



## 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 mark N/A for those that are not applicable. Return this check 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)**

# **SPECIAL NOTICE OF CHANGES**

**Notice to ALL Contractors, Builders, Residents or any others that choose to construct, develop or build any type of dwelling, structure, etc. within the jurisdiction of the City of Cottonwood Shores.**

**The City of Cottonwood Shores has adopted a newer version of the International Building Codes and National Electrical Code.**

**All Construction and development must now follow 2015 International Building Code and 2017 National Electrical Code.**

**NOTE:** Read the attached checklist and make sure you have submitted all documents required marking acknowledgment of each item or N/A for those not required. Failure to comply will cause the applications will be rejected and additional fees may be apply.



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.) (MANDATORY)

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

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

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

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

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

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

**A copy of this form must be submitted with each application or each job.**

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

**ALL BUILDING AND CONSTRUCTION PLANS OR DOCUMENTS MAY BE SUBMITTED ELECTRONICALLY:  
(Any item that does not apply must be marked NA) (Applications not completed will be rejected)**

**Site Plan(s) Survey, Must Include:**

- \_\_\_\_\_ Plans depicting all proposed and existing structures.
- \_\_\_\_\_ Show all lot lines,
- \_\_\_\_\_ Building lines,
- \_\_\_\_\_ Setbacks Marked and indicated as in Ordinance 14000 City Zoning Setbacks
- \_\_\_\_\_ Public Utility and Drainage easement(s). Locations as per City Ordinance(s) and indicated.
- \_\_\_\_\_ Street Right-of-Ways.
- \_\_\_\_\_ Dimensions locating proposed structures.
- \_\_\_\_\_ Vehicular Street accesses indicated (Driveways)
- \_\_\_\_\_ Surveyed grade elevation of highest point (Note as Benchmark Elevation 100)
- \_\_\_\_\_ First Floor Elevation (Relative to Benchmark)
- \_\_\_\_\_ Highest Roof Ridge (Relative to Benchmark)
- \_\_\_\_\_ Provide height of structure.
- \_\_\_\_\_ Slab to highest ridge line.
- \_\_\_\_\_ Slope and Grades showing General Drainage
- \_\_\_\_\_ Plat Map of Property
  
- \_\_\_\_\_ 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).
  
- \_\_\_\_\_ Impervious Cover (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)
  
- \_\_\_\_\_ Lot Numbers and/or Street Numbers MUST be placed on ALL Building Plans

**ResCheck Energy Compliance report, must be submitted and include:**

- \_\_\_\_\_ ResCheck Report which can be completed through <http://energycode.pnl.gov/REScheckWeb/>
- \_\_\_\_\_ Using the 2015 International Energy Conservation Code format.
- \_\_\_\_\_ Please print out the report showing a passing compliance and sign and remit with application.
- \_\_\_\_\_ Manuals J/S/D with ACCA approved software.

**Engineered Foundation Plans (certified by a registered professional engineer), complete with detail sheet showing the following, must be included:**

- \_\_\_\_\_ 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 RECOMMENDED AND SHOULD BE SUBMITTED TO THE SITE MANAGER PRIOR TO THE POURING OF ANY CONCRETE.**

**Building Plans, must be submitted and include:**

**Front Elevations, complete with:**

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

**Rear Elevations, complete with:**

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

**Side Elevations, complete with:**

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

**Floor Plan(s) Scaled, must include:**

- \_\_\_\_\_ Door sizes and swing
- \_\_\_\_\_ Window sizes and type are shown (identify safety glazing where required by Code, size must match ResCheck)
- \_\_\_\_\_ Electric Layouts
- \_\_\_\_\_ Plumbing Layout & plumbing riser info.
- \_\_\_\_\_ Location of all HVAC units
- \_\_\_\_\_ Tread & Riser info and diagram
- \_\_\_\_\_ Attic access size(s) and location(s)

