



## APPLICATION FOR DEVELOPMENT PERMIT & CHECK LIST

The following check list is provided to expedite the processing of your building application. Please check all spaces that apply and N/A for those that are not applicable. Return this list with your application and 2 copies of all required documentation. If you are building in a subdivision that has an active Home Owners Association, it is your responsibility to contact them prior to starting any construction.

Application Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_ Permit Number \_\_\_\_\_

### Legal Description of Property:

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

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

Section: \_\_\_\_\_ Lot(s) \_\_\_\_\_

### Owner Information:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

Construction Cost of the Project \$ \_\_\_\_\_

### Notice

Incomplete applications will not be accepted. Permits are not valid and work cannot start until fees are paid. (You must enter NA for items that do not pertain and initial where required)

(ALL Contractors MUST be registered with the City)



City of Cottonwood Shores
3808 Cottonwood Drive
Cottonwood Shores, Texas 78657
(830) 693-3830 (830) 693-6436

BUILDING CONTRACTOR REGISTRATION FORM

Valid for term of 1 year

(A new registration form, Copy of License, Insurance, and Driver License must be submitted annually upon renewal)

The City Requires: [ ] New [ ] Renewal

[ ] \$25.00 (Annual Registration Fee Only); [ ] Copy of Insurance; [ ] Copy of Driver License

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

List the names of Subcontractors performing work on jobsite regardless if already registered with city. (Any changes in contractors must be reported to city.)

Electric Contractor Name: \_\_\_\_\_

Mechanical Contractor Name: \_\_\_\_\_

Plumber Contractor Name: \_\_\_\_\_

Irrigation Contractor Name: \_\_\_\_\_

Fuel/Gas Contractor Name: \_\_\_\_\_

Fire Contractor Name: \_\_\_\_\_

City of Cottonwood Shores, Ordinance No: 3001, Section III Enforcement

Any Person, Corporation or Association violating any of the provisions of this Ordinance shall be deemed guilty and shall be fined, except as otherwise provided herein, in a sum not to exceed two hundred (\$2000.00) for each offense, and a separate offense shall be deemed committed upon each day during or on which violation occurs or continues.

Signature of Applicant or Agent

Date



City of Cottonwood Shores  
 3808 Cottonwood Drive  
 Cottonwood Shores, Texas 78657  
 (830) 693-3830 (830) 693-6436

## PLUMBING CONTRACTOR REGISTRATION FORM

Valid for term of State License

(A new registration form, Copy of License, Insurance, and Driver License must be submitted annually upon renewal)

The City Requires:  New  Renewal

\$25.00 (Annual Registration Fee Only)  Copy of Insurance

Copy of Contractors License/Bond  Copy of Driver License

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

License Issued To: (Give Full Name): \_\_\_\_\_

Additional Employees: (Give Full Names) (If Necessary use back for additional employees)

\_\_\_\_\_  
 \_\_\_\_\_

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 City of Cottonwood Shores, Ordinance No: 3001, Section III Enforcement

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\_\_\_\_\_  
 Signature of Applicant or License Holder

\_\_\_\_\_  
 Date



City of Cottonwood Shores  
 3808 Cottonwood Drive  
 Cottonwood Shores, Texas 78657  
 (830) 693-3830 (830) 693-6436

## ELECTRICAL CONTRACTOR REGISTRATION FORM

Valid for term of State License

(A new registration form, Copy of License, Insurance, and Driver License must be submitted annually upon renewal)

The City Requires:  New  Renewal

\$25.00 (Annual Registration Fee Only)  Copy of Insurance

Copy of Contractors License/Bond  Copy of Driver License

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

License Issued To: (Give Full Name): \_\_\_\_\_

Additional Employees: (Give Full Names) (If Necessary use back for additional employees)

\_\_\_\_\_  
 \_\_\_\_\_

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 City of Cottonwood Shores, Ordinance No: 3001, Section III Enforcement

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\_\_\_\_\_  
 Signature of Applicant or License Holder

\_\_\_\_\_  
 Date



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 3808 Cottonwood Drive  
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 (830) 693-3830 (830) 693-6436

## MECHANICAL CONTRACTOR REGISTRATION FORM

Valid for term of State License

(A new registration form, Copy of License, Insurance, and Driver License must be submitted annually upon renewal)

