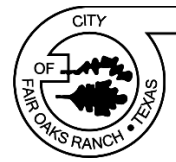


CITY OF FAIR OAKS RANCH
7286 Dietz Elkhorn
Fair Oaks Ranch, TX
PH: (210)698-0900 FAX: (210)698-3565
bcodes@fairoaksranchtx.org
www.fairoaksranchtx.org



RESIDENTIAL REMODELS AND ADDITIONS

Each building permit must be requested by the owner or entity having “Title” to the property, or a designee established in writing by the owner.

REQUIRED ITEMS TO BE SUBMITTED TO ACQUIRE RESIDENTIAL REMODELS AND ADDITIONS PERMIT

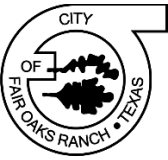
1. A completed City of Fair Oaks Ranch Residential Remodel And Addition Building Permit Application.
2. A completed Contractor Registration Form – (if not registered with the city).
3. Plot Plan (easements & flood plain, if applicable).
 - a. One set of plans required if in Kendall County
 - b. Two sets of plans required in in Bexar or Comal County
4. Engineered Foundation Plans – (if applicable).
 - a. One set of plans required if in Kendall County
 - b. Two sets of plans required in in Bexar or Comal County
5. Floor plan to include Plumbing fixtures, Electrical receptacles, switches, lighting and panel location.
 - a. One set of plans required if in Kendall County
 - b. Two sets of plans required in in Bexar or Comal County
6. Outside Elevations – (if applicable).
 - a. One set of plans required if in Kendall County
 - b. Two sets of plans required in in Bexar or Comal County

RESIDENTIAL REMODELS AND ADDITIONS CONSTRUCTION GUIDELINES

The following guidelines have been extracted from existing city ordinances to assist you in managing your project and building site during the course of construction. This document is general in nature and does not modify or supersede any city ordinance in effect which takes precedence over this guideline.

PERMITS:

1. Permit is valid for nine (9) months from date of issue.
2. A sixty (60) day extension may be granted upon written request at 50% of original permit fee.
3. Permit **MUST** be issued and displayed **BEFORE** any work is started.
4. **Permit must be displayed so as to be clearly visible from the street. Failure to post a permit may result in the city’s refusal to conduct a requested inspection and/or a fine.**
5. Failure to obtain a permit before construction begins will result in the cost of the permit fee being doubled.

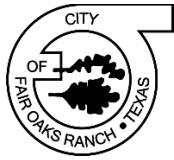


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INSPECTIONS:

1. Inspections must be requested twenty-four (24) hours in advance.
2. The contractor who is issued the permit is responsible for calling in for the inspections or ensuring that the inspections are accomplished.
3. The contractor or their representative must be present for each inspection.
4. At the completion of each inspection an approval/disapproval form will be emailed to the contractor or responsible party. The status of your inspection will be indicated on the form. If there is a box checked that requires a correction that item must be corrected and inspected again for compliance before the project can proceed.
5. The permit will indicate what inspections are required for the project. They made include the following:
 - a. **PLUMBING ROUGH IN:** Includes water test on sewer lines, drain line layout, and a check for proper fall. Property lines must be marked so building setbacks can be verified. Failure to obtain shall result in a penalty of \$400 being assessed against the permit holder.
 - b. **FOUNDATION:** Failure to secure this inspection prior to pouring of concrete shall result in a penalty*of \$500 being assessed against the permit holder.
 - c. **FRAMING, ELECTRICAL, MECHANICAL:** Inspection to be called for prior to insulation and sheetrock being installed. Inspection will not be made without the certificate required by the foundation inspection. Failure to secure this inspection prior to concealment, by the installation of inside wallboard, lathing, insulation or other materials will result in a penalty* of \$400 being assessed against the permit holder.
 - d. **PLUMBING TOP-OUT:** Must be performed before insulation is installed with water pressure on the lines. Gas system should be pressured to 10 psi and second story drain lines must be filled with water. Failure to secure this inspection shall result in a penalty* of \$400 being assessed against the permit holder.
 - e. **FINAL:** Upon Completion. A Certificate of Completion will be issued after the final inspection is completed and passed.
6. Inspection fees are included in the cost of the permit. However, failure to pass a required inspection 2 times will result in a \$50.00 re-inspection fee for all subsequent inspections for that phase.



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CONSTRUCTION REQUIREMENTS:

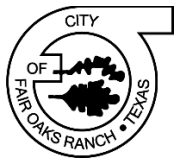
- 1. Foundation:** General Contractors (or sub-contractors) must ensure that each foundation site is scraped of all vegetation and debris prior to installation of any fill materials. Fines shall be assessed if not in compliance. Slab of Living Area must be 15" above existing grade after vegetation has been scrapped.
- 2. Handrails and Guardrails:** Porches, balconies, or raised floor surfaces located more than 30 inches above the floor or grade below shall have a guardrail not less than 36 inches in height, Open sides of stairs with a total rise of more than 30 inches about the floor or grade below shall have a guardrail not less than 34 inches in height measured vertically from the nosing of the treads. Required guardrail on open sides of stairways, raised floor areas, balconies, and porches shall have intermediate rails or ornamental closures which will not allow passage of an object 4 inches or more in diameter. Exception: The triangular openings formed by the riser, tread and bottom rail of a guard at the opening side of a stairway may be of such a size that a sphere 6 inches in diameter cannot pass through.
- 3. Type of Lock or Latch:** The City's current Building Code IRC Section R311 EXITS states that required exit doors shall be able to be opened from the inside without the use of a key or any special knowledge or effort.
- 4. Exposed Hot Water Piping:** Hot water piping above the slab (includes inside walls) shall be thermally insulated.
- 5. Water Heaters:** Water heater T & P lines must be full size and shall not be run in the slab. Expansion tanks, if applicable, shall be adjusted to match house water pressure within +/- 3 PSI.

