

# *City of Meadowlakes*

## Builder's Packet for New Construction

Builder/Contractor or Property Owner



# PERMIT APPLICATION

**Plans must be submitted fourteen (14) business days prior to the next regularly scheduled Building Committee meeting, which are held every 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month.**

No work is to be done until permit is paid for and permit is in the possession of owner or contractor. The Building Committee Chairman is Steve Nash, who can be reached at 512-755-5627.

**NOTE: All projects located within the 100 year floodplain must obtain a floodplain development permit before the project is submitted to the building committee for approval. The fee for a Floodplain permit is \$100.00.**

## New Construction

**Three (3) sets of plans and specifications and a digital copy of plans emailed to City Secretary (or on CD if unable to email).** Plans to consist of the following:

1. Site plan showing all easements and building lines. Dimensions to indicate distance from drip line on roof to property line.
2. Floor plan
3. Electrical and Plumbing layout (may be incorporated into floor plan).
4. Engineered Foundation plan (All new construction foundations shall be engineered. An engineered foundation plan and letter must be submitted by a licensed engineer in the State of Texas. The engineer is responsible for providing the City with a sealed letter stating that the work was performed and completed per the design and specifications.)
5. Four Elevations (roof overhang must be dimensioned).
6. Foundation details and typical wall section(s).
7. If two side by side lots involved, follow amended plat procedures.
8. Contractor to sign and date each sheet of plans. **Be sure your plans include what is required from the checklist attached.**

**\*\*\* Notice is herein given that application of any class or Permit as described above will not be considered unless standards for documentation as described above are met. \*\*\***

## INSPECTION FEES AND PROCEDURES

The City of Meadowlakes contracts with ATS Engineers for all inspections. To request an inspection, please contact the City Secretary at 830-693-6840. Any request submitted before 4 p.m. will be done the next business day. If you have any questions regarding the inspections please contact ATS Engineers directly at 512-328-6995.

Inspections fees are paid after the permit is approved. The permit fees include nine inspections. Any additional inspections and/or re-inspections will be billed separately by the City. The inspections are as follows, and may vary in applicability by job:

Residential and Commercial inspections: new construction or additions –  
 Temporary electrical service  
 Plumbing rough-in/ foundation layout  
 Water/ sewer yard-lines  
 Copper rough-in  
 Combination inspections (frame & MEP rough-in)  
 Re-frame and Insulation inspections  
 Wallboard inspections  
 Final inspections (combination)/ Certificate of Occupancy  
 Gas test/Electrical service inspection

Additional inspections to include but is not limited to:

Driveway, fence, pool, demolition  
 Re-inspections for Residential and Special Inspections  
 Remodeling/alterations to existing structure

<b>NEW HOME PERMIT FEE</b>	<b>One Story, under 3,000 sf</b>	<b>One story, over 3,000 sf</b>	<b>Two Story</b>
<b>Inspection Fees</b>	\$ 450	\$ 500	\$ 500
<b>Meadowlakes Fee</b>	\$ 275	\$ 375	\$ 375
<b>Clean- up Deposit</b>	\$ 500	\$ 500	\$ 500
<b>Total</b>	<b>\$ 1,225</b>	<b>\$ 1,375</b>	<b>\$ 1,375</b>

\*The Meadowlakes fee is due at the time of plan submission.

PERMIT FEES ARE FEES CHARGED BY THE CITY OF MEADOWLAKES AND INCLUDE INSPECTION FEES AND ARE NON-REFUNDABLE. Activities which require that a permit be issued from the City:

- Fence, Deck, Patio Cover, Arbor, Playscape
- Any outside improvement, which involves plumbing or electrical work.
- Remodeling or addition. Plans must include plan of existing house as well as the remodeling plan.
- All new construction
- Swimming pool and spa

**Below is a partial list of restrictions with regards to building permits. This does not represent all ordinances and is only a guide of building requirements.**

