

Permit #

TOWN OF BAYSIDE, TEXAS
P.O. BOX 194
909 1ST ST. CITY HALL BUILDING
BAYSIDE, TEXAS 78340
PH. (361) 529-6520 FAX. 361-529-6409

BUILDING PERMIT APPLICATION

***INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED FOR APPROVAL ***
Applicants are required to provide a current driver's license as proof of identification
and provide name of their building contractor.

A COPY OF THIS PERMIT MUST BE POSTED AT THE CONSTRUCTION SITE.

Please print clearly and fill in all that apply.

Failure to complete all required information will cause a delay in the approval of this permit.

DESCRIPTION OF PROJECT: _____	
BLOCK: _____ LOT: _____ ZONING CODE _____	TOTAL PROJECT COST (does not include land): \$ _____
TAX PARCEL NUMBER (obtained from property tax statement or from assessor's office). _____	
STREET ADDRESS OF PROJECT: _____ TOTAL SQUARE FEET: _____ SF.	
☐ PROPERTY OWNER ☐ TENANT ☐ CONTRACTOR ☐ ARCHITECT ☐ DESIGNER ☐ ENGINEER	
NAME OF APPLICANT: _____ ADDRESS: _____	
CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: (____) _____	
NAME OF PROPERTY OWNER: _____ ADDRESS: _____	
CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: (____) _____	
NAME OF CONTRACTOR: _____ ADDRESS: _____	
CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: (____) _____	
STATE CONTRACTORS LICENSE #: _____	
OCCUPANCY TYPE: ☐ PRIVATE ☐ RENTAL ☐ PUBLIC ☐ COMMERCIAL ☐ INDUSTRIAL	
DESCRIPTION OF PROPOSED WORK: (PLEASE CHECK <u>ALL</u> THAT ARE APPLICABLE)	
MAIN STRUCTURE: ☐ RESIDENTIAL NEW CONSTRUCTION ☐ NON-RESIDENTIAL NEW CONSTRUCTION ☐ MOVING BUILDING	
☐ MANUFACTURED HOME ☐ DUPLEX ☐ ADDITION TO EXISTING BUILDING ☐ ENCLOSED PORCH ☐ OTHER _____	
ACCESSORY STRUCTURE: ☐ STORAGE BUILDING ☐ GARAGE ☐ CARPORT ☐ UNENCLOSED PORCH	
☐ DECK ☐ TERRACE ☐ LANDING ☐ SWIMMING POOL (underground) ☐ OTHER _____	
☐ ELECTRICAL ☐ PLUMBING ☐ MECHANICAL (HVAC) ☐ CULVERT ☐ FENCE ☐ CONCRETE DRIVEWAY ON RIGHT OF WAY	
CULVERT SIZE IS 15" MINIMUM	*DO NOT DISTURB NATURAL DRAINAGE*

INSPECTIONS:

- No work shall be covered or concealed in any manner 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 \$100.00 per inspection.

NOTICE: Separate permits required for culverts and concrete driveways on right of way, wells and installation of septic systems.

ELECTRICAL PERMIT:

Electrical Contractor's Firm Name _____ Phone Number: _____

Licensed Electrical Contractors Name: _____

Address: _____ City, State, Zip: _____

***State License Number: _____ Expiration Date _____

Check mark (☒) the box or boxes that best describe the electrical installation: ☐ New ☐ Residential ☐ Manufactured home
☐ Modular home ☐ Remodel ☐ Commercial ☐ Service only ☐ Addition ☐ Temporary construction service ☐ Other _____

Describe work: _____

INSPECTION FEE PER INSPECTION \$100.00 - \$100.00 FOR EACH RE-INSPECTION.

- THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK. IF WORK IS BEGUN PRIOR TO THE ISSUANCE OF A PERMIT, A PENALTY FEE IN ADDITION TO THE PERMIT FEE SHALL BE ASSESSED. THE PENALTY FEE SHALL BE EQUAL TO THE PERMIT FEE.
- ALL ELECTRICAL WORK MUST COMPLY WITH THE TOWN OF BAYSIDE ELECTRICAL CODE.
- THE APPLICANT SHALL BE RESPONSIBLE FOR INFORMING THE CITY OFFICE FOR INSPECTIONS, INSPECTION REQUESTS MAY BE MADE BY CALLING (361)529-6520.
- **THIS PERMIT WILL EXPIRE AND BECOME NULL AND VOID IF WORK DOES NOT COMMENCE WITHIN 180 DAYS OR IF WORK IS DISCONTINUED AT ANYTIME FOR A PERIOD OF 180 DAYS**
- PERMIT FEES MUST BE PAID PRIOR TO INSPECTION(S).

