIDAY before the meeting at 12:00 NOON**
- * This application MUST be accompanied by:
 - ☐ One complete set of scaled house plans/drawings on 24" X 36" paper.
 - ☐ Include all existing buildings and structures along with any new improvements.
 - ☐ Include a Certified Plot Plan/Site Plan with a sealed STAMP by a Registered Professional Surveyor on 11" X 17" paper (remember to mark setbacks on all four sides of structure and mark and measure to the wall and the OVERHANG)
 - ☐ Include a Foundation Plan drawn to scale on 11" X 17" paper with a sealed STAMP by a Registered Professional Engineer
 - ☐ Once applications/plans are approved turn one USB copy of the approved house plans/drawings to scale.

The undersigned hereby applies for a building permit for the erection, or the improvements herein described on:

Lot# _____ Block# _____ Section# _____ Address _____

Resaca Lot _____ Golf Course Lot _____ Zoning Classification: _____ New Home _____ Garage _____ Driveway _____ Mailbox _____

Home Addition _____ Home Repair _____ Seawall _____ Dock/Pier _____ Swimming Pool _____ Fence _____ Wall _____ Gas Line/Tank _____

Sprinkler System _____ Foundation _____ Re-roof _____ Roof Repair _____ Roof Material _____

Other _____

Type of Construction _____ Percent of Masonry Exterior _____ Height of Structure _____

Finished Floor Grade _____ Location of Air Conditioner _____ Insulation Type _____

Setbacks: Front _____ Rear _____ Left _____ Right _____

Total Living Area _____ Total Square Footage of Lot _____ Gross Acreage of Lot _____

Square Footage of Structures _____ Square Footage of TOTAL Improvements _____
(not including open decks, patios and driveways) (including open decks, patios, driveways, etc.)

COST OF CONSTRUCTION \$ _____

Print
Owner _____ ADDRESS _____ PHONE _____

Print
Contractor _____ ADDRESS _____ PHONE _____

Email address: _____

The undersigned hereby agrees: All provisions of the International Residential Construction Code and all Town Ordinances shall be complied with in the erection of said improvements whether herein specified or not, and the instructions of the Building Inspector obeyed.

* Permit is valid for 1 year. *The application is valid for 6 months. *See submittal guidelines on back →*

Signature of _____ date _____ Signature of _____ date _____
Applicant → Owner →

For office use only:

1 _____ date _____ 4 _____ date _____

2 _____ date _____ 5 _____ date _____

3 _____ date _____ 6 _____ date _____

TOWN OF RANCHO VIEJO - BUILDING COMMITTEE
SUBMITTAL AND APPROVAL PROCESS

****PRELIMINARY DESIGN SUBMITTALS**** Review and approval of preliminary submittals by the Building Committee is **strongly** suggested prior to the Owner/Builder undertaking any preparation of final plans and specifications. In order for the Building Committee to give just consideration to the proposed work, such preliminary submittals should adequately describe the site plans, floor plans, foundation plans, elevations, and exterior character of the proposed structure, including a stamped certified plot plan/site plan.

PRELIMINARY submittals must include all items required (i.e. not on a piecemeal basis). A favorable review of "Preliminary design submittals" by the Building Committee shall neither imply nor guarantee acceptance of "final design submittals" but could save the owner's expense before engaging in the final design submittal.

FINAL DESIGN SUBMITTAL

Final plans and specifications shall be submitted in complete form and must adequately reflect the true design quality of the proposed work. It shall include all the following:

- a) A **complete** Application form signed by the owner and applicant.
- b) One up-to-date Certified Plot Plan/Site Plan(survey) drawn to scale on 11" X 17" paper showing proposed improvements and/or existing structures scaled on said plan stamped with a qualified engineer's seal. Mark setbacks on all four sides of the structure and **mark measurements both to the wall and to the OVERHANG**.
- c) Certified Foundation Plan utilizing a foundation design by a qualified engineer and bearing their seal or stamp. The source of the design of the foundation must be indicated, including, but not limited to steel reinforcing bars or post tension cables (size, number, and placement), dimensions, and concrete mix (1/4" = 1' minimum), on 11" X 17" paper.
- d) Site Improvement Plan showing elevation of finished floor in relation to the road to be 12 inches minimum higher than the grade of the centerline of the roadway upon which the property abuts. Show all improvements, inclusive of structures, walks, patios, driveways, parking areas, fences, walls, and sprinkler systems.
- e) Floor Plan, Roof Plan, and all Elevations of any proposed structures on 24" X 36" paper (include fence, wall, pool, pool buildings, accessory buildings, and mailbox, etc.), roof height, specification of materials that include colors, textures, and shapes. All measurements and dimensions, both interior and exterior must be shown. Description of material, colors, and finishes must clearly be indicated (1/4" = 1' minimum).
- f) VMUD#2 forms for New Home/Addition, Driveway, Resaca Construction, Irrigation System, and Pool permit, and a Grading and Drainage plan must be signed and approved by the General Manager of Valley Municipal Utility District #2 before the Town's approval.
- g) All provisions of the International Residential Construction Code and all Town Ordinances shall be complied with in the erection of said improvements whether specified herein or not, and the instructions of the Building Inspector obeyed.
- h) Provide an approval letter from the Condo Association, Homeowner's Association, and/or Subdivision Developer if it applies.
- i) **Provide a scaled site plan for proposed landscape development to include gross acreage of the lot and the minimum tree planting for each property as per Ordinance No. 249.**

ADDITIONS, REPAIRS, AND REMODELING

The same shall be required for all additions, modifications, remodeling, and repairs of an existing structure. All non-conforming material must be replaced/updated with the material described in current ordinances.

WORKMANSHIP: Electricians, plumbers, and air conditioning and refrigeration contractors must be bonded and licensed and must register with the Town for **each** project.

* Permit is valid for 1 year. *Application is valid for 6 months. Work authorized by such a permit needs to be commenced within six (6) months after its issuance or it will become invalid. If the work authorized by such permit is suspended or abandoned for a period of ninety (90) days after the work is commenced, it will become invalid.