

Commercial Building Permit Information

Ordinances pertaining to
City of Poth Building Permits
May be viewed online at
Cityofpoth.org

Check List

Information required for Site Plan

- Site Plan shall be clearly defined and drawn to an appropriate scale that permit accurate review for compliance with City codes, ordinances and standards.
- Four copies of the Site Plan not to exceed 24" x 36" shall be provided to the City.
- The following features, as a minimum, shall be required on all Site Plans before they will be accepted for review:

Residential (Single Family or Duplex)

- Legal description, address, property lines and dimensions;
- Location, size and name of adjacent or included streets, alleys and easements;
- Location, setbacks, dimensions and square footage of existing/proposed buildings.
- Proposed access to property (If fronts a State Highway, will comply with TXDOT rules and regulations for access.)
- Floodplain location, if applicable;
- Location, type and size of all water and sewer lines and meters;
- If new water and/or sewer service is needed, complete the Application For Water/Wastewater Service and pay the required Utility Fee. This requirement may be waived by the City Engineer for Residential Single Family/Duplex developments if deemed unnecessary by the City Engineer

Commercial/Industrial/Multi-Family

In addition to the Residential requirements, the following:

- Location of buildings on adjoining property with 10' of the subject property;
- Location and dimensions of existing/proposed parking spaces, driveways, vehicle maneuvering areas, curb cuts, loading facilities and sight visibility triangle areas;
- Parking required per city codes;
- Existing/proposed surfacing, landscaping/buffer areas and screening fences;
- Include Water Requirements – peak demand, minimum residual pressures, meter size, fire protection coverage and improvements, pipe material type;
- Include Wastewater (Sanitary Sewer) Requirements – Average dry weather and peak flows, peak wet weather flows, Wastewater type/strength, pipe material type;
- Water/Wastewater availability feasibility study by qualified engineer (signed and sealed)
- Location of facilities for refuse disposal with appropriate screening and location of fire hydrants;
- Provide minimum fire flow information;
- Drainage direction and outfall, location, type and size of drainage facilities (drainage calculations when applicable);
- A drainage plan depicting the anticipated flow of all drainage onto and from the lot showing all major topographic features on or adjacent to the property including all water courses, 100-year floodplain boundaries, ravines, bridges and culverts shall be submitted. The proposed development shall consider the impact of the development on surrounding properties.
- Depiction of all streams, rivers, ponds, lakes, other surface water features or any Sensitive Features (as defined by the Texas Commission On Environmental Quality in CFR 30 Texas Administrative Code 213.3) and a statement certified by the developer's

surveyor or engineer under his or her professional seal that, to the best of his or her knowledge, the plat accurately reflects the general location (or absence) of all such features in accordance with the terms of these Regulations.

- Engineering Design of Storm Water Drainage and Management Plan
- The location and size of all proposed drainage structures, except culverts
- All drainage facilities including ditches, drainage pipes, street curbs, gutter inlets, driveways, road culverts, and storm sewers shall be designed to intercept and transport runoff from 10-year frequency.
- A drainage analysis which includes design calculations for all facilities within the subdivision including drainage culvert location and sizing, and an analysis of the upstream and downstream impact on adjacent properties showing that the development has no negative impact on the water discharged from the property, based on the 100 year flood;
- Proposed use(s), north arrow, graphic scale and date of plan preparation;
- Erosion control plan showing location and details;
- Construction entrance location and details;
- Any other information necessary to demonstrate compliance with applicable City ordinances, codes, resolutions and construction standards.

Information required for Building Permit

- Two (2) sets of building plans,
- An approved Site Plan (or simultaneous submission of a Site Plan Application)
- All applicable Building Fees to the City
- In addition to the above items, the Applicant must show evidence of the following:
 - Evidence of ownership of the Property (such as a recorded Warranty Deed) or written evidence of authority to act on behalf of the record title owner;
 - The property is platted pursuant to the City's Subdivision Ordinance and appropriately zoning pursuant to the City's Zoning Ordinance.

