

**CITY OF FAIR OAKS RANCH**

7286 Dietz Elkhorn

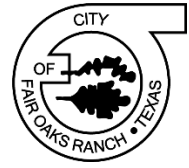
Fair Oaks Ranch, TX 78015

PH: (210) 698-0900

FX: (210) 698-3565

[bcodes@fairoaksranchtx.org](mailto:bcodes@fairoaksranchtx.org)

[www.fairoaksranchtx.org](http://www.fairoaksranchtx.org)



**BUILDING DEPARTMENT**

**COMMERCIAL PERMIT APPLICATION PACKET  
REQUIREMENTS AND PROCEDURES**

**PACKET CONTENTS:**

Permitting Process Overview

Notice to Contractors - Construction Site Trash Removal

Documents Required for Commercial Building Permit

Commercial Permit Requirements

Construction Guidelines

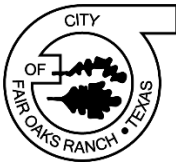
**FORMS:**

Commercial Permit Application

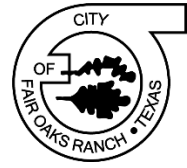
Application for Contractor Registration

Owners Letter of Approval to Build Form

Lawn / Landscape Watering Permit (Newly Installed Lawn/Landscape)



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## COMMERCIAL PERMITTING PROCESS OVERVIEW

1. Commercial permits issued for the City of Fair Oaks Ranch are issued on a first in, first out basis.
2. A plan review fee must be paid prior to review of the plans. The plan review fee is 50% of the cost of the permit fee.
3. When a permit application is received by the Building Department, it must be completely filled out and all attachments must be complete before the permit will be processed. If the application and attachments are complete, the normal commercial permit processing time is 15 business days.
4. Our Building Codes Administrative Assistant will call the responsible party and inform them that the permit is ready for pick up and the total cost.
5. If the application and/or attachments are not complete, the responsible party will be notified as to what is needed and the application will be put aside until the package is complete.
6. If applicable, consider if the HOA or Architect Review Committee should be consulted. It is the owner's responsibility to comply with the deed restrictions of their property.
7. Determine if any easements are on the property and if so what responsibility the owner has to them.
8. Review Ordinances adopted by City to augment the Building Codes adopted by city.
9. Consult with both the Texas Board of Professional Engineers and Texas Board of Architectural Examiners to determine whether engineer or architect must seal and approve plans.

## Notice to Contractors

The enforcement of building codes adopted by the City of Fair Oaks Ranch does not alleviate the licensed contractor from following the requirements of the State of Texas licensing body for their profession.

As of Nov. 21, 2013, the requirements for construction site trash removal are modified by the passage of Ordinance No. 2013-15. The basic changes are as follows.

**a. All new construction sites shall have a dumpster, unless the Building Official deems it to be unfeasible.**

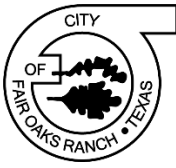
**b. Dumpsters are defined as having four sides and an integral bottom.**

In all cases debris and trash shall be placed in the appropriate containers daily, to prevent it from blowing on adjoining property.

This Ordinance applies to all active new construction sites. Should you have questions regarding this, please feel free to contact me at (210) 698-0900.

*Jim Earl*

Jim Earl  
Building Official



## CITY OF FAIR OAKS RANCH

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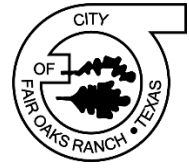
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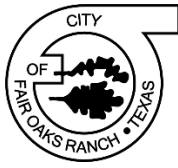
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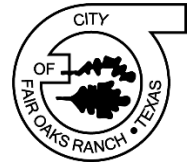


### REQUIRED ITEMS TO BE SUBMITTED TO ACQUIRE COMMERCIAL BUILDING PERMIT

1. A completed Fair Oaks Ranch Commercial Permit Application
2. A completed Contractor Registration Form for each contractor
3. Documents:
  - a. Plot Plan (easements & flood plain, if applicable)
    - 1) One copy of each required for Kendall County
    - 2) Two copies of each required for Bexar County & Comal County
  - b. Mechanical, Electrical, Plumbing (MEP) plans
    - 1) One copy of each required for Kendall County
    - 2) Two copies of each required for Bexar County & Comal County
  - c. Engineered Foundation Plans
    - 1) One copy of each required for Kendall County
    - 2) Two copies of each required for Bexar County & Comal County
  - d. Floor Plans
    - 1) One copy of each required for Kendall County
    - 2) Two copies of each required for Bexar County & Comal County
  - e. Outside Elevations
    - 1) One copy of each required for Kendall County
    - 2) Two copies of each required for Bexar County & Comal County
4. Energy Worksheet (Provided by Contractor/Designer/ComCheck or comparable)
5. Proof of registration with state / Texans With Disabilities Act Review



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## Commercial Permit Requirements

The following criteria details the items and information required to process a commercial building permit. Listed below are the documents that are required along with a brief explanation of each. The explanations will identify what items are needed or how to complete the documents.

