



**CITY OF ALTON**  
**TEXAS**

509 S Alton Blvd. Alton, TX 78573 • Tel (956) 432-0760 • Fax (956) 432-0766 • [www.alton-tx.gov](http://www.alton-tx.gov)

**Building Project Application**

Contractor/Applicant Name \_\_\_\_\_

Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

\*\*\*If applicant is not the property owner, provide a contract or notarized agreement for construction authorization.\*\*\*

Property Owner/Approved Agent \_\_\_\_\_

Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Project Location/Street Address \_\_\_\_\_

Subdivision \_\_\_\_\_

Lot(s) \_\_\_\_\_

Block \_\_\_\_\_

**General Information:**

Choose all that apply

**Class:** \_\_\_ Residential \_\_\_ Commercial \_\_\_ Multi-Family \_\_\_ Industrial \_\_\_ Sign \_\_\_ Demolition (see below)

**Type:** \_\_\_ New \_\_\_ Addition \_\_\_ Remodel \_\_\_ Porch \_\_\_ Carport \_\_\_ Fence \_\_\_ Driveway

\_\_\_ Demolition (Asbestos Report required for both Residential and Commercial)

\_\_\_ Letter of Compliance-Hidalgo County (properties outside city limits)

\_\_\_ Letter of Compliance-Sharyland Water Supply (new meter service)

\_\_\_ Other: \_\_\_\_\_

**Permits Required:** \_\_\_ Building (general construction) \_\_\_ Electrical \_\_\_ Plumbing \_\_\_ Mechanical (A/C)

**Lot Description & Setbacks:**

\_\_\_ Interior \_\_\_ Corner \_\_\_ Cul-de-sac \_\_\_ Irregular

Lot Square Footage: \_\_\_\_\_ Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_

**Building Setbacks:** Front: \_\_\_\_\_ Rear: \_\_\_\_\_ N/W Side: \_\_\_\_\_ S/E Side: \_\_\_\_\_

**Project Information:**

Sq. Ft. Living/Conditioned Space: \_\_\_\_\_ Sq. Ft. Total: \_\_\_\_\_ Total Impervious Coverage: \_\_\_\_\_

Sq. Ft. Non-Living/Unconditioned Space: \_\_\_\_\_ (Minimum Residential Living Area: **900 sq. ft**)

# of Bedrooms: \_\_\_\_\_ # of Full Baths: \_\_\_\_\_ # of Half Baths: \_\_\_\_\_

Total Project Valuation: \$ \_\_\_\_\_

**OFFICE USE:**

509 S. Alton Blvd. Alton, TX 78573

O. (956) 432-0760 F. (956) 432-0766 Insp. Req. (956) 432-0771

[www.alton-tx.gov](http://www.alton-tx.gov)

<p><b>Application Submittal Requirements</b></p> <ol style="list-style-type: none"> <li>1. Property deed &amp; tax statement</li> <li>2. Water bill of existing meter (if applicable)</li> <li>3. Windstorm Plan; Manual “J” report &amp; ResCheck/ComCheck (<a href="http://www.energycodes.gov">www.energycodes.gov</a>)</li> <li>4. Plans: (requirements vary based on project)  <u>New Residential</u> – One (1) complete set 11”x17” or 8 ½”x11” (must be legible)  <u>New Commercial</u> – One (1) standard 24”x36” or larger, One (1) reduced to 11”x17” and One (1) digital copy (PDF) on thumb drive or sent to <a href="mailto:planning@alton-tx.gov">planning@alton-tx.gov</a></li> </ol>	<p><b>Basic Fees/Requirements</b></p> <p>Building Permit Fee – Based on Project Valuation  Additions/Remodels = \$50.00 + \$0.10 per sq. ft.  Application = \$30.00 (if any inspections required)  Inspections = \$40.00 (per inspection included in permit fee)  After Hours Inspection = \$75.00 (called after 3pm for same day)  Re-inspections = \$30.00 (increased by \$30.00 for each subsequent inspection of same violation)  Sewer Permit = \$935.71  Must register for Roll-off service with City of Alton Public Works Department</p>
<p align="center"><b>Applicable Building Codes per Ordinance #2021-13-0914</b></p>	
<p><b>2021 International Residential Code (IRC), 2021 International Building Code (IBC), 2021 International Plumbing Code (IPC), 2021 International Mechanical Code (IMC), 2021 International Energy Conservation Code (IECC), 2021 International Fire Code (IFC), 2017 National Electrical Code (NEC)</b></p>	