Fees

- The building permit and site plan fees and the Utility Tap fees as described in Appendix "A" must be paid at the time the application is submitted.
- The building permit and site plan fees are nonrefundable, but the Utility Tap Fee will be refunded if the project is abandoned.

Schedule of Fees for Applications for Permits

Issued by the City of Poth

Site Plan Single Family/Duplex	\$125.00
Site Plan Commercial/Industrial/Multifamily	\$125.00
Residential Building Permit	\$75.00
Residential Development in Floodplain Permit	\$150.00 + 100% of any additional engineering cost incurred by the City
Commercial Development Permit	\$500.00 + 100% of any additional engineering cost incurred by the City
RV-Park /Multi Units Development Permit	\$500.00 + \$10.00 per unit and 100% of any additional engineering cost incurred by the City
Extension Fees	Half of Original Permit Fee
Permit for Pipeline Crossing City ROW	\$1000.00 per crossing
Utility Permit- Residential	\$100.00
Utility Permit- Commercial	\$1000.00 + \$100.00 per unit
Driveway Permit – Residential	\$75.00
Driveway Permit- Commercial	\$150.00 max 100– over 100 ft is additional \$150.00
Variance –Specific Use Permit –Rezoning	\$200.00

BUILDING CODES

- International Residential Building Code
- National Electrical Code published by the National Fire Protection Code Council
- International Building Code
- International Mechanical Code
- International Plumbing Code
- International Fire Code

Unless provided otherwise, each code enforced shall be its most recently adopted version with amendments.

Site Plan Review Application City of Poth

Site Owner _____
Proposed Project Site _____
Proposed Use _____
Applicant/Architect Firm _____
Contact Name _____
Address of applicant _____
Email _____
Phone Number _____
Description of Work _____
Current Zoning _____
In Compliance with Zoning? Yes No If No, Explain _____

Total Estimated Project Value: _____

Application for Site Plan Review needs to be accompanied by four (4) site plans.
Fire Flow Data Must accompany Site Plan Review
Professional Seal must be on plans when required by codes and state law

I understand by placing my signature below that this is an application for Site Plan Review Only. I further understand this application does not represent an application for a Building Permit and that approval of plans submitted for Site Plan Review Does Not represent approval of a Building Permit.

Applicant's

Signature: _____ **Date** _____

The site plan has been reviewed by a city representative. A review of the specifications of the project was conducted on _____ and it was determined that:

- the proposed development as submitted is in conformance with the development standard and meets all regulations and specifications as required by the City of Poth
- the proposed development as submitted does not meet with the development standard and regulations and specifications as required by the City of Poth
- the proposed application was incomplete and additional information is required.

Reviewed by: _____ Date: _____

For Office Use Only

Fee: _____ Check/Cash: _____ Date _____ Received by _____

CITY OF POTH COMMERCIAL BUILDING PERMIT APPLICATION

ADDRESS/ LOCATION: _____(LOT)(APT)(STE)_____

APPLICANTS NAME: _____

APPLICANTS ADDRESS: _____

PHONE & EMAIL _____

GENERAL CONTRACTOR: _____

PROPERTY OWNER: _____

BUSINESS NAME: _____

BUSINESS USE: _____

(State specifically what business will be used for attach if additional space needed)

DESCRIPTION OF WORK: _____

IS THIS PROJECT: _____ NEW CONSTRUCTION _____ REMODEL/ADDITION

PREVIOUS USE OF BUILDING: _____

If following work if required List Contractor & Permit/License #
ELECTRIC _____
PLUMBING _____
GAS _____
MECHANICAL _____
NFPA 13R FIRE SPRINKLER SYSTEM _____