### 1. PERMIT APPLICATION

Complete all applicable fields on application. Contractors are required to be registered with the City of Fair Oaks Ranch. If a contractor **is not registered** with the City they must do so before they can do any work in the City. Contractor Registration forms are available on the City website, or at the City Municipal Building. Application must be signed and dated.

### 2. CONTRACTOR REGISTRATION

The general contractor, electrician, plumber, and mechanical contractor must be registered to do work in the City. The registration is valid for one (1) year from the time of issuance. The registration is \$75.00 however, plumbers and electricians are exempt from paying the fee. Any contractor licensed by the State of Texas, shall be deemed qualified to perform the same services in the City of Fair Oaks Ranch upon presentation to the Building Official a copy of their current license, where applicable, and a completed application.

### 3. PLOT PLAN

Must show all building setback lines, utility easements, water, sewer, gas & electric lines and the location of the structure on the property. If the structure is being built in Bexar or Comal County 2 sets of plans are required. If in Kendall County only 1 set of plans is required

### 4. MEP PLANS

Includes mechanical, electrical, plumbing plans, engineered if required by state law. If the structure is being built in Bexar or Comal County 2 sets of plans are required. If in Kendall County only 1 set of plans is required.

### 5. ENGINEERED FOUNDATION PLANS

Must be designed, prepared, signed, and sealed by a Professional Engineer registered to do business in the State of Texas. The foundation beams width & depth and slab height must also conform to City Ordinance requirements. In addition, the finished height of the foundation must be 15" Min. above the existing grade after the area has been scraped and all vegetation removed. If the structure is being built in Bexar or Comal County 2 sets of plans are required. If in Kendall County only 1 set of plans is required.

### 6. FLOOR PLANS

Must contain cabinet locations, plumbing fixtures, electrical receptacles, switches and fixtures, windows, and doors as a minimum. If the structure is being built in Bexar or Comal County 2 sets of plans are required. If in Kendall County only 1 set of plans is required.

### 7. OUTSIDE ELEVATIONS

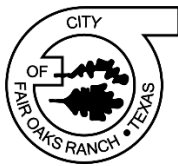
A scaled drawing of all exterior views of the building. If the structure is being built in Bexar or Comal County 2 sets of plans are required. If in Kendall County only 1 set of plans is required.

### 8. ENERGY PERFORMANCE SHEET

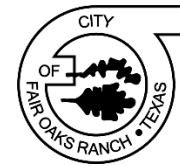
Must be submitted with plans, you may use the prescriptive or the descriptive method (both are spelled out in the 2018 International Energy Conservation Code).

### 9. PROOF OF REGISTRAION

Must provide proof of registration with the state and Texans With Disabilities Act Review.



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## CONSTRUCTION GUIDELINES FOR COMMERCIAL NEW, REMODELS AND ADDITIONS

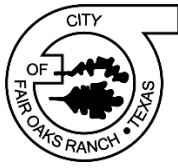
The following guidelines have been extracted from existing city ordinances to assist you in managing your project and building site during the course of construction. This document is general in nature and does not modify or supersede any city ordinance in effect which takes precedence over these guidelines. Failure to obtain a permit before construction begins will result in the cost of the permit fee being doubled.

### PERMITS:

1. A review fee will need to be collected by the City before the permit is issued. The fee is 50% of the cost of the permit fee and is in addition to the permit fee.
2. 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.
3. Permits for commercial projects are valid for twelve (12) months from date of issue.
4. A sixty (60) day extension may be granted upon written request at 50% of original permit fee.
5. Permits must be issued and displayed BEFORE any work is started.
6. **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.**
7. Failure to obtain a permit before construction begins will result in the cost of the permit fee being doubled.

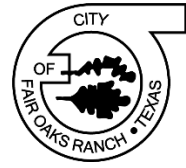
### INSPECTIONS:

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. 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.
6. Inspections shall include but are not limited to 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:** Stamped form survey must be presented at this time. Failure to secure this inspection prior to pouring of concrete shall result in a penalty of \$500 being assessed against the permit holder. If a signed statement is provided from a professional, licensed structural engineer certifying the slab was poured as designed and met inspection criteria, removal of the slab will not be necessary. Complete slab removal will be required if such certification is not provided. The signed statement by the engineer as stated above, certifying the foundation was constructed in accordance to Engineer's specifications must be on file in our office within 14 days following the pour of concrete.
  - 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.