**General Specification Sheet, All items not drawn on the plans.**

- \_\_\_\_\_ 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
- \_\_\_\_\_ Building floor plan(s) (all levels) (Layout of all rooms labeled)
- \_\_\_\_\_ Exterior elevations depicting building heights of eaves, plates, roof tops and roof pitches, all doors and windows locations,
- \_\_\_\_\_ Floor design (trusses) must be available at time of inspection
- \_\_\_\_\_ Roof and ceiling framing details (lumber size, species, and grade) showing all support locations
- \_\_\_\_\_ Location of all plumbing fixtures, including future fixtures and water heater
- \_\_\_\_\_ Location of condensing units
- \_\_\_\_\_ Insulation shown for roof, walls and floor as applicable (Must match ResCheck Report.

**Electrical Plans, must include**

- \_\_\_\_\_ Electrical service entry section location and type (underground / overhead.
- \_\_\_\_\_ Breaker Panel(s) location indicated
- \_\_\_\_\_ All lights, switches and receptacles shown
- \_\_\_\_\_ GFCIs shown (garage, all kitchen counter, lavatories, and within 6 feet of water source)
- \_\_\_\_\_ Arc-Fault circuit protection shown in sleeping areas
- \_\_\_\_\_ Weather proof/ GFCI receptacles shown at exterior
- \_\_\_\_\_ Smoke detectors (hard wired w/battery backup) in each sleeping area, Outside, and watch additional story (wired in series)
- \_\_\_\_\_ Garage or Carport must be included in building plans (if applicable)
- \_\_\_\_\_ Hearth, fireplace and chimney. Dimension chimney height in accordance with IRC

**Driveway / Right-of-Way Plans, must include:**

- \_\_\_\_\_ 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.

**Attached Signs:**

- \_\_\_\_\_ All commercial building that have an attached sign must submit an attached sign permit applications with the Application for Development.

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\_\_\_\_\_ 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.

**Acknowledgment of Information Provided**

I the undersigned do hereby accept the responsibility for the information presented within this application and fully understand that any item(s) not in accordance with the International Building Codes or City Ordinances must be corrected, modified or altered such to be in compliance.

I hereby understand that any violation discovered within or during construction shall require corrective measures and construction must stop until in compliance.

I also acknowledge that all said corrections, modifications or alterations will be at the owner(s) or contractor(s) expense. I therefore release the City of Cottonwood Shores of the liability or responsible for any corrections, modifications, or alteration expenses.

I also acknowledge it is the responsibility of the permit applicant to call for inspections, certificate of occupancy and certificates of completion.

I fully understand that failure to comply with completion of permitting will result in no further permits issued and possible violation of city ordinances be filed.

I am familiar with and will comply with all City of Cottonwood Shores 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.

I understand that should any additional charges be accrued during an 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 of Applicant

\_\_\_\_\_  
Date

**Form / Foundation Survey:**

A form/foundation survey indicating the location of the form boards in relation to the property lines, building lines, setbacks and easements is recommended prior to the pouring of any concrete for the foundation of the structure being built. The City is not responsible for errors in setbacks. If an error occurs it is the owner's responsibility to relocate the forms and violations will be strictly enforced.

This inspection should be performed prior to the installation of plumbing or piers.

I the undersigned acknowledge that I must have a form survey performed before any type of foundation is poured or constructed or my building permit may be revoked.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Type of Construction:**

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

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 \_\_\_\_\_ %

Irrigation System? \_\_\_\_\_ No \_\_\_\_\_ Yes (Requires a 1" Water Tap)

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 10002 – Development & Subdivision and/or International Building Codes.**



## FEE SCHEDULE

* Minor Projects: Additions / Renovations Manufactured and Mobile Homes at .5 of fee	Minor Const. *	New Res. Const.	New Commercial/ Multi Family
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 Homes or Existing Structures 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
<b>Note: Taps Do Not Include Street Cutting and Repair</b>	