CORNER LOT?
_____ YES
_____ NO
CURRENTLY OCCUPIED?
_____ YES
_____ NO

FRONT SETBACK: _____
REAR SETBACK: _____
SIDE SETBACK (R.): _____
SIDE SETBACK (L.): _____
SETBACKS ARE MEASURED FROM THE PROPERTY LINE. <u>NOT THE CURB.</u>
IS PROJECT REGISTERED FOR <u>TAS</u> REVIEW? _____ YES _____ NO
CONFIRMATION #: _____

LEGAL DESCRIPTION: LOT _____ BLOCK _____ SUBDIVISION _____ UNIT _____

OR TRACT _____ SECTION _____ SURVEY _____ ABSTRACT _____

FOUNDATION TYPE: _____ PIER/BEAM _____ SLAB _____ OTHER _____

ROOFING MATERIALS: _____ COMP _____ WOOD _____ TILE _____ BUILT UP _____ OTHER _____

ROOF DESIGN: _____ TRUSS _____ CONVENTIONAL _____

RETAINING WALL: _____ CONCRETE _____ KEYSTONE _____ OTHER _____ HEIGHT _____

SQ. FOOTAGE OF PROJECT _____

NUMBER OF PARKING SPOTS: _____ **NUMBER OF SEATS:** _____

OUTSIDE STORAGE: _____

PROVIDE DISTANCE OF NEAREST FIRE HYDRANT TO THE PROPOSED STRUCTURE: _____

DOES YOUR BUSINESS INVOLVE THE SALE, USE OR STORAGE OF:

- Hazardous Materials Paint Products Welders/Torches
- Flammables/Combustibles Wood Working Process Food Preparation
- Explosives/Fireworks Metal Working Process Alcoholic Beverages
- Poisons/Acids Auto Repair or Storage

I HEREBY CERTIFY THAT AN ASBESTOS SURVEY HAS BEEN PERFORMED IN ACCORDANCE WITH THE TEXAS ASBESTOS HEALTH PROTECTION RULES (TAHPR) AND THE NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS (NESHA) FOR THE AREA(S) BEING REVOLATED AND/OR DEMOLISHED.

- **If your business is a restaurant, private club, church or daycare you will be required to provide a seating and floor plan which depicts the accurate square footage of lease space/building.**
- **All applications must submit parking site plan showing dumpster locations**

VALUATION OF WORK: _____

APPLICANT SIGNATURE: _____ **DATE:** _____

BY SIGNING THIS APPLICATION YOU ARE VERIFYING ALL INFORMATION IS CORRECT

***** PLANS SUBMITTED NOT TO EXCEED 24" IN LENGTH AND NO SMALLER THAN 8"X 11" *****

The permit has been reviewed by city representative. A review of the specification of the project were conducted on _____ and it was determined that:

- the proposed development as submitted is in conformance with the development standard and meets all regulations and specifications as required by the City of Poth**
- the proposed development as submitted does not meet with the development standard and regulations and specifications as required by the City of Poth**
- the proposed application was incomplete and additional information is required.**

Reviewed by: _____ **Date:** _____

CERTIFICATE OF OCCUPANCY

Upon completion of all construction (including driveways and parking) and all final inspections have been submitted, upon written request by the Owner or Contractor, a Certificate of Occupancy shall be issued by the City. Though connected, city utilities shall not be released until a Certificate of Occupancy is issued. If the building is occupied prior to issuing the Certificate of Occupancy, the City may, upon ten calendar days written notice to the Owner, disconnect the city utilities.

