

# Residential Building Permit

Applicant : \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date Submitted for Review: \_\_\_\_\_

Date Review Completed: \_\_\_\_\_

Ordinances pertaining to  
City of Poth Building Permits  
May be viewed online at  
[Cityofpoth.org](http://Cityofpoth.org)

**AMENDMENT**

**ORDINANCE NO :           111912 – ADMINISTRATIVE ORDINANCE**

**AMENDMENT NO:           I**

**ORDINANCE NO. 111912 IS HEREBY AMENDED AS FOLLOWS:**

**Section 6       Preliminary Meeting with City Engineer**

6.1       Any person who desires to pursue development within the City limits may request a meeting with the City Engineer to discuss City codes and ordinances applicable to the proposed development prior to submitting a development request.

6.2       A person who desires to meet with the City Engineer must complete a request provided by the City Secretary to schedule a meeting with the City Engineer. Since the City Engineer provides services to the City on an hourly fee basis, the person shall be required to prepay to the City a minimum of two (2) hours at \$150.00 per hour for service by the City Engineer. The fee is non-refundable, but the person requesting the services may reschedule if the City Secretary is notified at least 24 hours before the scheduled meeting.

6.3       Informational Purposes Only

          The person requesting the meeting with the City Engineer shall acknowledge the meeting is for informational purposes only and the City Engineer cannot approve any developments until submitted under the terms herewith or pursuant to other City Ordinances.

### **Request For Preliminary Meeting**

*This form is to be used to request a preliminary meeting with the City Engineer prior to submission a development request.*

Name of Proposed Subdivision: \_\_\_\_\_  
(if applicable)

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

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

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

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

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

I request a preliminary meeting with the City Engineer. I understand that when there is no City Engineer on the city payroll, as a salaried employee, all professional fees charged by the City Engineer for the requested meeting shall be my responsibility for payment.

Signature: \_\_\_\_\_

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

## Schedule of Fees for Applications for Permits

Issued by the City of Poth

Site Plan Single Family/Duplex	\$150.00
Site Plan Commercial/Industrial/Multifamily	\$150.00
Residential Building Permit	\$150.00
Residential Building Permit for accessory building	\$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	\$100.00
Driveway Permit- Commercial	\$150.00 max 100– over 100 ft is additional \$150.00
Variance –Specific Use Permit –Rezoning	\$350.00
Water Connection	\$3500.00
Waste Water Connection	\$3500.00
Water Well Permit	\$100.00
CSI (Customer Service Inspection)	\$100.00
Residential Account Setup Fees (¾ “ meter)	\$90.00

## **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.

# Residential Site Plan

**Check List****Information required for Site Plan****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

**Fees**

- The building permit and site plan fees and the Utility Tap fees 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.

## Site Plan Application

Site Owner \_\_\_\_\_

Proposed Project Site \_\_\_\_\_

Proposed Use \_\_\_\_\_

Applicant/Architect Firm \_\_\_\_\_

Contact Name \_\_\_\_\_

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

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    and  
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 \_\_\_\_\_

For Office Use Only

Fee: \_\_\_\_\_ Check/Cash: \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_



**For City Use Only**  
**Site Plan Application Review**

**Applicant:** \_\_\_\_\_ **Permit #** \_\_\_\_\_

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

**Phone#:** \_\_\_\_\_

**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 **does not meet** with the development standard and regulations and specifications as required by the City of Poth

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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

[     ] the proposed application **was incomplete** and additional information is required.

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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

[     ] 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 and **has been approved**  
by: \_\_\_\_\_ Date: \_\_\_\_\_

# Residential Building Permit

## Check List

### 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 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.

**RESIDENTIAL BUILDING PERMIT APPLICATION**

APPLICANTS NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE &amp; EMAIL \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

GENERAL CONTRACTOR: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

IS THIS PROJECT: \_\_\_\_\_ NEW CONSTRUCTION \_\_\_\_\_ REMODEL/ADDITION

PREVIOUS USE OF BUILDING: \_\_\_\_\_

**If following work is 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. NOT THE  
CURB.****IS PROJECT REGISTERED FOR TAS  
REVIEW? \_\_\_\_\_ YES \_\_\_\_\_ NO  
CONFIRMATION #:**