### General Building Project Requirements

- All weeds and vegetation are required to be removed prior to any placement of fill in foundation area.
- Address shall be posted as soon as there is dirt movement.
- Minimum finished floor elevation of 18” above curb, crown of street or base flood elevation required
- Driveway shall be connected to a public street and be a minimum of 800 sq. ft. measured from property line (may include garage or carport; approx. 4 vehicles total). However, a parking spaces shall be beyond the front setback line.
- A four foot (4’) wide ADA/TAS sidewalk is required to be placed one foot (1’) from property line and along all lot boundaries adjacent to public streets; five foot (5’) sidewalks will be noted as required
- Must have an active agreement with the City of Alton Public Works Department for solid waste service to dispense all construction debris and litter containment
- All subcontractors (mechanical, electrical and plumbing) must be licensed within the State of Texas, must be bonded and register with the City of Alton and procure all required building permits
- String-lines must be present for setback inspection
- Minimum of one (1) temporary/portable rest-room required per jobsite (exceptions will need Building Officials or Planning Director approval)
- Any changes or deviations from approved plans will be required to be resubmitted for approval
- Front yards are to be completely sodded, will require a minimum of one (1) two inch (2”) caliper shade tree, minimum of seven foot (7’) clearance to lowest branch, number of trees to be determined by lot width and frontage
- All jobsites/adjacent properties must be cleared of all construction debris prior to Final Inspection

## Construction Document Requirements

- All plans are to be labeled with the correct legal description, owner/contractor information & design professional information or will not be accepted
- Site plan should provide lot dimensions, location of proposed structure, location of existing structures, distances from property lines as well as from any existing structures, all setbacks, all easements, all flatwork and landscaping
- Foundation plan with cross sections and all foundation notes (compressive strength, beam depths, stirrup size, corner bars & wire mesh/rebar size)
- Floor plan with all dimensions of windows, doors and location of attic access
- Electrical plan to show all outlets, fans, lights, switches and smoke/carbon monoxide alarms (may be included on floor plan as long as all information is legible)
- Plumbing plan showing plumbing underground/in slab, fixture locations and vents
- Mechanical plan showing all equipment locations, duct plan, return/supply register locations and size of ducts

## Design Criteria Requirements per 2021

**TABLE R301.2  
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**

GROUND SNOW LOAD	WIND DESIGN		Special Wind Region	Wind borne debris zone	SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM			ICE BARRIER UNDERLAYMEN T REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
	Speed (mph)	Topographic effects				Weathering	Frost line depth	Termite				
<b>ZERO</b>	<b>130</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>A</b>	<b>NEGLIGIBLE</b>	<b>N/A</b>	<b>VERY HEAVY</b>	<b>N/A</b>	<b>TBD</b>	<b>1500 OR LESS</b>	<b>73.4</b>

**TABLE N1102.1.2 (R402.1.2)  
INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT**

CLIMATE ZONE	FENESTRATION U-FACTOR	SKYLIGHT U-FACTOR	GLAZED FENESTRATION SHGC	CEILING R-VALUE	WOOD FRAMED WALL R-VALUE	MASS WALL R-VALUE	FLOOR R-VALUE	BASEMENT WALL R-VALUE	SLAB R-VALUE & DEPTH	CRAWL SPACE WALL R-VALUE
<b>1A</b>	<b>0.50</b>	<b>0.75</b>	<b>0.25</b>	<b>30</b>	<b>13 or 0 + 10</b>	<b>3/4</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>

*The foregoing information is a true and correct description of the improvements proposed by the undersigned applicant, and the applicant states that he/she will have full authority over the construction mentioned above. The issuance of this Building Permit is not approval to violate any provisions of the City of Alton's adopted Ordinances, Building Codes, Subdivision restrictions nor State Laws. It is unlawful to deviate from the approved plans without the written approval from the City of Alton's Building/Planning Department. The below signed applicant hereby agrees to comply with all aforementioned requirements, City Ordinances, Building Codes and State Laws. The applicant agrees not to occupy such improvements until a Certificate of Occupancy has been issued by the City of Alton.*

Printed Name

Title

Signature

Date