



**TOWN OF HORIZON CITY**  
 14999 Darrington Road  
 Horizon City, Texas 79928  
 Phone 915-852-1875 Fax 915-852-1005

**RESIDENTIAL PERMIT APPLICATION**

Permit No: \_\_\_\_\_  
 Plan Review No: \_\_\_\_\_

**CONSTRUCTION ADDRESS**

IS THE BUILDING PERMIT REQUEST A RESULT OF A NOTICE OF VIOLATION?  YES  NO

SUBDIVISION NAME \_\_\_\_\_  
 ZONE. \_\_\_\_\_ BLOCK No. \_\_\_\_\_ LOT No. \_\_\_\_\_  
 OWNER OF HOME \_\_\_\_\_  
 PHONE No. \_\_\_\_\_

APPLICANT \_\_\_\_\_  
 CONTACT PERSON \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_

**TYPE OF CONSTRUCTION**

- ( ) NEW RESIDENTIAL HOME:
  - LIVING AREA SQ. FT. \_\_\_\_\_
  - GARAGE SQ. FT. \_\_\_\_\_
  - PORCHES/PATIO SQ. FT. \_\_\_\_\_
- ( ) ADDITION SQ. FT. \_\_\_\_\_
- ( ) STORAGE SHED SQ. FT. \_\_\_\_\_
- ( ) CEMENT SLAB SQ. FT. \_\_\_\_\_
- ( ) PERGOLA SQ. FT. \_\_\_\_\_
- ( ) OTHER: \_\_\_\_\_

- ( ) RE-ROOF MATERIAL \_\_\_\_\_
- ( ) FENCE/ROCKWALL HEIGHT \_\_\_\_\_
- ( ) PORCH/DECK SQ. FT. \_\_\_\_\_
- ( ) DRIVEWAY/SIDEWALK SQ. FT. \_\_\_\_\_
- ( ) GARAGE CONVERSION SQ. FT. \_\_\_\_\_
- ( ) GARAGE ATTACHED SQ. FT. \_\_\_\_\_
- ( ) GARAGE DETACHED SQ. FT. \_\_\_\_\_

**LIST CONTRACTORS NAME & PHONE FOR THIS PROJECT: (SEPARATE PERMITS AND CONTRACTOR REGISTRATION ARE REQUIRED)**

GENERAL: \_\_\_\_\_  
 ELECTRICAL: \_\_\_\_\_  
 PLUMBING: \_\_\_\_\_  
 MECHANICAL: \_\_\_\_\_

**PROJECT CONSTRUCTION VALUE \$ \_\_\_\_\_**

**NOTE:** Applicant is responsible for all expenses incurred by the Town in connection with the application including but not limited to attorney's fees, engineering review fees and publication. Additional charges will be invoiced separately and shall be paid to the Town within 30 days of receipt. The applicant has read the additional notice list on page two and also acknowledges receipt of the Stormwater Handout with this application (page 3).  
 Applicant's Initials \_\_\_\_\_

**THIS PERMIT IS ISSUED ON THE EXPRESS CONDITION THAT THE WORK AUTHORIZED SHALL CONFORM IN ALL RESPECTS TO THE STATEMENTS CERTIFIED IN THE APPLICATION. ALL WORK DONE SHALL BE IN COMPLIANCE WITH THE ORDINANCES OF THE TOWN OF HORIZON CITY, TEXAS; THE 2009 INTERNATIONAL BUILDING CODES AND THE 2008 NEC.**

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**OFFICE USE ONLY**

APPROVED  DENIED COMMENT: \_\_\_\_\_

CONSTRUCTION VALUE DEEMED: \$ \_\_\_\_\_

BUILDING OFFICIAL \_\_\_\_\_

DATE \_\_\_\_\_

BUILDING PERMIT FEE \$ \_\_\_\_\_  
 10% RESIDENTIAL REVIEW FEE \$ \_\_\_\_\_  
 DOUBLE  PENALTY  FEE \$ \_\_\_\_\_  
 3% TECHNOLOGY FEE \$ \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_

Received Date: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Phone Call Date: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_  
 Processed by: \_\_\_\_\_

Payment: Cash  Check No.  \_\_\_\_\_ CC  \_\_\_\_\_

Date Received \_\_\_\_\_ By: \_\_\_\_\_

## REQUIRED DOCUMENTATION, FEES AND NOTICES

### Building Permit Requirements for New Residential/Additions or alterations:

Two (2) sets of plans with dimensions showing the following:

- Plot plan or Site plan and location of building with measurements to lot line
- A copy of your Plat of Survey
- Elevations of all four sides of the structure
- Wall section showing construction of walls, roof and floor
- Floor plan – Plumbing (Water, gas & vents)
- Floor plan – Mechanical (ducts, heating & cooling)
- Floor plan – Electrical (location & type)
- Floor framing plan if multi-story
- Roof framing plan – Truss specs must be signed & sealed by Engineer
- Foundation plan - Post tension must be signed and sealed by Engineer
- Materials description
- Mec Check or Res Check
- Meet 2015 IECC Requirements
- Or any other documents requested by Building Official