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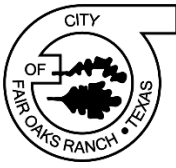


- d. **PLUMBING TOP-OUT:** Must be performed before insulation is installed with water pressure on the lines. Gas system should be pressured to 10 psi and second story drain lines must be filled with water. Failure to secure this inspection shall result in a penalty of \$400 being assessed against the permit holder.
- e. **INSULATION INSPECTION:** In lieu of an inspection, a certificate of insulation shall be provided prior to the installation of wallboard. Failure to provide an insulation certificate prior to concealment by the installation of wallboard, lathing, or other materials will result in a penalty of \$400 being assessed against the permit holder.
- f. **WATER/SEWER LINE INSTALLATION:** Must be called for after the water and sewer lines have been installed but prior to covering them up. The water line must be bedded in clean fill and be placed under pressure. The sewer line must be connected to the main sewer, bedded in clean fill, and have the correct minimum fall. Failure to secure this inspection prior to concealment by covering the lines will result in a penalty of \$400 being assessed against the permit holder.
- g. **FINAL:** Upon Completion. Shall include a final Fire inspection and Health/Food Preparation Inspection if applicable. Certificate of Occupancy must be obtained before permanent occupancy will be authorized. Failure to secure this inspection before the building is occupied by any party shall result in a penalty of \$600 being assessed against the permit holder.

*The above penalties shall be deemed as separate offences and shall not prevent the City from charging any person, corporation, partnership, association or joint venture with city code violation fines as stated in Chapter 3, Article 3.01; Section 3.01.002 of the City Ordinances.*

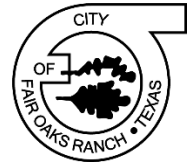
### CONSTRUCTION REQUIREMENTS:

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.
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. **Driveway Curb Cuts:** On any street having a concrete curb, the General Contractor shall saw cut and remove the section of curbing at the driveway entrance(s) and pour a concrete approach extending a minimum of five (5) feet back from the curb. If the original straight line of the asphalt pavement is damaged in the process of removing the curb, the asphalt pavement shall be seeing cut to provide a straight, smooth joint with the concrete approach. The joint between the asphalt and the concrete shall be sealed to insure that it is water tight.
4. **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.



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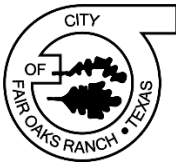
5. **Trash Removal:** As of Nov. 21, 2013, the requirements for construction site trash removal were modified by the passage of Ordinance No. 2013-15. The basic changes are as follows.
- All new constructions sites shall have a dumpster, unless the Building Official deems it to be unfeasible.**
  - Dumpsters are defined as having four sides and an integral bottom.**

In all cases, debris and trash shall be placed in the appropriate containers daily, to prevent it from blowing onto adjoining property. This Ordinance applies to all active new construction sites.

6. **Driveway through Drainage Channel:** On any street without a concrete curb, the driveway through the city right of way shall be constructed so as not to obstruct the street drainage in any way. Depending on the depth of the drainage channel, if any, the surface of the driveway may be on grade with the bottom of the channel, or a culvert may be placed to permit drainage under the driveway. The size and configuration of any such culvert shall be approved by the City Engineer. It shall have sufficient cover to carry normal household traffic without failure or damage to the drainage pipe. Driveways shall not obstruct drainage in any way. Failure to install the proper size culvert will result in removal of the culvert at the contractor's expense.
7. **Mail Boxes:** Mail boxes shall be located so as not to pose a hazard to normal street traffic. On streets having a concrete curb, no part of the mail box or its supporting structure shall extend beyond the line of the outside of the curb. On streets without a curb, no part of the mail box or its supporting structure shall be closer than three (3) feet from the edge of the pavement. The maximum size of a mail box shall be 3' x 3' x 5' tall. This provision applies to all mail boxes constructed or modified after its adoption. Property owners are responsible for maintaining the surface of the shoulder in a satisfactory condition for the delivery of mail by the carrier.
8. **Fences:** Fences will be constructed around water meters so they remain readily accessible from the street or easement (gated access is not permitted). Fences will be set back a minimum of three (3) feet from the edges of the meter box and five (5) feet from all sides of fire hydrants.
9. **Exposed Hot Water Piping:** Hot water piping above the slab (includes inside walls) shall be thermally insulated.
10. **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.
11. **Foundation:** Slab of Living Area must be 15" above existing grade after vegetation has been scraped.

### CONSTRUCTION SITE REQUIREMENTS:

- If no plumbing facilities are available on-site, a chemical toilet (45 gal min) will be placed on the site before any construction begins and shall be set so that the door is facing away from the street.
- Side and rear property lines must be staked and marked (rope, string, tape, etc.) before construction starts and remain in place until construction is complete.
- Street curb will be protected with base or other material to protect it during construction.
- Tree cuttings and brush cut to clear the site will not be left to accumulate at the site. City Code requires all cuts or fresh wounds of oak trees to be painted within 30 minutes of cut or exposure.
- NO BURNING DURING CONSTRUCTION IS ALLOWED. All fires built on-site must be built in a metal tub, drum, or container to be used by workmen for heating or the warming of food. Fires must be extinguished at the end of each day.



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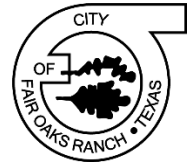
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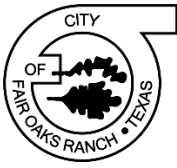


6. A trash container (dumpster type) must be placed on the building site no later than the start of framing. Trash and debris must be placed in the trash container DAILY to prevent it from blowing onto adjoining property.
7. All foundation sites will be scraped to remove all surface vegetation prior to setting forms.
8. 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.
9. Due to an increase in population density, we ask your cooperation by pouring concrete after 7 A.M. and confining your work hours to reasonable times to avoid contractors / subcontractors work hour restrictions.

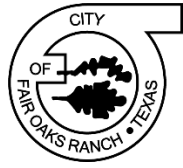
### CONSTRUCTION SIGN ON PROPERTY

1. One For Sale Sign is permitted per street frontage; and
2. 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.
3. 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.
4. After two days of the issuance of the Certificate of Occupancy, the only signage permitted at the location is a For Sale Sign, if the home is for sale. The sign identifying persons or companies involved in the development of the site must be removed.





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**COMMERCIAL NEW PERMIT APPLICATION**

Project Address: \_\_\_\_\_  
 (Street)

Owner Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_ Zip: \_\_\_\_\_

Applicant: \_\_\_\_\_ Engineer: \_\_\_\_\_  
 (Foundation)

Applicant Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Occupancy Type: \_\_\_\_\_ Sq. Ft: \_\_\_\_\_ Bldg. Height: \_\_\_\_\_ # of Stories: \_\_\_\_\_

Water System:  Well     Public      Flood Zone:  Y     N      Sewer System:  Septic     Public

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: \_\_\_\_\_

Signature of Contractor/Agent

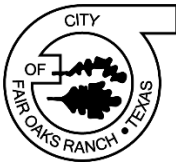
Date

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

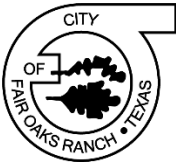
DATE REC'D: \_\_\_\_\_ BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

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



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**PERMIT APPLICATION**

**Please Check One:**      \_\_\_\_\_ **COMMERCIAL REMODEL**      \_\_\_\_\_ **COMMERCIAL ADDITION**

Project Address: \_\_\_\_\_  
(Street)

Owner Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant: \_\_\_\_\_ Engineer: \_\_\_\_\_  
(Foundation )

Applicant Email: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Sq. Ft: \_\_\_\_\_ Value \$ \_\_\_\_\_

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: \_\_\_\_\_

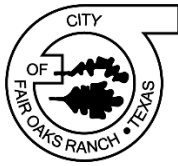
Mechanical Contractor: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

**(OFFICE USE ONLY)** City Registration #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor/Agent      Date

**\*\*\*\*MUST COMPLETE PAGE TWO 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)**

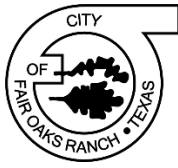
HVAC (\$10 per ton capacity) \_\_\_\_\_ ton

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

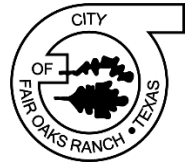
DATE REC'D: \_\_\_\_\_ BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

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



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**CONTRACTOR REGISTRATION APPLICATION**

**FEE \$75/PER YEAR**

(PLUMBERS & ELECTRICIANS ARE EXEMPT FROM FEE PER STATE LIC LAW)

Pursuant to City Ordinance, an Application is made for Registration as a \_\_\_\_\_ Contractor. Contractor Registrations shall expire one (1) year from the date of Registration.