City of Poth

Permit # \_\_\_\_\_

**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:** \_\_\_\_\_

**MOBILE HOME, MANUFACTURED OR PREFABRICATED HOUSING :**

**SIZE:** \_\_\_\_\_ **SERIAL # :** \_\_\_\_\_

**YEAR:** \_\_\_\_\_ **MAKE/MODEL:** \_\_\_\_\_



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

**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" \*\*\***

**FOR OFFICE USE ONLY**

APPLICATION FEE: \_\_\_\_\_ CHECK/CASH: \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

**For City Use Only**  
**Residential Building Permit Application Review**

**Applicant:** \_\_\_\_\_

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

**Phone#:** \_\_\_\_\_

**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 **does not meet** with the development standard and regulations and specifications as required by the City of Poth

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

[ ☐ ] the proposed application **was incomplete** and additional information is required.

\_\_\_\_\_

\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

[ ☐ ] 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 and **has been approved**

by: \_\_\_\_\_ Date: \_\_\_\_\_

# Residential Driveway Permit

**Driveway Permit Application**

ADDRESS/ LOCATION: \_\_\_\_\_(LOT)(APT)(STE)\_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_

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

**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.**

**FOR OFFICE USE ONLY**

APPLICATION FEE: \_\_\_\_\_ CHECK/CASH: \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_



**For City Use Only**  
**Driveway Application Review**

**Applicant:** \_\_\_\_\_

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

**Phone#:** \_\_\_\_\_

**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 **does not meet** with the development standard and regulations and specifications as required by the City of Poth

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

[     ] the proposed application **was incomplete** and additional information is required.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

[     ] 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 and **has been approved**

by: \_\_\_\_\_ Date: \_\_\_\_\_

# Residential Water/Wastewater Permit

**Application for Water/Wastewater Service**

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 recoded 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 \_\_\_\_\_

# Residential Customer Service Application



DATE: \_\_\_\_\_

ACCT#: \_\_\_\_\_

**CITY OF POTH**  
**APPLICATION FOR SERVICE**  
(Residential)

*\*Valid ID and Mailing address required in order to process application*

**APPLICANT:** \_\_\_\_\_

Picture ID: DL \_\_\_\_\_ (or) ID \_\_\_\_\_ # \_\_\_\_\_

Hm# \_\_\_\_\_ Cell# \_\_\_\_\_ Wk# \_\_\_\_\_

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

Marital Status: Married \_\_\_\_\_ Single \_\_\_\_\_

Place of Employment: \_\_\_\_\_

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

**CO-APPLICANT:** \_\_\_\_\_

Picture ID: (Type) \_\_\_\_\_ # \_\_\_\_\_

Hm# \_\_\_\_\_ Cell# \_\_\_\_\_ Wk# \_\_\_\_\_

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

Marital Status: Married \_\_\_\_\_ Single \_\_\_\_\_

Place of Employment: \_\_\_\_\_

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

**Mailing address:** \_\_\_\_\_

(For billing purposes)

\_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Names of Persons in Household:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Do you own home?** \_\_\_\_\_**Are you renting?** \_\_\_\_\_**If yes:**                      **Landlord Name:** \_\_\_\_\_**Contact #:** \_\_\_\_\_

I fully understand that services per request shall be denied to me if person or persons stated on service application have an outstanding debt/account with the said City of Poth. The outstanding debt must be paid prior to service connection.

I also fully understand that the services requested by me shall be billed to me at the address which I have listed above. Such bill shall be paid in full by the 17<sup>th</sup> day of each month. If payment is not received by the City of Poth by such date an additional 10% penalty will be incurred. 10 additional days will be allowed if payment is not received by the 17<sup>th</sup>, my service will then be subject to/and shall be disconnected until payment is made in full. Such payment shall be inclusive of all penalties and any additional charges which have been incurred per the disconnection of my service. In addition, if payment by check or money order is not honored, my account will be considered unpaid and services will again be subject to/and shall be disconnected for non-payment.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Co-Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**City Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**\*NON-REFUNDABLE FEES (Not a deposit)****\$75.00 Acct Set Up****\$15.00 Service Fee**