Residential & Commercial Inside the City Sewer Tap Minimums	
Sewer Tap	\$1,500.00
Grinder Pump System (includes tap) (36" Basin)	\$4,065.50
Grinder Pump System (includes tap) (53" Basin)	\$4,289.60
<b>Note: Taps Do 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: Taps Do Not Include Street Cutting and Repair</b>	

Residential & Commercial Outside the City Sewer Tap Minimums	
Sewer Tap	\$2,500.00
Grnder Pump System (includes tap)	\$4,500.00
MEDU Grinder Pump System (includes tap)	\$5,750.00
<b>Note: Taps Do Not Include Street Cutting and Repair</b>	

**NOTE: All Taps, Street Cuttings or Repairs are Subject to additional infrastructure extension costs.**

## **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

\_\_\_\_\_ **Fence Plan(s) submittal will be included in development application.**

## **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.

### **Pool Structural plans will indicate: (May be submitted electronically)**

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.

\_\_\_\_\_ **Pool Plan(s) submittal will be included in development application.**

## **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 at least 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,

\_\_\_\_\_ **Accessory / Ancillary Structure Plan(s) submittal will be included in development application.**

## **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.

\_\_\_\_\_ **Deck Plan(s) submittal will be included in development application.**

**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**

## 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 . 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 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 (10002).
- 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.**



# CITY OF COTTONWOOD SHORES APPLICATION AND SERVICE AGREEMENT "NEW ACCOUNT SERVICE"



First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Service Address: \_\_\_\_\_ Sec #: \_\_\_\_\_ Lot #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ SSN #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ DL #: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Cell #: \_\_\_\_\_ Owner / Landlord: \_\_\_\_\_

Lease Agreement Provided:  Yes  No Residential:  Commercial:   
 Services Applied For:  Water  Sewage  Trash Removal / Garbage

### Residential Renters

### Residential Owners

### Commercial

Inside City Limits: _____	Outside City Limits: _____	Inside City Limits: _____	Outside City Limits: _____	Inside City Limits: _____	Outside City Limits: _____
Deposit: <u>\$300.00</u>	Deposit: <u>\$325.00</u>	Deposit: <u>\$200.00</u>	Deposit: <u>\$225.00</u>	Deposit: <u>\$225.00</u>	Deposit: <u>\$250.00</u>
Connection: <u>\$25.00</u>	Connection: <u>\$25.00</u>	Connection: <u>\$25.00</u>	Connection: <u>\$25.00</u>	Connection: <u>\$25.00</u>	Connection: <u>\$25.00</u>
CSI: _____	CSI: _____	CSI: _____	CSI: _____	CSI: _____	CSI: _____
Other: _____	Other: _____	Other: _____	Other: _____	Other: _____	Other: _____

THE UNDERSIGNED ("HEREINAFTER CALLED THE CONSUMER") HEREBY MAKES APPLICATION FOR AND AGREES TO TAKE FROM THE CITY OF COTTONWOOD SHORES THE SERVICE OR SERVICES COVERED BY THIS APPLICATION AT THE ADDRESS GIVEN ABOVE, AND AGREES ON OR BEFORE THE 10TH DAY FROM THE DATE OF BILLING EACH MONTH IF BILLED MONTHLY, TO PAY THE CITY AT ITS OFFICE FOR ALL SUCH SERVICES FURNISHED CONSUMER DURING THE PERIOD FOR WHICH SAID BILLING IS RENDERED, ACCORDING TO THE AMOUNT THEREOF AS ESTABLISHED BY, AND IN ACCORDANCE WITH, THE STANDARD RATES OF THE CITY AS FROM TIME TO TIME ESTABLISHED FOR SUCH CLASS OF SERVICE. THE CITY SHALL NOT BE OBLIGATED UNDER THIS AGREEMENT TO FURNISH ANY SERVICE OF A TYPE OR CHARACTER NOT AVAILABLE FROM THE EXISTING LINES OR FACILITIES.