The City Requires:  New  Renewal

\$25.00 (Annual Registration Fee Only)  Copy of Insurance

Copy of Contractors License/Bond  Copy of Driver License

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

License Issued To: (Give Full Name): \_\_\_\_\_

Additional Employees: (Give Full Names) (If Necessary use back for additional employees)

\_\_\_\_\_  
 \_\_\_\_\_

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\_\_\_\_\_  
 Signature of Applicant or License Holder

\_\_\_\_\_  
 Date



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## FIRE CONTRACTOR REGISTRATION FORM

Valid for term of State License

(A new registration form, Copy of License, Insurance, and Driver License must be submitted annually upon renewal)

The City Requires:     New             Renewal

- \$25.00 (Annual Registration Fee Only)     Copy of Insurance
- Copy of Contractors License/Bond             Copy of Driver License

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

License Issued To: (Give Full Name): \_\_\_\_\_

Additional Employees: (Give Full Names) (If Necessary use back for additional employees)

\_\_\_\_\_  
 \_\_\_\_\_

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\_\_\_\_\_  
 Signature of Applicant or License Holder

\_\_\_\_\_  
 Date



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 (830) 693-3830 (830) 693-6436

## FUEL/GAS CONTRACTOR REGISTRATION FORM

Valid for term of State License

(A new registration form, Copy of License, Insurance, and Driver License must be submitted annually upon renewal)

The City Requires:  New  Renewal

\$25.00 (Annual Registration Fee Only)  Copy of Insurance

Copy of Contractors License/Bond  Copy of Driver License

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

License Issued To: (Give Full Name): \_\_\_\_\_

Additional Employees: (Give Full Names) (If Necessary use back for additional employees)

\_\_\_\_\_  
 \_\_\_\_\_

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 City of Cottonwood Shores, Ordinance No: 061898, Section: 8.01.04

Any Person, Corporation or Association violating any of the provisions of this Ordinance shall be deemed guilty and shall be fined, except as otherwise provided herein, in a sum not to exceed two hundred (\$200.00) for each offense, and a separate offense shall be deemed committed upon each day during or on which violation occurs or continues.

\_\_\_\_\_  
 Signature of Applicant or License Holder

\_\_\_\_\_  
 Date



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Cottonwood Shores, Texas 78657
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IRRIGATION CONTRACTOR REGISTRATION FORM

Valid for term of State License

(A new registration form, Copy of License, Insurance, and Driver License must be submitted annually upon renewal)

The City Requires: [ ] New [ ] Renewal

[ ] \$25.00 (Annual Registration Fee Only) [ ] Copy of Insurance

[ ] Copy of Contractors License/Bond [ ] Copy of Driver License

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

License Issued To: (Give Full Name): \_\_\_\_\_

Additional Employees: (Give Full Names) (If Necessary use back for additional employees)

\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
Signature of Applicant or License Holder

\_\_\_\_\_  
Date



\_\_\_\_\_ Provide a scaled site plan:

- Depicting all proposed and existing structures.
- Show all lot lines, building lines, setbacks and Public Utility and Drainage easement locations.
- Provide height of structure. Slab to highest ridge line.

\_\_\_\_\_ REScheck Energy Compliance report

This can be completed through <http://energycode.pnl.gov/REScheckWeb/>  
Using the 2009 International Energy Conservation Code format.

Please print out the report showing a passing compliance and sign.

\_\_\_\_\_ Provide engineered foundation plans, complete with detail sheet showing:

- Reinforcement
- Beam width and depth
- Show cutaway beam detail view
- Port-tension design foundations are required to be engineered
- Special foundations, multiple material foundations are required to be engineered.
- PLEASE NOTE: A FORM SURVEY IS REQUIRED AND MUST BE SUBMITTED TO THE SITE MANAGER PRIOR TO THE POURING OF ANY CONCRETE.

\_\_\_\_\_ Provide front, rear, and side elevations complete with:

- Exterior wall finish material type(s) and location
- Masonry type, location, and percentage (each side of structure)
- Type of roof covering
- Maximum height of structure above the highest point of the undisturbed natural grade within the footprint.

\_\_\_\_\_ Provide a general specification sheet of all items not drawn on the plans.