- The contractor is solely responsible for reviewing all ordinances for compliance. The ordinances may be reviewed by visiting our website at [www.meadowlaketexas.org](http://www.meadowlaketexas.org) and are listed under the "ordinances" tab.
- All permit applications require three (3) sets of plans and specifications and a digital copy of plans emailed to City Secretary (or on CD if unable to email).
- Port-a-potty and trash bin must be on building site before permit can be issued. Builders are encouraged to use large dumpsters emptied on a regular basis. Failure to do so can result in a citation.
- A construction sign must be displayed on the construction site. Limited to one construction sign designed to identify a building site during new construction only and must conform to the requirements of the City of Meadowlakes Ordinance Sec. 22-3.
- Set back lines are measured to edge of overhang.
- Slab fill must be treated for termites prior to pouring of concrete and certificate of same to be furnished to City of Meadowlakes.
- Form survey must be submitted to and approved by the City of Meadowlakes prior to pouring concrete foundation.
- Plumbing contractors, electrical contractors, and HVAC contractors must be licensed. A copy of the license must be on file at the Meadowlakes City Hall.
- Foundation wall to show a maximum of 12" exposed concrete with a maximum of 8" fill at foundation wall. This requirement applies to frame walls as well as brick or stone.
- Exterior walls to have a minimum of 75% brick, rock, or stone (total wall area including gables). Stucco is not permitted as a means of satisfying this requirement without a variance.
- Chimneys must be stone or brick. No frame or stucco on chimneys is allowed, unless approval of stucco by variance.
- All building to comply with CABO building code. Special attention given in design to assure that windows and/or doors in sleeping areas conform to ingress and egress requirements.
- Scraping of Lot: The area within the foundation walls shall have all vegetation, topsoil and foreign material removed.
- Install tempered glass as required by Code.
- Provide empty conduit to house service location for TV and Cable.
- Lots which are within the FEMA designated 100-year floodplain must conform to the LCRA requirements as well as City of Meadowlakes restrictions and ordinances.
- Plat with certification of elevation must be furnished to City before permit application can be issued.

**Provide City with the following before slab is poured:**

1. Elevation Certificate to conform to FEMA requirements only if lot is within 100 year floodplain.
2. Termite certificate (Every Job)
3. Form survey, must be approved by City Building Committee. (Every Job)

**Provide City the following before requesting Certificate of Occupancy.**

1. Final inspection
2. Final Elevation Certificate if lot is within the 100 year floodplain.

**A CERTIFICATE OF OCCUPANCY MUST BE ISSUED PRIOR TO THE HOUSE BEING OCCUPIED BY THE OWNER OR ANY FURNITURE BEING PLACED IN THE HOUSE.**

In addition to the permit fees payable to the City of Meadowlakes outlined in this packet, new construction fees also include:

- Heavy Road Use Impact Fee of **\$350** payable to the Meadowlakes Property Owner's Association
- Water & sewer tap fees, payable to the City of Meadowlakes utility department:

**\* Sewer Tap \$725**

**\* Water Tap \$925**

**\* Deposit \$100**

**\* TOTAL: \$1,750**

**\* These fees must be paid prior to the building permit being issued.**

# City of Meadowlakes

## Application for **New Construction** Building Permit

\_\_\_\_\_ is this property located within the 100 year floodplain? \_\_\_\_\_  
(Yes or No) (Applicant Signature)

**NOTE: All projects located within the 100 year floodplain must obtain a floodplain development permit before the project is submitted to the building committee for approval.**

Date: \_\_\_\_\_ Contractor: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**If Contractor is a Corporation, who is your "Agent for Service"**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Lot No.: \_\_\_\_\_ Address: \_\_\_\_\_

Trash receptacle and chemical toilet must be located on building site before permit can be issued (not applicable for fence permits). This requirement is subject to the discretion of the Building Committee in the case of a remodel or addition. Curb protectors required, contractor must provide. Building permit is not valid until payment is made in full to the City of Meadowlakes. Contractors are required to furnish to City of Meadowlakes the names of all Mechanical Contractors (Plumbing, electrical, and Heating/AC) along with their STATE or CITY license number.

Approval date \_\_\_\_\_ MBC Chairman \_\_\_\_\_

Denied (date) \_\_\_\_\_ MBC Chairman \_\_\_\_\_

Comments: