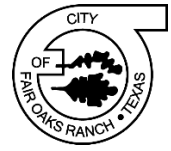


CITY OF FAIR OAKS RANCH
7286 Dietz Elkhorn
Fair Oaks Ranch, TX
PH: (210)698-0900 FAX: (210)698-3565
bcodes@fairoaksranchtx.org
www.fairoaksranchtx.org



RESIDENTIAL DETACHED BUILDINGS

Permits are required for all detached buildings that are greater than 100 square feet. If the detached building is less than 100 square feet but has electricity and/or plumbing a permit is required.

REQUIRED ITEMS TO BE SUBMITTED TO ACQUIRE DETACHED BUILDING PERMIT

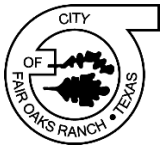
1. A completed City of Fair Oaks Ranch Detached Building Permit Application
2. A completed Contractor Registration Form – (if not registered with the city)
3. Plot Plan indicating where the building is located on the property
 - a. 1 copy if in Kendall County
 - b. 2 copy if in Bexar County or Comal County
4. Floor plan including electrical and plumbing
 - a. 1 Set of Plans if in Kendall County
 - b. 2 Sets of Plans if in Bexar County or Comal County
5. Foundation Plans – (if applicable)

DETACHED BUILDINGS CONSTRUCTION GUIDELINES

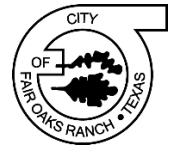
The following guidelines have been extracted from existing city ordinances to assist you in managing your project during the course of construction. This document is general in nature and does not modify or supersede any city ordinance in effect which takes precedence over this guideline.

PERMITS:

1. Permit is Valid for nine (9) months from date of issue.
2. A 60 day extension may be granted upon written request at 50% of the 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 being doubled.



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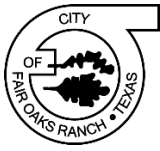


INSPECTIONS:

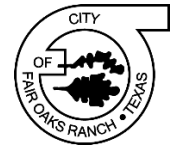
1. Inspections must be requested at least twenty-four (24) hours in advance.
2. The contractor who is issued the permit is responsible for calling in for the inspections or ensuring that the inspections are accomplished.
3. The contractor or their representative must be present for each inspection.
4. 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 may 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. **Tie downs are required for all detached buildings that are on blocks.** 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.

CONSTRUCTION SITE REQUIREMENTS:

1. 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.
2. Trash and debris must be removed daily to prevent it from blowing onto adjoining property.
3. Concrete trucks will dump their excess concrete and wash out on the building site. Dumping anywhere else is illegal dumping and subject to criminal prosecution.
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



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**PERMIT APPLICATION
 DETACHED BUILDING**

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

Owner Name: _____ Phone: (_____) _____

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

Project Square Footage: _____

Applicant: _____ Engineer: _____
 (Foundation)

Applicant email: _____ Phone: (_____) _____

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: _____

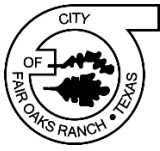
***Intended Use (Required):** _____

Notes: _____

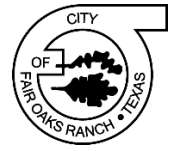
Signature of Contractor/Agent

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"/> FINAL |

DATE REC'D: _____ BY: _____

APPROVED BY: _____

DATE APPROVED: _____