Date Inspection Submitted: _____

Reviewed by: _____ **Date:** _____

FOR OFFICE USE ONLY

APPLICATION FEE: _____ **CHECK/CASH:** _____ **DATE:** _____ **RECEIVED BY:** _____

Application for Water/Wastewater Service City of Poth

Applicant's Name _____

Applicant's Mailing Address _____

Applicant's Phone No. _____ Fax _____

Applicant's Email _____

Describe Proposed Development (Attach Additional pages if needed) _____

Proposed Service Address _____

Proposed Connection Location to Municipal Water (Attach Drawing) _____

Proposed Tap Size _____

Proposed Wastewater Connection Location (Attach Drawing) _____

Proposed Wastewater Line Size _____

Gravity or Force Main _____

City Limits _____ Inside _____ Outside

CCN _____ Inside _____ Outside

Engineer's Name and TBPE Registration No. _____

Engineer's Address _____

Engineer's Phone No _____ Fax _____

Engineer's Email _____

Proposed Contractor (if known) _____

Contractor's Address _____

Contractor's Phone No _____ Fax _____

Contractor's Email _____

- If applicant is not the owner, show written proof applicant can act on behalf of owner.

Procedures

- Submit application with fee to City of review
 - Includes water requirement – peak demand, minimum residual pressures, meter size, fire protection coverage and improvements, pipe material type
 - Includes wastewater (sanitary sewer) requirements – average dry weather and peak flows, peak wet weather flows, WW type/strength, pipe material type
- If applicable to proposed development, submit water/wastewater availability feasibility study by qualified engineer (signed and sealed) City retain the option to conduct feasibility study with estimated cost to be paid by Applicant
- Provide evidence of easements. If easements have not been acquired, evidence of dedicated and recorded easements including a temporary construction easements shall be provided to City before the beginning of construction.
- Review by City
- Developer's engineer to design the water/sewer extension with cost estimates to be bid (may include fire protection coverage requirements) (signed and sealed)
- Reviewed by City
- Applicant seeks bids by contractor (qualifications? Licensed plumber). Must be pre-qualified by City
- If Applicant seeks city participation in cost, submit written Application fee.
- Provide financial guarantee for payment, cash bond or letter of credit from bank in the amount of contractor's bid plus 25%.
- City gives authority to proceed
- City conduct periodic inspections and final inspection
- Applicant pays tap fees for connections
- "As-Built" Construction Plans shall be provided to the City

Applicant Signature _____ Date: _____

Name and Title _____

Fees:

Water Connection - \$2500.00 ¾"

Sewer Connection - \$2500.00 4"

Permit # _____

City of Poth Driveway Permit Application

ADDRESS/ LOCATION: _____ (LOT)(APT)(STE) _____

APPLICANTS NAME: _____

APPLICANTS ADDRESS: _____

PHONE & EMAIL _____

GENERAL CONTRACTOR: _____

PROPERTY OWNER: _____

DESCRIPTION OF WORK: _____

LEGAL DESCRIPTION: LOT _____ BLOCK _____ SUBDIVISION _____ UNIT _____

OR TRACT _____ SECTION _____ SURVEY _____ ABSTRACT _____

LOCATION DESCRIPTION: _____ Attach Vicinity Map _____

SQ. FOOTAGE OF PROJECT _____

NUMBER OF PARKING SPOTS: _____ VALUATION OF WORK: _____

CORNER LOT? _____ YES _____ NO CURRENTLY OCCUPIED? _____ YES _____ NO

NATURE OF PROPOSED CONSTRUCTION _____ Residential _____ Commercial _____ Other

Description of Proposed construction: _____ Concrete _____ Asphalt _____ Base Material _____ Other

Description of proposed size: _____ Single 12' _____ Double 20' _____ Other _____

Provide copy of plans & specifications, of proposed construction showing property dimensions, setbacks, size & distance from any existing buildings.

Acknowledgement: I agree that if driveway applied for in this permit is extended onto city property and constructed of concrete material a seam will be installed at the property line to facilitate repairs of utility lines on city property and that I will be responsible for replacing and/or resurfacing driveway after repairs are done by City. Further, the City will maintain portion of driveway that extends onto city property only if it is constructed of base or asphalt material. Any Alteration of submitted plans and specifications which are not approved by the City will result in nullification.

APPLICANT SIGNATURE: _____ DATE: _____

BY SIGNING THIS APPPLICATION YOU ARE VERIFYING ALL INFORMATION IS CORRECT.

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