For Example:

- Scope of Work
- Purlin and collar ties will be constructed on site and installed per code
- Wall section details
- Wind-brace plan(s) by engineer
- Garage door header to be lam beam or engineered truss

\_\_\_\_\_ Provide a scaled floor plan with:

- Door and window schedule
- Electric and plumbing layout & plumbing riser info.
- Location of all HVAC units
- Tread & Riser info and diagram
- Attic access location(s)

\_\_\_\_\_ Provide and indicate lot numbers on building plans:

- Each lot must be numbered indicating location of structure(s)

**Minimal submission requirements for a building permit are:**

\_\_\_\_\_ Plat map / site plan of lot(s) to scale (not less than 1" = 20" unless otherwise approved by City Staff depicting accurately the proposed location of all structures, sidewalks, driveways, setbacks required (front, side and rear), setbacks provided (front, side and rear), area calculations (lot(s) area, air conditioned area, (if) multi-story, floor areas broken down), garages, carports, covered porches, awnings, breezeways, etc., sidewalks and driveways and location and type of required landscaping elements as well as water and wastewater hook-up locations and power supply location / connection to structure(s).

\_\_\_\_\_ (On site plan) impervious cover calculations, namely total area of ground floor impervious cover (A/C area, sidewalks, garages, carports, overhands, decks, etc. divided by the total lot(s) area =% impervious cover (not to exceed 50% if lot easement considerations allow)

\_\_\_\_\_ Building floor plan(s) (all levels)

\_\_\_\_\_ Exterior elevations depicting building heights of eaves, plates, roof tops and roof pitches, all doors and windows locations,

\_\_\_\_\_ Electrical service entry section location and type (underground / overhead.

\_\_\_\_\_ Tie-Ins of driveways to existing street surfaces are at the expense and risk of the property owners. City is not responsible for damage due to City Right of Way Maintenance.

\_\_\_\_\_ Work Permitted hereby must be initiated within and completed within 365 days from the date of this Permit

\_\_\_\_\_ Any work done without the approval of the permit and with application of a permit will be assessed as a double permit fee.

\_\_\_\_\_ It is the responsibility of the permit applicant to call for Inspections, Certificates of Occupancy and Certificates of Completion

**Minimal submission requirements for a building permit are: (Continued)**

\_\_\_\_\_ Failure to comply with completion of permitting will result in no further permits issued.

I understand that should any additional charges be accrued during the inspection and/or re-inspection of the property that a certificate of Occupancy and/or Clearance will not be issued until all monies are current and paid.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I am familiar with and will comply with all CWS ordinances applicable to this project. These are available on the City's website and are also available by request from City Hall. Nominal charges may apply.

**Type of Construction:**

New \_\_\_\_\_ Addition \_\_\_\_\_ Remodel \_\_\_\_\_ Carport \_\_\_\_\_

Mobile/Manufactured \_\_\_\_\_ Modular \_\_\_\_\_ Storage Shed \_\_\_\_\_

Number of Stories \_\_\_\_\_ Garage Parking Spaces \_\_\_\_\_ Other \_\_\_\_\_

**Square Footage:**

Total Building \_\_\_\_\_

Total Heated and Cooled \_\_\_\_\_ 1<sup>st</sup> floor \_\_\_\_\_ 2<sup>nd</sup> floor \_\_\_\_\_ 3<sup>rd</sup> floor \_\_\_\_\_

**Construction Details:**

Fireplace? \_\_\_\_\_ How Many? \_\_\_\_\_

Heat mode? Electric \_\_\_\_\_ Propane \_\_\_\_\_ If Propane? Tank Size: \_\_\_\_\_

Type of Masonry \_\_\_\_\_ Percentage of Masonry \_\_\_\_\_ %

If Mobile/Manufactured or Modular, Type of Skirting: \_\_\_\_\_

Driveway Material \_\_\_\_\_ Single \_\_\_\_\_ Double \_\_\_\_\_

Percentage of Glass \_\_\_\_\_ %

Percentage of Flatwork \_\_\_\_\_ %

Floor Joist layout to indicate: Site Built \_\_\_\_\_ Engineered \_\_\_\_\_ (must have seal)

Roof and floor framing detail showing rafter layout to indicate:

Site Built \_\_\_\_\_ Engineered truss \_\_\_\_\_ Metal Building Plans \_\_\_\_\_

**All Building Plans must comply with City Ordinance 3010 – Building Regulations and/or IBC.**

**Fences:**

- a. All fences along a common property boundary shall be less than or equal to six (6) feet in height.
- b. Fences less than or equal to eight (8) feet in height shall be allowed for impeding access to hazardous facilities including, but not limited to, electrical substations, swimming pools (see Pools) and chemical or equipment storage yards; where the slope of a line drawn perpendicular to the fence line averages twenty percent (20%) or more on either side of the fence over a distance no less than fifteen (15) feet; or where the fence forms a continuous perimeter around a subdivision and the design of said perimeter fence is approved by the Commission.
- c. Fences less than or equal to six (6) feet in height shall be allowed in front yards for lots one (1) acre in size, or less, or as otherwise approved by the Commission
- d. No fence or other structure more than thirty percent (30%) solid or more than three (3) feet high shall be located within twenty-five (25) feet of the intersection of any rights-of-way.
- e. All fences shall be constructed to maintain structural integrity against natural forces such as wind, rain and temperature variations.
- f. The finished side of all privacy fences built to comply with these regulations shall face away from the screened object.
- g. See "**Pools**" fence regulations

\_\_\_\_\_ Please initial here for complete Fence Plan submittal.

## Pools:

Pool Plans must indicate the following:

Swimming pool, spa and hot tub construction plans and specifications shall include dimensioned plans for all decks, mechanical equipment, fencing, and landscaping along with required screening.

As required by state law, all pools are required to meet minimum standards for fencing. Fence plan must be submitted with pool plan for consideration by the Committee. Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219 mm) in height constructed out of non-climbable material. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. *If using an existing fence, please provide fence material type, picket spacing, height and gate width, closing/latching devices, opening direction and location.*

Plans must include location and details of the required pool enclosures. If a pool is constructed after the completion of a home, the site plan must indicate how the site will be accessed and spoils removed.

Pool plans will be drawn on a copy of a previously approved site plan, with specific indications of distances from water, containing basin and surrounding slab and walkways to lot lines and will include a topographic survey. For all pools which are elevated more than one (1) foot above the existing grade, applicant shall provide scaled drawings showing all exterior elevations of the completed pool, and must include all required screening, landscaping, berming, retaining walls, etc. Pools will not be permitted in the setbacks. Flatwork surrounding pools may encroach into the setback.

Structural plans will indicate:

1. The volume, system flow rate in gallons per minute, and turnover in hours
2. The type and size of filtrations
3. The type and size of pool/spa heater
4. The pool/spa layout with all sizes shown and types of materials to be used; location of main outlet, surface skimmers, and inlets.
5. The size and length from source to heater and routing of gas line, if applicable.

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**Please initial here for complete Pool Plan submittal**

## Accessory / Ancillary Structures:

- a. No structure or impervious construction shall be allowed in the front yard area except for fences, driveways, sidewalks, utility distribution lines and appurtenances within dedicated easements and right-of-way, and/or drainage structures; and;
- b. No structure or impervious construction shall be allowed in required side or rear building setback areas except for the following accessory structures on one (1), two (2), or three (3) family residential lots:
  - 1. Swimming pools higher than 24 inches shall be enclosed by a 48 inches tall fence and constructed out of non-climbable material.
  - 2. Playscapes not taller than nine (9) feet above mean grade, located at least three (3) feet from the property line and screened by a six (6) foot tall privacy fence;
  - 3. Satellite dishes or telecommunications devices not taller than nine (9) feet above mean grade, located at least three (3) feet from the property line and screened by a six (6) foot tall privacy fence; and/or,

\_\_\_\_\_ Please initial here for complete Accessory / Ancillary Structure Plan submittal

## Decks:

- a. **Wooden Decks:** Any open area beneath decks of two (2) feet or more shall be screened from view using materials compatible with the exterior of the house. Required screening does not include landscape shrubs.
  - 1. All exterior finishes, decks and screening are to be wood or "hardi-board" type of siding, masonry, approved stucco, or other approved materials.
  - 2. If a deck is a second story deck and the wall below the deck has windows or is 100% finished, then screening is not required. The deck support structures should be designed to be as aesthetically pleasing as possible.
- b. **Guardrails/Handrails:** Required guardrails or handrails shall be constructed in compliance with all applicable codes.

