

# City of Meadowlakes

## Application for a Building Permit

**All applications must include 3 sets of plans.**

**\*any copies made at City Hall are \$0.10 per page**

**Plans must be submitted seven (7) 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.**

**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.**

### Remodel/Addition

Plans and specifications shall contain all of the documentation (where applicable) as described in numbers 1-9 below. In addition to the plans and specifications applicable to the proposed Remodeling/Addition, an architectural drawing of the existing area to be remodeled or where addition is to be located is required.

Required information (where applicable):

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 (If the remodel requires new foundation to be poured, 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. Ceiling and roof framing design
8. If two side by side lots involved, follow amended plat procedures.
9. Contractor to sign and date each sheet of plans.

### Fence/Deck/Flatwork/Playscape

**Three (3) copies** of site plan showing property lines, easements, and existing structure and the location of the proposed fence, deck, flatwork, or playscape. Height of structure and description must be indicated. Owner/Contractor must sign and date each sheet.

### Boat Docks/Swimming Pool/Spa

**Three (3) copies** of site plan showing property lines, easements, and existing structure and the location of the proposed dock/pool/spa. Any electrical plan that may be required should be submitted with the plans.

**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. Listed below, are the inspections; some may vary in applicability by job:

## **Residential and Commercial inspections for new construction or additions:**

Temporary electrical service  
Plumbing rough-in/ foundation layout  
Water/ sewer yard-lines  
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:**

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

## PERMIT FEES

Every remodeling, dock, pool, & roof project will require a refundable clean-up deposit in addition to the inspection fees. Deposit is refundable after a final inspection and certificate of occupancy is completed. All remodels are subject to an \$85 plan review fee if it is determined that the plans need to be sent to ATS Engineers for review.

<b>REMODELS</b>	<b>One room existing foundation</b>	<b>Two rooms existing foundation</b>	<b>Room(s) new foundation</b>
<b>Inspection Fees</b>	\$ 300	\$ 360	\$ 360
<b>Meadowlakes Fee</b>	\$ 175	\$ 225	\$ 225
<b>Clean- up Deposit</b>	\$ 500	\$ 500	\$ 500
<b>Total</b>	<b>\$ 975</b>	<b>\$ 1,085</b>	<b>\$ 1,085</b>

<b>DOCKS</b>	<b>No utilities</b>	<b>With utilities</b>
<b>Inspection Fees</b>	\$ 180	\$ 240
<b>Meadowlakes Fee</b>	\$ 150	\$ 175
<b>Clean- up Deposit</b>	\$ 500	\$ 500
<b>Total</b>	<b>\$ 830</b>	<b>\$ 915</b>

<b>POOL &amp; SPA</b>	<b>No utilities</b>
<b>Inspection Fees</b>	\$ 240
<b>Meadowlakes Fee</b>	\$ 275
<b>Clean- up Deposit</b>	\$ 500
<b>Plan review fee</b>	\$85
<b>Total</b>	<b>\$ 1,100</b>

<b>(No utilities)</b>	<b>FENCE, DECK, PATIO COVER, ARBOR</b>	<b>PLAYSCAPE</b>	<b>DUMPSTER/ TRAILER</b>	<b>FLATWORK</b>	<b>ROOF</b>	<b>WATER HEATER</b>
			\$50 (good for 30 days)			
<b>Total</b>	<b>\$100</b>	<b>\$ 5</b>		<b>\$150</b>	<b>\$150</b>	<b>\$15</b>
<b>Deposit (refundable)</b>					<b>\$250</b>	

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

# City of Meadowlakes

## Application for Building Permit

### Type or Permit Requested:

- New Construction
- Remodel/Addition
- Fence/Deck
- Pool/Spa
- Roof
- Boat Dock
- Other, List Description \_\_\_\_\_

\_\_\_\_\_ Is this property located within the 100 year floodplain? (Final determination will be made by the Floodplain Administrator) \_\_\_\_\_

(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.

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

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

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