## CITY OF POTH SERVICE AGREEMENT

- I. **PURPOSE:** The City of Poth Water System is responsible for protecting the drinking water supply from contamination or pollution which could result from improper private water distribution system construction or configuration. The purpose of this service agreement is to notify each customer of the restrictions which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the City of Poth will begin service. In addition, when service to an existing connection has been suspended or terminated the water system will not re-establish service unless it has a signed copy of this agreement.
- II. **RESTRICTIONS:** The following unacceptable practices are prohibited by State regulations:
- A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
  - B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.
  - C. No connection which allows water to be returned to the public drinking water supply is permitted.
  - D. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
  - E. No solder or flux which contains more than 0.2% lead can be used for installation or repair of plumbing at any connection which provides water for human use.
  - F. **SERVICE AGREEMENT:** The following are the terms of the service agreement between the City of Poth (the Water System) and customer  
\_\_\_\_\_/\_\_\_\_\_  
(Applicant) (Co-applicant)
  - G. The Water System will maintain a copy of this agreement as long as the Customer and/or the premises is connected to the Water System.
  - H. The Customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the Water System or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to



the private water distribution facilities. The inspections shall be conducted during the Water System's normal business hours.

- I. The Water System shall notify the Customer in writing of any cross-connections or other potential contamination hazard which has been identified during the initial inspection or the periodic re-inspection.
- J. The Customer shall immediately remove or adequately isolate any potential cross-connection or other potential contamination hazards on his premises.
- K. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the Water System copies of all testing and maintenance records shall be provided to the Water System.

III. **ENFORCEMENT:** If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its option, either terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CO-APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CITY OF POTH  
P.O. BOX 579  
200 N. CARROLL ST.  
POTH, TX 78147  
830-484-2111**

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**UTILITY COLLECTION PROCEDURES  
RULES AND REGULATIONS**

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I, the undersigned, have received a copy of the City of Poth Utility collection Procedures, Rules and Regulations on \_\_\_\_\_.  
(Date)

I further understand to abide by these procedures and I am responsible for any bills, fees or obligations that are under policy for my account.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Co-Appllcant

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Witness

**CITY OF POTH**  
**P.O. BOX 579 200 N. CARROLL ST.**  
**POTH, TX 78147**  
**830-484-2111**

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**UTILITY COLLECTION PROCEDURES**  
**RULES AND REGULATIONS**

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**Utility Billing – Procedures**

Bills are mailed by the 1<sup>st</sup> of each month; payment is due by the 17<sup>th</sup> or in the case of weekends, the following Monday or next regular working day. All three services including water, sewer and refuse will be billed together under a customer account and be paid in a timely manner as established by these regulations to be current. As per Ordinance, all three services will be BILLED and in the case of a vacant lot, only water will be billed with NO EXCEPTIONS being made as long as the water service is being provided.

**Receipt of Payment/Late Payment Charge**

Payments made after the 17<sup>th</sup> of each month will be subject to a 10% Late Payment Charge and will be applied automatically to the total amount due. Payments must be received at City Hall prior to or on the day of the 17<sup>th</sup>.

**Termination Notices/Disconnects**

Termination notices are sent out by the 18<sup>th</sup> of each month or next regular working day providing the customer sufficient notice of disconnect on the determined final date which will be the 27<sup>th</sup> of each month or in the case of weekends, the following Monday or next regular working day.

Disconnects for the month will be made on the 28<sup>st</sup> or next regular working day in the case of weekends.

**Partial Payments**

Partial payments will not be accepted on current or delinquents bills.

**Payment Extensions**

Payment extensions for current bills due will be granted for the 17<sup>th</sup> of the following month at which time customer agrees to pay entire balance due on account, both current and delinquent. Not further extensions will be granted after the services have been disconnected until full payment has been collected. Failure to pay by the 17<sup>th</sup> will result in disconnection of services and a \$30.00 reconnect fee will be automatically collected at the time of payment. A \$15.00 fee will be collected at the time of extension must be obtained by account holder or spouse in person at City Hall.

NO EXCEPTIONS!

**Meter Account Set-up Fee**

A meter account set-up fee of \$75.00 per ¾" meter must be paid in full prior to services being activated. This is *not a meter deposit and is not refundable*. (Ref.: Rate Ordinance for larger meters)

**Service Charge/Fee**

A service charge/fee of \$15.00 per meter account must be paid at time service is activated.