THE CONSUMER AGREES TO PERMIT THE AUTHORIZED AGENTS OF THE CITY FREE ACCESS TO THE PREMISES OF THE CONSUMER FOR THE PURPOSE OF CONNECTING, DISCONNECTING, INSPECTING, TESTING, READING METERS, REPAIRING OR REMOVING ANY PROPERTY OF THE CITY AND AGREES NOT TO PERMIT ANYONE OTHER THAN AUTHORIZED AGENTS OF THE CITY TO MOLEST OR OTHERWISE TAMPER WITH THE PROPERTY OF THE CITY TO REMOVE ITS SEALS.

THE CITY WILL MAKE REASONABLE PROVISIONS TO INSURE SATISFACTORY AND CONTINUOUS SERVICE, BUT IT DOES NOT GUARANTEE CONTINUOUS, AND WILL NOT BE LIABLE FOR LOSS OR DAMAGE CAUSED BY ACCIDENTS OR CONDITIONS WHICH IT COULD NOT HAVE FORESEEN OR OVER WHICH IT HAS NO CONTROL THE CONSUMER AGREES THAT THIS APPLICATION AND AGREEMENT IS SUBJECT TO ALL CITY ORDINANCES AND REGULATIONS COVERING THIS SERVICE MENTIONED, AND THAT SUCH ORDINANCES AND REGULATIONS ARE PART OF THIS AGREEMENT.

THE FOLLOWING INFORMATION IS REQUIRED BY THE FEDERAL GOVERNMENT IN ORDER TO MONITOR COMPLIANCE WITH FEDERAL LAWS PROHIBITING DISCRIMINATION AGAINST APPLICANTS SEEKING TO PARTICIPATE IN THIS PROGRAM. YOU ARE NOT REQUIRED TO FURNISH THIS INFORMATION, BUT ARE ENCOURAGED TO DO SO. THIS INFORMATION WILL NOT BE USED IN EVALUATING YOUR APPLICATION OR TO DISCRIMINATE AGAINST YOU OR ANY INDIVIDUAL APPLICANTS ON THE BASIS OF VISUAL OBSERVATION OR SURNAME.

<input type="checkbox"/> White, Not of Hispanic Origin	<input type="checkbox"/> Black, Not of Hispanic Origin	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Male <input type="checkbox"/> Female
--	--	--	-----------------------------------	--	--	--

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Co-Applicant Required if Under 18 Years of Age)

**CITY OF COTTONWOOD SHORES  
APPLICATION AND SERVICE AGREEMENT**

**Previous Residential Address:**

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
How long did you reside there? \_\_\_\_\_ Years \_\_\_\_\_ Months

**PREVIOUS ACCOUNT HISTORY**

Have you ever had a water service account with the City of Cottonwood Shores?  No  Yes

If yes, previous address: \_\_\_\_\_  
Date Opened Account: \_\_\_\_\_ Date Closed Account: \_\_\_\_\_

Has any member of your family ever had a water service account with the City of Cottonwood Shores?

No  Yes, if so; Name of Family Member: \_\_\_\_\_

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

What was the address of your last water service account?  (Same as Above)

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

**EMPLOYMENT DETAILS**

Employer Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**OTHER CONTACT / PERSONAL INFORMATION CONTACT**

Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**PERSONAL REFERENCES (At Least 3)**

(Name)	(Relationship)	(Telephone Number)
_____	_____	_____
_____	_____	_____
_____	_____	_____



# CITY OF COTTONWOOD SHORES



3808 Cottonwood Drive  
Cottonwood Shores, Texas 78657  
Phone #: (830) 693-3830 Fax #: (830) 693-6436

## Animal / Pet Registration

Registration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Permit Number: \_\_\_\_\_

### Owner Information

Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### Animal Information

Name of Animal: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Species: \_\_\_\_\_ Breed: \_\_\_\_\_ Sex:  Male  Female

Color: \_\_\_\_\_ Size: \_\_\_\_\_ Spayed:  Neutered:

### Animal Information

Name of Animal: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Species: \_\_\_\_\_ Breed: \_\_\_\_\_ Sex:  Male  Female