NO REFUND AFTER THE CITY BUILDING INSPECTOR HAS MADE A FIELD INSPECTION. THERE SHALL BE NO REFUNDING OF ANY FEE PAID EXCEPT ON WRITTEN APPLICATION FILED BY THE ORIGINAL PERMITTEE NOT LATER THAN 180 DAYS AFTER THE DATE OF FEE PAYMENT. NO REFUND SHALL BE MADE OF AN AMOUNT LESS THAN \$25.

Licensed Electrician's Signature _____ Date _____

*** HOMEOWNER CLAUSE:** AS THE HOMEOWNER, YOU HAVE THE OPPORTUNITY TO PERFORM YOUR OWN WIRING PROVIDED THE FOLLOWING CONDITIONS ARE TRUE: (1) YOU ARE THE PROPERTY OWNER AND THIS PROPERTY IS NOT FOR SALE OR RESALE, IS NOT RENTAL PROPERTY WHICH IS OCCUPIED OR IS TO BE OCCUPIED BY TENANTS FOR LODGING, EITHER TRANSIENT OR PERMANENT; AND IS NOT GENERALLY OPEN TO THE PUBLIC. (2) THE WIRING WILL BE INSPECTED PRIOR TO COVERING, I.E., INSULATION, DRYWALL, ETC., AND UPON COMPLETION OF THE SYSTEM PRIOR TO OCCUPANCY AND PERMANENT POWER RELEASE. (3) ALL ELECTRICAL WORK WILL BE DONE IN ACCORDANCE WITH THE TOWN OF BAYSIDE ELECTRICAL CODE.

HOMEOWNER AFFIDAVIT: I HEREBY CERTIFY THAT THE ELECTRICAL WORK DESCRIBED ON THIS PERMIT SHALL BE INSTALLED BY MYSELF IN MY OWN HOME IN WHICH I AM LIVING OR ABOUT TO OCCUPY. ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF BAYSIDE ELECTRICAL 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

PLUMBING PERMIT:

Plumbing Contractor's Firm Name _____ Phone Number: _____

Licensed Plumber Contractors Name: _____

Address: _____ City, State, Zip: _____

***State License Number: _____ Expiration Date _____

Check mark (✓) the box or boxes that best describe the plumbing installation: ☐ New ☐ Residential ☐ Manufactured home
☐ Modular home ☐ Remodel ☐ Commercial ☐ Service only ☐ Addition ☐ Temporary construction service ☐ Other _____

Describe work: _____

INSPECTION FEE PER INSPECTION \$100.00 - \$100.00 FOR EACH RE-INSPECTION.

- THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK. IF WORK IS BEGUN PRIOR TO THE ISSUANCE OF A PERMIT, A PENALTY FEE IN ADDITION TO THE PERMIT FEE SHALL BE ASSESSED. THE PENALTY FEE SHALL BE EQUAL TO THE PERMIT FEE.
- ALL PLUMBING WORK MUST COMPLY WITH THE TOWN OF BAYSIDE PLUMBING CODE.
- THE APPLICANT SHALL BE RESPONSIBLE FOR INFORMING THE CITY OFFICE FOR INSPECTIONS, INSPECTION REQUESTS MAY BE MADE BY CALLING (361)529-6520.
- **THIS PERMIT WILL EXPIRE AND BECOME NULL AND VOID IF WORK DOES NOT COMMENCE WITHIN 180 DAYS OR IF WORK IS DISCONTINUED AT ANYTIME FOR A PERIOD OF 180 DAYS**
- PERMIT FEES MUST BE PAID PRIOR TO INSPECTION(S).

NO REFUND AFTER THE CITY BUILDING INSPECTOR HAS MADE A FIELD INSPECTION. THERE SHALL BE NO REFUNDING OF ANY FEE PAID EXCEPT ON WRITTEN APPLICATION FILED BY THE ORIGINAL PERMITTEE NOT LATER THAN 180 DAYS AFTER THE DATE OF FEE PAYMENT. NO REFUND SHALL BE MADE OF AN AMOUNT LESS THAN \$25.