\_\_\_\_\_ Please initial here for complete Deck Plan submittal

## FEE SCHEDULE

	Minor Const. *	New Res. Const.	New Commercial/ Multi Family
* Minor Projects: Additions / Renovations			
Plan Review Fee (non-refundable) Additional reviews will be invoiced separately at City cost.	\$75.00	\$100.00	\$300.00
Residential New Construction Permit Fee: \$25.00 Base Fee + Sq Ft X .25			
Commercial New Construction/Multi Family Residential Permit \$100.00 Base Fee + Sq Ft X .50			
Commercial Inspection / Re-Inspection Fee (\$675.00 base for 9 Inspections) Additional Inspection or re-inspections will be billed separately by inspector			
Residential Inspection / Re-Inspection Fee (\$495.00 base for 9 Inspections) Additional Inspection or re-inspections will be billed separately by inspector			
New Construction / Clean Up Deposit (Refundable Provided Construction & Cleanup are completed in 180 days.	\$100.00	\$250.00	\$500.00
Certificate of Occupancy	\$0.00	\$0.00	\$0.00
Fence Plan Check Fee (Survey and Plan Check IF Required)	\$25.00	\$25.00	\$25.00
Driveway Permit Fee within Right of Way (Requires a Liability Policy for Contractor)	\$50.00	\$50.00	\$50.00
Swimming Pool (Permanent Fixture, In-Ground Pool or Spa) Permit Fee	\$50.00	\$50.00	\$50.00
Swimming Pool Inspection Fee (4 Inspections Required)	\$200.00	\$200.00	\$200.00
Moving a Structure (Over 10 Ft High OR Greater than 128 Sq Ft) Permit Fee	\$50.00	\$50.00	\$50.00
Demolition Permit Fee	\$0.00	\$0.00	\$0.00
Mobile, Manufactured Home or Existing Structure Transfer In/Out Fee (Covers Police Escort) <i>Documentation of Licensed Mover must be provided. (Construction Permits must be obtained separately)</i>	N/A	\$150.00	N/A
Release of Easement Fee - \$100.00 plus \$50.00 per lot line	TBD	TBD	TBD
Sign Permit Fee ( up to 40 sq feet)	\$25.00	\$25.00	\$25.00
Sign Permit Fee (41 Sq Ft to 60 Sq Ft)	\$50.00	\$50.00	\$50.00
Sign Permit Fee (61 Sq FT and Larger) \$1.00 X Sq Ft.=			

**Schedule below does not include service deposit, C. S. I. or Cost of Connection**

Residential & Commercial Inside City Water Tap Minimums	
3/4" Meter	\$1,500.00
1" Meter	\$2,000.00
2" Meter	\$3,000.00
Larger Meter - Cost Plus \$1,000.00	
New Water Meter 3/4" Only (Does Not Include Tap)	\$182.00

Residential & Commercial Inside the City Sewer Tap Minimums	
Sewer Tap	\$1,500.00
Grinder Pump System (includes tap) (53" Basin)	City's cost + 15%
Grinder Pump System (includes tap) (36" Basin)	City's cost + 15%
<b>Note: Does Not Include Street Cutting and Repair</b>	

Residential & Commercial Outside City Water Tap Minimums	
3/4" Meter	\$2,000.00
1" Meter	\$2,500.00
2" Meter	\$4,000.00
Larger Meter - Cost Plus \$1,000.00	
New Water Meter 3/4" Only (Does Not Include Tap)	\$182.00
<b>Note: Plus required infrastructure extension cost</b>	

Residential & Commercial Outside the City Sewer Tap Minimums	
Sewer Tap	\$2,500.00
Grnder Pump System (includes tap)	City's cost + 15%
MEDU Grinder Pump System (includes tap)	City's cost + 15%
<b>Note: Does Not Include Street Cutting and Repair</b>	



**Flood Plain Permit for the City of Cottonwood shores, Texas**

State of Texas

County of Burnet

Application Number: \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_

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

City, State, & Zip: \_\_\_\_\_ - \_\_\_\_\_  
(City) (State) (Zip Code) (Zip Code Extension)