CONSTRUCTION SITE REQUIREMENTS:

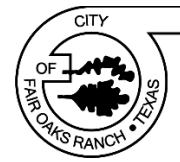
1. Street curb will be protected with a base or other material to protect it during construction.
2. Tree cuttings and brush cut to clear the site will not be left to accumulate at the building site. City Ordinance requires fresh wounds to be painted within 1 hour after cutting.
3. Trash and debris must be removed daily to prevent it from blowing onto adjoining property.
4. Due to an increase in population density, we ask your cooperation by confining your working hours to reasonable times to avoid contractor/subcontractor work hour restrictions

CONSTRUCTION SIGN ON PROPERTY

1. One temporary sign identifying the persons or companies involved in the development of the site may be placed on the lot. The maximum size of the display area of any such sign shall be six (6) square feet.
2. The signs must be located on the specific lot where construction is occurring and may be placed only after a Building Permit has been issued. No signs are allowed in the street right-of-way or attached to a public facility, pole, fence, etc.
3. After two days of the issuance of the Certificate of Completion the sign identifying persons or companies involved in the development of the site must be removed.



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PERMIT APPLICATION

Please check one:

RESIDENTIAL ADDITION

RESIDENTIAL REMODEL

Project Address: _____ Unit: _____ Lot: _____
 (Street)

Owner Name: _____ Phone: (____) _____

Address: _____ City: _____ ST: _____ Zip: _____

Project Square Footage: _____ Added Impervious Coverage Sq Ft (if applicable): _____

Applicant: _____ Engineer: _____
 (Foundation)

Applicant email: _____

General Contractor: _____ Phone: (____) _____

Address: _____ City: _____ ST: _____ Zip: _____

(OFFICE USE ONLY) City Registration #: _____ Exp Date: _____

Electrical Contractor: _____ Phone: (____) _____

Address: _____ City: _____ ST: _____ Zip: _____

(OFFICE USE ONLY) City Registration #: _____ Exp Date: _____

Plumbing Contractor: _____ Phone: (____) _____

Address: _____ City: _____ ST: _____ Zip: _____

(OFFICE USE ONLY) City Registration #: _____ Exp Date: _____

Mechanical Contractor: _____ Phone: (____) _____

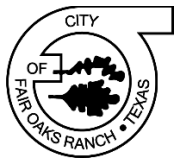
Address: _____ City: _____ ST: _____ Zip: _____

(OFFICE USE ONLY) City Registration #: _____ Exp Date: _____

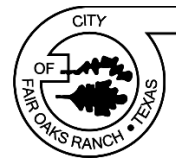
Description: _____

 Signature of Contractor/Agent _____ Date _____

*****MUST COMPLETE BACK PAGE OF THIS APPLICATION*****



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FIXTURE FEES

(Add \$2.50 for each of the following)

<u>ITEM</u>	<u>QTY</u>	<u>ITEM</u>	<u>QTY</u>
Receptacle	_____	Range/Cooktop	_____
Switch	_____	Trash Compacter	_____
Light Fixture	_____	Log Lighter	_____
Ceiling Fan	_____	Barbeque	_____
Smoke/CO Detector	_____	Pressure Reducing Valve	_____
Refrigerator/Freezer	_____	Expansion Tank	_____
Ice Machine	_____	Steam Unit	_____
Exhaust Fan	_____	Sink (lavatory, kitchen, laundry)	_____
Vent Hood	_____	Tub/Shower	_____
Dishwasher	_____	Water Closet	_____
Clothes Washer	_____	Hose Bib	_____
Clothes Dryer	_____	Fire Sprinkler Head	_____

(Add \$5.00 for each of the following)

<u>ITEM</u>	<u>QTY</u>	<u>ITEM</u>	<u>QTY</u>
Electric Panel	_____	Grinder Pump	_____
Water Heater/Boiler	_____	Jacuzzi	_____
Water Softener	_____	Fire Sprinkler Riser	_____
Sewer Line	_____	Backflow (non-irrigation)	_____
Water Line	_____		

(Miscellaneous)

HVAC (\$10 per ton capacity) _____ tons

***** OFFICE USE ONLY *****

Fixture Total _____ x \$2.50 = \$ _____

Square foot _____ x \$ _____ = \$ _____

Fixture Total _____ x \$5.00 = \$ _____

HVAC tons _____ x \$10.00 = \$ _____

PERMIT FEE TOTAL \$ _____

INSPECTIONS REQUIRED:

- | | |
|---|--|
| <input type="checkbox"/> PLUMBING ROUGH | <input type="checkbox"/> FRAMING/ELEC/MECH |
| <input type="checkbox"/> FOUNDATION | <input type="checkbox"/> PLUMBING TOP |
| <input type="checkbox"/> WATER/SEWER | <input type="checkbox"/> FINAL |

DATE REC'D: _____ BY: _____

APPROVED BY: _____

DATE APPROVED: _____