Licensed Plumbers's Signature _____ Date _____

*** HOMEOWNER CLAUSE: AS THE HOMEOWNER, YOU HAVE THE OPPORTUNITY TO PERFORM YOUR OWN PLUMBING PROVIDED THE FOLLOWING CONDITIONS ARE TRUE: (1) YOU ARE THE PROPERTY OWNER AND THIS PROPERTY IS NOT FOR SALE OR RESALE, IS NOT RENTAL PROPERTY WHICH IS OCCUPIED OR IS TO BE OCCUPIED BY TENANTS FOR LODGING, EITHER TRANSIENT OR PERMANENT; AND IS NOT GENERALLY OPEN TO THE PUBLIC. (2) THE PLUMBING WILL BE INSPECTED PRIOR TO COVERING, I.E., INSULATION, DRYWALL, DIRT, ETC. (3) ALL PLUMBING WORK WILL BE DONE IN ACCORDANCE WITH THE TOWN OF BAYSIDE PLUMBING CODE.**

HOMEOWNER AFFIDAVIT: I HEREBY CERTIFY THAT THE PLUMBING WORK DESCRIBED ON THIS PERMIT SHALL BE INSTALLED BY MYSELF IN MY OWN HOME IN WHICH I AM LIVING OR ABOUT TO OCCUPY. ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF BAYSIDE PLUMBING 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 _____

MECHANICAL PERMIT:

Mechanical Contractor's Firm Name _____ Phone Number: _____

Licensed Contractors Name: _____

Address: _____ City, State, Zip: _____

***State License Number: _____ Expiration Date _____

Check mark (✓) the box or boxes that best describe the mechanical installation: ☐ New ☐ Residential ☐ Manufactured home
☐ Modular home ☐ Remodel ☐ Commercial ☐ Service only ☐ Addition ☐ Other _____

Describe work: _____

INSPECTION FEE PER INSPECTION \$100.00 - \$100.00 FOR EACH RE-INSPECTION.

- THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK. IF WORK IS BEGUN PRIOR TO THE ISSUANCE OF A PERMIT, A PENALTY FEE IN ADDITION TO THE PERMIT FEE SHALL BE ASSESSED. THE PENALTY FEE SHALL BE EQUAL TO THE PERMIT FEE.
- ALL MECHANICAL WORK MUST COMPLY WITH THE TOWN OF BAYSIDE MECHANICAL CODE.
- THE APPLICANT SHALL BE RESPONSIBLE FOR INFORMING THE CITY OFFICE FOR INSPECTIONS, INSPECTION REQUESTS MAY BE MADE BY CALLING (361)529-6520.
- **THIS PERMIT WILL EXPIRE AND BECOME NULL AND VOID IF WORK DOES NOT COMMENCE WITHIN 180 DAYS OR IF WORK IS DISCONTINUED AT ANYTIME FOR A PERIOD OF 180 DAYS**
- PERMIT FEES MUST BE PAID PRIOR TO INSPECTION(S).

NO REFUND AFTER THE CITY BUILDING INSPECTOR HAS MADE A FIELD INSPECTION. THERE SHALL BE NO REFUNDING OF ANY FEE PAID EXCEPT ON WRITTEN APPLICATION FILED BY THE ORIGINAL PERMITTEE NOT LATER THAN 180 DAYS AFTER THE DATE OF FEE PAYMENT. NO REFUND SHALL BE MADE OF AN AMOUNT LESS THAN \$25.

Licensed Mechanical's Signature _____ Date _____

*** HOMEOWNER CLAUSE: AS THE HOMEOWNER, YOU HAVE THE OPPORTUNITY TO PERFORM YOUR OWN MECHANICAL WORK**

PROVIDED THE FOLLOWING CONDITIONS ARE TRUE: (1) YOU ARE THE PROPERTY OWNER AND THIS PROPERTY IS NOT FOR SALE OR RESALE, IS NOT RENTAL PROPERTY WHICH IS OCCUPIED OR IS TO BE OCCUPIED BY TENANTS FOR LODGING, EITHER TRANSIENT OR PERMANENT; AND IS NOT GENERALLY OPEN TO THE PUBLIC. (2) THE MECHANICAL SYSTEM WILL BE INSPECTED PRIOR TO COVERING, I.E., INSULATION, DRYWALL, ETC. (3) ALL ELECTRICAL WORK WILL BE DONE IN ACCORDANCE WITH THE TOWN OF BAYSIDE MECHANICAL CODE.

Under State law, work that deals with refrigerants and equipment containing refrigerants may require additional certificates or licenses that are not waived under this permit provision.