2. Location of Property (Complete as Appropriate)(Legal Description):

\_\_\_\_\_

3. Nature of Proposed Development (Check and complete all that apply.)

- Residential
- Non-Residential
- Commercial
- New Construction
- Placement of Fill
- Alteration of Natural Waterway or Drainage Course
- Substation Improvement to Existing Structure
- Other: \_\_\_\_\_

**Warning: Please read and acknowledge**

The flood hazard boundary maps and other flood data used by the City of Cottonwood Shores Floodplain Official in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. Issuance of an exemption certificate does not imply that developments outside the identified areas of special flood hazard will be free from flooding or flood damage. Issuance of an exemption certificate shall not create Liability of the part of the City of Cottonwood Shores; the City of Cottonwood Shores Floodplain Administrator or any officer or employee of the City of Cottonwood Shores in the event flooding or flood damage does occur.

Additional federal, state or local permits may be required.

\_\_\_\_\_  
Signature of Acknowledgment Date

4. APPLICANT WILL PROVIDE ONE COPY OF PLANS AND SPECIFICATIONS OF THE PROPOSED CONSTRUCTION, IF IN A FLOOD PLAIN.

**FOR USE BY FLOODPLAIN ADMINISTRATOR**

Is the property located in an identified flood hazard area?  Yes  No  
Is the property located in the flood way?  Yes  No

FIRM Zone Destination is: \_\_\_\_\_ Firm Panel No. \_\_\_\_\_ Dated: \_\_\_\_\_

Base Flood Elevation at the site is \_\_\_\_\_ ft. NGVD ( MSL) or is unavailable \_\_\_\_\_

Is Additional Information required (Including letter of Map Change)  Yes  No

Ensure that applicant is receiving the necessary federal, state, or local permits.  Yes  No

Variance Issued  Yes  No

Permit Application Approved  Approved  Denied

Floodplain Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS PERMIT IS VALID FOR ONE YEAR FROM DATE ISSUED AND WILL NEED TO BE RENEWED IF WORK IS NOT COMPLETED AT THAT TIME**

# Development Permit Notes

## BUILDING INSPECTION SCHEDULING PROCEDURES

City of Cottonwood Shores' inspections conducted by ATS Engineers, Inspectors & Surveyors can be called in or received via facsimile or email to ATS prior to 5:00 p.m. on the day before the inspections is needed. ATS office number is 512-328-6996. Email address for inspection request is [inspections@ats-engineers.com](mailto:inspections@ats-engineers.com) . If a preference exists for either a morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be notated by the person requesting the inspection.

*It is the responsibility of the permit holder to call in or fax inspection requests for each phase of construction prior to proceeding with construction and/or covering work.* This must include the name and phone number of the permit holder, the physical address of the permitted project and the type of inspection needed. Passed inspections allow construction to proceed to the next ordinance(s). Failed inspections shall be remedied and re-inspection for compliance prior to proceeding with construction.

All re-inspection fees must be paid prior to further inspection requests being performed.

Inspections will be combined at stages where combining is appropriate and the completion of one stage does not interfere with the inspection at another stage. Inspections performed individually other than those listed in stages at the convenience of the permit holder or necessary due to site conditions or other unforeseeable situations will be billed separately. The following are minimum required inspections.

### **FIRST INSPECTION: Temporary Construction "Electrical Power"**

- Meter base and panel set per code with regard to under-ground or over-head electrical connection.
- Ground-fault circuit protection on all 120-volt receptacles and proper grounding means must be in place.
- Job-site address must be visible from street.

### **SECOND INSPECTION: Plumbing Rough-In and Layout Inspection**

- To be made after the soil, drain and waste piping is installed within the confines of a slab form and prior to any backfill or placement of concrete.
- A water test with a 10-foot head pressure or 5-PSI air test shall be performed on the entire system to verify tightness of the system.
- Building drain must be sleeved where passing through exterior beam. Sleeve shall be sealed tight around the building drain to prevent inspection intrusion.
- All drain and waste piping installed with slope required for pipe size.
- Finished floor elevation allowing proper drainage around structure.
- Portable toilet facility and trash receptacle on site.

### **THIRD INSPECTION: Sewer/Water Yard Line Inspection**

- To be made after trenches are excavated, piping installed and tested, and before any backfill is placed.
- All necessary main supply shut-off valve(s) and/or back flow prevention devices installed on water supply and where necessary, any back-water preventions valve(s) installed on building sewer plumbing.
- Minimum buried depth of 12-inches. Trench is void of rocks, debris and bedded with sand. Sewer piping has slope required for pipe size.