Color: \_\_\_\_\_ Size: \_\_\_\_\_ Spayed:  Neutered:

### Animal Information

Name of Animal: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Species: \_\_\_\_\_ Breed: \_\_\_\_\_ Sex:  Male  Female

Color: \_\_\_\_\_ Size: \_\_\_\_\_ Spayed:  Neutered:

### Rabies License Information

Veterinarian: \_\_\_\_\_ Phone: \_\_\_\_\_

1 License #: \_\_\_\_\_ Vacc. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

2 License #: \_\_\_\_\_ Vacc. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

3 License #: \_\_\_\_\_ Vacc. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notes:



# CITY OF COTTONWOOD SHORES



3808 Cottonwood Drive  
Cottonwood Shores, Texas 78657  
Phone #: (830) 693-3830 Fax #: (830) 693-6436

## Confidentiality Request Form

Would you prefer your City of Cottonwood Shores Utility Records be Confidential?

**You can now request that personal information contained in our utility application not be released to unauthorized persons.**

The Texas legislature enacted a bill allowing publicly-owned utilities to give their customers the option of making the customer's address, telephone number and social security number confidential.

**Is there a charge for this service?**

No. There is not charge for this service.

**How can you request this?**

Simply complete the form at the bottom of this page and return it to the City of Cottonwood Shores Utility Office located at 3808 Cottonwood Drive, Cottonwood Shores, TX 78657. If you need more information, please call at 8300-693-3830.

**We must still provide information under law to certain persons.**

We must still provide information to: (1) an official or employee of the state or a political subdivision of the state, or the federal government acting in an official capacity; (2) an employee of a utility action in connection with the employee's duties; (3) a consumer reporting agency; (4) a contractor or subcontractor approved by and providing services to the utility or to the state, a political subdivision of the state, the federal government, or an agency of the state or federal government; (5) a person for whom the customer has contractually waived confidentiality for personal information; or (6) another entity that provides water, wastewater, sewer, gas, garbage, electricity, or drainage service for compensation.

**Yes, I want you to make my information (address, telephone number and social security number) confidential.**

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

Phone Number: \_\_\_\_\_ Account #: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



of environmental, inc.

**Engineers  
Inspectors  
& Surveyors**

FIRM REG. #2487

4910 West Hwy 290  
Austin, Texas 78735  
512.328.6995  
512.328.6996. Fax

**Commercial and  
Residential Engineering**

- Structural
- Civil
- Mechanical
- Electrical
- Plumbing

**Rehabilitation Designs**

**Property Condition  
Inspections**

**Surveying**

**Texas Accessibility  
Standards (ADA)  
Compliance Reviews  
& Inspections**

**Certified Code  
Compliance Inspectors  
& Plan Reviewers**

**Construction Consulting**

To: City of Cottonwood Shores  
Attn: Sheila C. Moore  
RE: CSI Inspection

December 15, 2015

A Customer Service Inspection (CSI) is a required inspection by the Texas Commission of Environmental Quality (TCEQ). A CSI inspection is not a plumbing inspection, but is an inspection for cross connections between potable and non-potable water.

An example of a possible cross connection would be a hose bibb lacking a vacuum backflow preventer. If the end of a hose was to be submerged into a bucket containing pesticides and there were to be a waterline break, the pesticides can be back siphoned into the potable water supply if a backflow vacuum breaker is not installed.

In order to conduct a CSI inspection, the finished final plumbing set out must be complete. This includes, but not limited to;

- All hose bibbs installed with vacuum breakers.
- All commodes installed.
- All lavatories and sink faucet fixtures must be installed.
- All plumbing appliances installed such as dishwashers, icemakers, etc.. (Excludes clothes washer)
- All outdoor water features complete, if water feature has an auto fill, must have approved backflow preventer.
- Irrigation system installed with the proper backflow preventer along with test documentation.

Thank you,

Dondi Atwell  
Inspection Dept. Manager