**Reconnect Fees**

Accounts that have been disconnected due to being in delinquent status have to pay an automatic \$30.00 fee to have the meter reconnected in addition to regular service charges already owed and must be paid prior to the reconnect of such service. (\* After 4:00 P.M. an additional after hour fee of \$50.00 will be added to reconnect service)

**Transfer Fees**

A \$30.00 transfer fee is due when a customer account is moved to a different address/location, customer to customer transfers are not allowed. Fee CANNOT be applied to next regular bill and is due at the time of request for transfer. Any person, firm or corporation owing for water use and moving to other premises shall pay all former delinquencies before service is transferred. Accounts can be left open after transfer for a period of no longer than five (5) calendar days from the date of request in the cases of moving out or for cleaning purposes. No customer can have two (2) open accounts without paying the proper connection fees for each meter after this time.

**Return Checks**

A \$35.00 fee will be charged automatically to all returned checks. All checks will be run through the financial institution only once. Upon return of financial document, your account will be considered unpaid and service subject to/and shall be disconnected for non-payment. Account balance and all incurred fees shall be paid in full prior to reconnection of service. Also any customer with a total of three returned checks at any time during the duration of their account with the City will be required to pay in cash, money order or cashier's check for future services and no further checks will be accepted. In addition, checks will not be accepted for returned checks, only cash, money order or cashier's check.

**Weekend or After Hours Service**

Weekend service will not be provided in any case unless for emergency, safety or leak situations under normal operations procedures. Service connects or delinquent reconnects will not in any case be provided to any customer account as a normal operating policy. All employees are prohibited to perform any such services regardless of situation that may arise or the person requesting such services.

**Authority to Reconnect or Connect Services**

It is the policy of the City of Poth to disallow any requests or orders made by the Mayor City Council Members, City Officials or Supervisor or Regular Employees not in accordance with the normal established rules in the operation, billing or collections of utilities. All matters relating to the utility systems under this method of operation in the billing, collections and the provision of service must be properly authorized by the issuance of a work order from the Utility Department office and collection of full payment has been secured in order that adequate control is maintained in the public service.

**City's Address, Phone Number and Fax Number**

City of Poth  
P.O. Box 579  
200 N. Carroll St.  
Poth, TX 78147  
830-484-2111 Office  
830-484-2374 Fax

The City of Poth Utility Collection Procedures Rules and Regulations are in addition to and in compliance to City of Poth Water Ordinance and Rates Ordinance

# Residential

## Customer Service Inspection

### Certificate of Occupancy

### Forms

## Request for Customer Service Inspection

**Applicant:** \_\_\_\_\_

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

**Phone#:** \_\_\_\_\_

I, \_\_\_\_\_, Owner/Contractor, have completed all construction.

I am requesting a Customer Service Inspection for Permit # \_\_\_\_\_

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

\_\_\_\_\_

If you need access to property please contact:

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

Title: \_\_\_\_\_

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

Signature of Owner/Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* The purpose of inspection is to certify the identification and prevention of cross connections, potential contaminants hazards, and illegal lead materials as per Title 30 of the Texas administrative Code (30 TAC) 290.46(j)(4)**

## Request for Certificate of Occupancy

**Applicant:** \_\_\_\_\_

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

**Phone#:** \_\_\_\_\_

I, \_\_\_\_\_, Owner/Contractor, have completed all construction, including driveways and parking.

I am requesting a Certificate of Occupancy for Permit # \_\_\_\_\_

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

\_\_\_\_\_

Attached is a copy of all final inspections conducted by:

Name: \_\_\_\_\_  
ICC (International Code Council) approved Inspector/ Licensed Engineer

License # \_\_\_\_\_

If you need access to property please contact:

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

Title: \_\_\_\_\_

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

Signature of Owner/Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

**For City Use Only  
Certificate of Occupancy Review**

**Applicant:** \_\_\_\_\_

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

**Phone#:** \_\_\_\_\_

- ☐ Construction completed within 180 calendar days
- ☐ Submitted a copy of inspection conducted by ICC (International Code Council) approved inspector and/or licensed engineer
- ☐ Contacted Public Works Director prior to installation of driveway.

Date Inspection Submitted: \_\_\_\_\_

Name: \_\_\_\_\_  
ICC (International Code Council) approved Inspector/ Licensed Engineer

License # \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*\*\*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**