### **FORTH INSPECTION: In-Slab Water Distribution Piping (Plumbing Copper)**

- A pre-pour inspection is required by the design engineer or architect. Forms erected and floated, reinforcement steel and/or post-tension cables in place, grade beams cleaned and have been properly cut, vapor barrier installed and intact. Plans must be on-site.
- All rough-in plumbing, in-slab electrical or conduit in place.
- All in-slab water distribution piping is installed within the confines of slab form and prior to any backfill or placement of concrete.
- Copper water lines shall be sleeved and protected from dissimilar metals.
- In-slab water distribution piping is insulated within 12-inches from slab exterior and pressure tested to a minimum 80 PSI.
- "UFER" ground wire bonded to reinforcing steel.

## **FIFTH INSPECTION:**

- **Frame Inspection:**
  - To be made after the roof, all framing, fire blocking and bracing are in place. All concealing wiring, all pipes, chimneys, ducts and vents are complete.
  - **C o n s t r u c t i o n P l a n s**, documents, and engineered products specifications are on-site.
- **Electrical Rough-In Inspection** – to be made after the roof, framing, fire blocking and bracing is in place and prior to the installation of batt insulation and/or sheetrock. All branch circuit and dedicated wiring, boxes, conduit, panel(s) in place and properly secured. Cold-water ground wire is installed to copper water distribution piping.
- **Plumbing Top-Out Inspection** – to be made after roof, framing, fire blocking and bracing is in place and all water distribution, soil, waste and vent piping and gas piping is complete and tested, and prior to the installation of insulation and/or sheetrock. A full system water pressure test or 50-PSI air test is required for inspection of the water distribution piping. For structures two-stories or more, tub(s) and shower pan(s), and drain, waste and vent piping shall have a water test performed to verify tightness of the system. Gas piping shall have a minimum 10-PSI air test performed to verify tightness.

## **SIXTH INSPECTION:** Re-Frame & Insulation Inspection

- Correction items from previous Frame and MEO rough-in inspection(s) are complete.
- To be made after all batted insulation is in place and all exterior and plate penetrations have been sealed. Requirements of the 2009 International Energy Conservation Code are enforced.

## **SEVENTH INSPECTION:** Wallboard

- To be made after all wallboard is installed and fastened and prior to taping/float skim coats.

#### **EIGHTH INSPECTION: Gas Test and/or Electrical Service Inspection**

- Gas piping is complete with all gas stop valves installed and all gas flex piping connected appliance(s). Gas stop valves are readily accessible. A minimum 10\_PSI air test is conducted or gas piping to verify tightness of system.
- Electrical service wiring and main disconnect is installed and ready to be energized. Address is posted and visible from street.

#### **NINTH INSPECTION:**

- Building Final/Certificate of Occupancy – to be made after the building is complete and ready for occupancy. All prior inspections have passed and re-inspection fees paid.
- Electrical Final Inspection – to be made after the building is complete, all required electrical fixtures are in place and properly secured, connected or protected, all panel(s) are labeled and system is energized.
- Plumbing Final Inspection – to be made after the building is complete, all plumbing fixtures are in place and properly connected, gas meter is set and the structure is ready for occupancy.
- Mechanical Final Inspection – to be made after the building is complete, the mechanical system is in place, properly connected and operating and the structure is ready for occupancy.

#### **ADDITIONAL INSPECTIONS:**

- Driveway – State ROW – prior to concrete placement. For approach onto State Right-Of-Way (ROW), a Texas Department of Transportation (TX DOT) permit is required as well as a city permit.
- Driveway – City ROW – prior to concrete placement, a permit must be obtained for an approach onto any City ROW.
- Fence – must be in compliance with City fence ordinance (3010).
- Pool electrical, plumbing and energy conservation in compliance with adoptee codes and ordinances.
- Demolition – proof of asbestos abatement. All debris removed from site.

**NOTE: The above stages are minimum requirements and are not intended to limit the appropriate use of materials, appliances, equipment or methods of design or construction. The adopted ordinances of the City of Cottonwood Shores shall apply to all construction within the subdivision boundaries.**