HOMEOWNER AFFIDAVIT: I HEREBY CERTIFY THAT THE MECHANICAL WORK DESCRIBED ON THIS PERMIT SHALL BE INSTALLED BY MYSELF IN MY OWN HOME IN WHICH I AM LIVING OR ABOUT TO OCCUPY. ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF BAYSIDE MECHANICAL 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

***Generally, projects 200 square feet and under can be plan checked in 5 to 10 working days and projects over 200 square feet can be plan checked within 30 working days after site is flagged and all required documents are turned in to the city office. This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. You must do enough work within this period of time to call for an inspection to prove activity. Any exterior portion of a building project which is visible to the public and which is not completed within the allotted 12-month period shall constitute a public nuisance and shall be declared substandard. Any extension must be approved by the city officials. An expired or revoked permit may be renewed upon written request filed not later than 45 days after a permit has expired or been revoked for a fee of fifty percent (50%) of the original permit fee with a minimum of \$25. The new application and plans shall be required to meet all regulations in effect as of the date of such new application.**

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. Prior to pouring any concrete, the City Official will check dimensions and reinforcement. Under no circumstances will concrete be poured until all concealed work is approved. No permit will be approved if concrete is poured before inspections. 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.

BY SIGNING THIS BUILDING PERMIT APPLICATION:

I AGREE TO ALLOW NO WORK ON WHICH SEPARATE PERMITS ARE REQUIRED. I HAVE CAREFULLY EXAMINED AND READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT, AND HEREBY AGREE THAT IF A PERMIT IS ISSUED, ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH, WHETHER HEREIN SPECIFIED OR NOT. I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I AM THE AUTHORIZED AGENT/BUILDER/OWNER OF THE PROPERTY ABOVE DESCRIBED AND THAT I AM APPLYING FOR THIS PERMIT AT THE REQUEST AND WITH THE PERMISSION OF THE SAME.

I AUTHORIZE THE BUILDING INSPECTOR TO ENTER ON MY PROPERTY TO COMPLETE ANY INSPECTIONS NECESSARY IN CONJUNCTION WITH THE ISSUANCE OF THIS BUILDING PERMIT, TO PERFORM INSPECTIONS IN CONNECTION WITH THE ISSUED PERMIT, AND TO INVESTIGATE CODE ENFORCEMENT ISSUES TO THIS PROPERTY.

I, THE APPLICANT FOR THIS PERMIT, WARRANT THE TRUTHFULNESS OF ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION AND UNDERSTAND THAT IF ANY OF THE INFORMATION PROVIDED IS INCORRECT, THE PERMIT MAY BE REVOKED BY THE BUILDING OFFICIAL.

I UNDERSTAND THIS PERMIT WILL EXPIRE AND BECOME NULL AND VOID IF WORK DOES NOT COMMENCE WITHIN 180 DAYS OR IF WORK IS DISCONTINUED AT ANYTIME FOR A PERIOD OF 180 DAYS

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 Fee 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 (provide copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...)

APPLICANTS/AGENTS/CONTRACTORS AFFIDAVIT (if other than the homeowner): A notarized owner/applicant affidavit form is required. Form provided by the 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: _____

Applicants Signature: _____ Date: _____

*****OFFICE USE ONLY*****

PLAN REVIEW FEE \$ _____

BUILDING PERMIT FEE: \$ _____

BUILDING PERMIT EXPIRATION DATE: _____

☐ **1ST EXTENSION EXPIRATION DATE:** _____ ☐ **2ND EXTENSION EXPIRATION DATE:** _____

SETBACKS: ☐ **APPROVED** ☐ **DENIED**

City Official Signature

Date

CHECKLIST: ☐ **APPROVED** ☐ **DENIED**

City Official Signature

Date

City Official Signature

Date

ELECTRICAL PERMIT: ☐ **APPROVED** ☐ **DENIED**

City Official Signature

Date

City Official Signature

Date

PLUMBING PERMIT: ☐ **APPROVED** ☐ **DENIED**

City Official Signature

Date

City Official Signature

Date

MECHANICAL PERMIT: ☐ **APPROVED** ☐ **DENIED**

City Official Signature

Date

City Official Signature

Date

BUILDING PERMIT: ☐ **APPROVED** ☐ **DENIED**

City Official Signature

Date

City Official Signature

Date

APPROVED CERTIFICATE OF OCCUPANCY

Mayor/Mayor Pro Tem Signature

Date