### Building Permit Fees:

List of work for which a permit is required and number of inspections, includes but is not limited to:

Work requiring only one inspection – Fee shall be a minimum of \$60	Work requiring two inspections – Fee shall be a \$120 and up
Exterior vinyl, aluminum or siding veneer	Retaining walls
Fences/Rock walls	Re-roofs
Wrought iron/burglar bars in windows and doors	Storage sheds and accessory structures
Non structural work and requiring no plans	
Driveways & Sidewalks	

**Projects not meeting this criteria will be valued based on ICC Value Data Table and charged according to Appendix III Fee of the Zoning Ordinance (No. 102)**

### NOTICE:

**Permit Approvals:** All permits must be picked up within thirty (30) days.

**Expirations & Invalid Permits:** All permits expire in 12 months from date of issue. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within one hundred eighty (180) days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the work is commenced.

**Additional Permits:** If the project requires electrical, plumbing or mechanical work, a separate additional permit will be required for each system.

**Duration & Extensions of Permits & Fee:** Construction may start after the permit is issued to allow for completion of construction within One (1) year from date issue, after that time the permit shall expire. If after 12 months, the work is not complete, the building official is authorized to grant, in writing, once or more extensions of time, for periods not more than ninety (90) days each if reasonable cause for allowing an extension has been demonstrated by the permit holder and an extension fee in the amount of \$25 has been paid.

**Contractors/Sub-Contractors Registration:** All Electrical, Plumbing and Mechanical Contractors must register with the Town of Horizon City. A copy of the "Master's License" will be kept on file. Contractors without registration will be denied permits and/or inspections.

**Payment:** If your payment method is by check and is returned by your bank, project (s) will be stopped until the amount of check plus \$30 is reimbursed to the City in cash, money order or bank cashier's check.

**Building Cards:** Lost or missing building permit cards will be charged \$25 for a replacement.

**Double Fees:** For work commencing before permit issuance. Any person who commences any work on a building structure, electrical, gas, mechanical, or plumbing systems, or other system or project regulated by the Technical Codes or of the Ordinance before obtaining the necessary permits shall be required to pay the regular permit fee plus an additional amount equal to the regular permit fee.

**Inspections, Re-inspections & Fee:** Applicant must call 915-852-1875 for inspections accordingly upon completion of project.

Inspections should be called in the day before inspection is required. **Re-inspection Fees:** Any inspection requested that is not completed at the time of inspection or is not in compliance with the appropriate code and/or zoning ordinance will be Red Tagged and will require a re-inspection fee of \$50 before further work will be allowed.

**Project Debris:** Once a permit has been procured, any project which generates excessive trash and rubbish is required to have a trash container on the premises to collect all exterior trash. The premises are to be cleaned on a daily basis.

# Stormwater and the Construction Industry

## Protect Natural Features



**Bad**

- Minimize clearing.
- Minimize the amount of exposed soil.
- Identify and protect areas where existing vegetation, such as trees, will not be disturbed by construction activity.
- Protect streams, stream buffers, wild woodlands, wetlands, or other sensitive areas from any disturbance or construction activity by fencing or otherwise clearly marking these areas.

**Good**

## Silt Fencing



**Bad**

- Inspect and maintain silt fences after each rainstorm.
- Make sure the bottom of the silt fence is buried in the ground.
- Securely attach the material to the stakes.
- Don't place silt fences in the middle of a waterway or use them as a check dam.
- Make sure stormwater is not flowing around the silt fence.

**Good**



## Construction Phasing



**Bad**

- Sequence construction activities so that the soil is not exposed for long periods of time.
- Schedule or limit grading to small areas.
- Install key sediment control practices before site grading begins.
- Schedule site stabilization activities, such as landscaping, to be completed immediately after the land has been graded to its final contour.

**Good**



## Vegetative Buffers



**Good**

- Protect and install vegetative buffers along waterbodies to slow and filter stormwater runoff.
- Maintain buffers by mowing or replanting periodically to ensure their effectiveness.

## Site Stabilization



**Bad**

- Vegetate, mulch, or otherwise stabilize all exposed areas as soon as land alterations have been completed.

**Good**



# Maintain your BMPs!

[www.epa.gov/npdes/menuofbmps](http://www.epa.gov/npdes/menuofbmps)

## Construction Entrances



**Bad**

- Remove mud and dirt from the tires of construction vehicles before they enter a paved roadway.
- Properly size entrance BMPs for all anticipated vehicles.
- Make sure that the construction entrance does not become buried in soil.

**Good**



## Slopes



**Bad**

- Rough grade or terrace slopes.
- Break up long slopes with sediment barriers, or under drains, or divert stormwater away from slopes.

**Good**



## Dirt Stockpiles



**Bad**

- Cover or seed all dirt stockpiles.

**Good**



## Storm Drain Inlet Protection



**Bad**

- Use rock or other appropriate material to cover the storm drain inlet to filter out trash and debris.
- Make sure the rock size is appropriate (usually 1 to 2 inches in diameter).
- If you use inlet filters, maintain them regularly.

**Good**

