

TOWN OF PINE ISLAND

Building Permit Application*Required before placement, construction, or alteration of a building or structure*FORM
PDO-09**WHAT THIS IS**

A building permit is required within the City limits (and in the ETJ where a Development Agreement provides for it) before a structure is placed, built, or altered. Approval also allows you to apply for a certificate of occupancy once a structure for human occupancy is complete.

1 • APPLICANT & OWNER

APPLICANT / AGENT NAME *	ROLE (OWNER / AGENT / OTHER)
COMPANY (IF ANY)	PREFERRED CONTACT METHOD
MAILING ADDRESS	CITY / STATE / ZIP
PHONE	EMAIL
PROPERTY OWNER OF RECORD *	OWNER PHONE
OWNER MAILING ADDRESS	CITY / STATE / ZIP
OWNER EMAIL	

2 • SUBJECT PROPERTY

PROPERTY ADDRESS / LOCATION *	ACREAGE / SQ. FT.	
WALLER CAD PROPERTY ID(S)	SUBDIVISION / LOT / BLOCK	CURRENT ZONING
LEGAL DESCRIPTION (ATTACH IF LENGTHY)		

Property is located in: ☐ City Limits ☐ Extraterritorial Jurisdiction (ETJ)

3 • PROPOSED WORK

TYPE: ☐ NEW ☐ ADDITION ☐ ALTERATION ☐ PLACEMENT	ESTIMATED VALUATION
BUILDING USE / OCCUPANCY	HEATED/FINISHED AREA (SQ. FT.)
DESCRIBE THE PROPOSED WORK *	

4 • OUTDOOR LIGHTING COMPLIANCE

Will the proposed development comply with the Town's outdoor lighting requirements? *(A signed Outdoor Lighting Compliance Agreement may be required as an attachment.)*

☐ Yes — Required ☐ Yes — Voluntary ☐ No

WHEN COMPLIANCE IS REQUIRED

If the property is within the City Limits, compliance with the Town's outdoor lighting requirements is mandatory.

If the property is within the ETJ, compliance is mandatory when required by a Development Agreement or as a condition of an alternative standard, special exception, variance, or waiver.

Voluntary compliance is strongly encouraged for properties not otherwise required to comply. See the Outdoor Lighting information on the Town website for details.

5 • HOW THE REQUEST IS EVALUATED

The City Administrator (or designee) decides the permit and applies these criteria:

Approval criteria

- The application conforms to all prior approved development applications and any authorizing variance;
- The structure's location conforms to all prior approvals;
- The plans conform to the Building Code and other adopted construction codes;
- All applicable fees have been paid;
- A final plat is recorded in the Waller County plat records; and
- Required public infrastructure and utilities (electric, gas, telephone/cable, fiber) are installed and accepted.

6 • PROCESS & DECISION

1. Submit to the City Administrator (or designee), who reviews for completeness.
2. Staff reviews for code compliance and provides written notice of any corrections within 45 days of a complete application.
3. The City Administrator may approve, approve with conditions, or deny the permit.
4. A denial may be appealed to the City Council (Form PDO-08).

NOTE

Minor work — additions up to 25% of the building as it existed when the Ordinance was adopted, and interior finish-out — is addressed by the building inspections division.

7 · FEES & COMPLETENESS**FEES**

All fees are set in the Town of Pine Island Fee Schedule, as amended by City Council. **An application will not be accepted for review without the required fee.**

Applicants are responsible for all associated costs of the application (for example, public notices and outside professional services), billed at cost plus the City's administrative surcharge as set in the Fee Schedule. Make payment payable to "Town of Pine Island."

COMPLETENESS & TIMING

Staff issues a written completeness determination by the 10th business day after submittal. If incomplete, you will be told what is missing; the application expires if the missing items are not provided within 45 days of the original submittal.

A complete application is not a determination that the request complies with Town requirements. Fees are non-refundable once an application is determined administratively complete.

8 · SUBMITTAL CHECKLIST

All items below must be received for the application to be considered complete. **Incomplete submissions will not be accepted.**

Required Item	Applicant	Staff
Completed application in the form required by the building inspections division	☐	☐
Construction plans demonstrating compliance with adopted building and construction codes	☐	☐
Site plan showing the structure's location and conformance with prior approvals and setbacks	☐	☐
Evidence the final plat is recorded in the Waller County plat records	☐	☐
Evidence required public infrastructure and utilities are installed / accepted	☐	☐
Completed Billing Contact Form (Form PDO-BC)	☐	☐
Digital (PDF) copies of all submitted documents, with a cover sheet listing the contents	☐	☐
Application fee per the Town Fee Schedule	☐	☐

By signing below, I acknowledge that I have read and met the above requirements for a complete submittal.

Signature — Applicant

Date

9 · CERTIFICATION & SIGNATURES

Owner certification & agent authorization. I certify that I am the owner of record of the property described above (or am authorized to act on the owner's behalf), that the information in this application is true and correct, and that I authorize Town staff to enter the property as reasonably necessary to review this request. If filed by an agent, the owner's signature below authorizes that agent to act on the owner's behalf.

Signature — Property Owner

Date

Signature — Applicant / Agent (if different)

Date

STAFF USE ONLY

Case number: _____ Date received: _____ Received by: _____

Fee paid: _____ Receipt #: _____ Completeness due (10th business day): _____

P&Z hearing: _____ City Council: _____

TOWN OF PINE ISLAND

Billing Contact Form*Identifies the party financially responsible for application costs*FORM
PDO-BC

Applicants are responsible for all costs associated with a project's application — for example, public notices and outside professional services provided to the City (engineers, attorneys, surveyors, inspectors, and similar consultants). These costs are billed at cost plus the City's administrative surcharge as set in the Town Fee Schedule, regardless of whether the application is approved. By signing below, the billing contact acknowledges financial responsibility for these fees.

1 · PROJECT

PROJECT NAME *

PROJECT ADDRESS *

PROJECT APPLICANT NAME *

2 · BILLING CONTACT

NAME *

PHONE

MAILING ADDRESS

CITY / STATE / ZIP

EMAIL

3 · TYPE OF APPLICATION (CHECK ALL THAT APPLY)

- | | |
|--|--|
| ☐ Comprehensive Plan / FLUM Amendment | ☐ Development Agreement (ETJ) |
| ☐ Ordinance Text Amendment | ☐ Building Permit |
| ☐ Rezoning / Zoning Map Amendment | ☐ Appeal of a Decision |
| ☐ Variance | ☐ Subdivision / Plat |
| ☐ Conditional Use Permit | ☐ Site Plan |
| ☐ Voluntary Annexation | ☐ Other: _____ |

4 · ACKNOWLEDGMENT

By signing below, I acknowledge that the party identified above is financially accountable for payment of all fees and associated costs described on this form.

Signature — Applicant

Date

STAFF USE ONLY

Project number: _____ Received on / by: _____