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

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

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Mailing Address (if different from above) \_\_\_\_\_

State License Number (Plumbers & Electricians): \_\_\_\_\_ Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_

State License Number (Plumbers & Electricians): \_\_\_\_\_ Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_

List the Names of the Business Owners or Officers of the Corporation Below (use additional sheet if necessary)

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

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

**References – List three (3) Previous Contracted Jobs / Projects:**

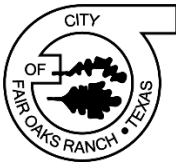
<u>Name of Owner</u>	<u>Type of Project</u>	<u>Phone or Address</u>

PURSUANT TO THE REQUIREMENTS OF THE ABOVE ORDINANCE, THAT ANY INDIVIDUAL, PERSON, FIRM OR CORPORATION ENGAGING AS A CONTRACTOR, SHALL BE DELEGATED FULL RESPONSIBILITY FOR THE SAFETY AND CODE COMPLIANCE OF ALL WORK THAT MAY BE DONE UNDER ANY REGISTRATION THAT MAY BE ISSUED AS A RESULT OF THE APPLICATION.

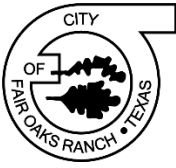
I, THE UNDERSIGNED, ACKNOWLEDGE THAT I AM TO SERVE AS THE RESPONSIBLE PARTY, AS SET OUT ABOVE, AND I FURTHER AGREE THAT I WILL ADVISE THE CITY OF FAIR OAKS RANCH IN WRITING SHOULD I CEASE TO SERVE AS SUCH.

I, SWEAR THAT THE INFORMATION CONTAINED IN THE ABOVE APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF, AND FURTHER I/WE DEPONENTS SAY NOT.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_



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## LAWN/LANDSCAPE WATERING PERMIT PROCESS

### Water Conservation Plan Chapter 13 - Utilities; Article 13.06.005(d)

A permit may be issued to water newly planted lawns of summer dormancy drought tolerant grass, landscape, and replacement of existing lawns on or within 5 days of install.

Requestor must complete and submit a Lawn / Landscape Watering Permit application along with a Non-refundable \$25.00 fee, documentation on type of grass installed.

The permit will be good for 30 days from the date of issue for additional watering days, however the conservation plan days and hours must be adhered to.

Monday through Friday Only – No watering between the hours of 10:00 AM and 8:00 PM  
 No watering on weekends.

If there is no Lawn/Landscape Watering Permit issued – irrigation is limited to one day per week based on the last number of the address.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>0-1</b>	<b>2-3</b>	<b>4-5</b>	<b>6-7</b>	<b>8-9</b>

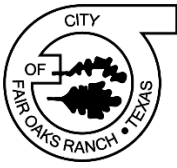
Additional watering without a 30 Day permit, on any day other than assigned watering day or during hours that are not in compliance with the conservation code will be subject to fines.

No watering allowed on weekends or on any day during city declared drought stages 1, 2, or 3.

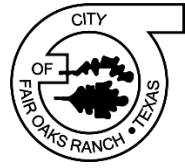
Any permits issued prior to Drought Stage will become null and void if drought stage is announced.

No permits will be issued during a drought stage.

Once the permit has been applied for and issued – a laminated copy will be given to be posted on site for the 30 day period.



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**Lawn/Landscape Watering Permit**

**Water Conservation Plan; City Code - Chapter 13; Article 13.06**

The following applicant is permitted to water a newly planted lawn/landscape at the listed address below outside their allowable watering day **but not between 10 a.m. and 8 p.m.** No watering allowed on weekends or on any day during city declared drought stages 1, 2, or 3. A \$25 non-refundable permit fee due at time of permit issuance.

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

Street Address of Area to be watered: \_\_\_\_\_

Telephone Number of Applicant: \_\_\_\_\_

Planting Date of New Lawn/Landscape: \_\_\_\_\_

Please furnish backup paperwork showing type of summer dormancy drought tolerant grass purchased, how much, and from who. Permit cannot be processed without this information.

I acknowledge that I understand and will follow the provisions of the Permit according to the City’s Water Conservation Plan found in the Code of Ordinances; Chapter 13, Article 13.06, and that upon the end date of this permit as listed below, I will revert back to watering my lawn on my scheduled date as detailed in Article 13.06.005 of the Plan.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**PERMIT SHALL BE POSTED SO AS TO BE READILY VISIBLE AND NOT MORE THAN 20 FEET FROM THE STREET DURING THE AUTHORIZED 30 DAY PERIOD**

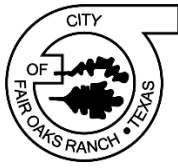
\*\*\*\*\* Office Use Only \*\*\*\*\*

**\$25 Non-refundable Fee Paid**

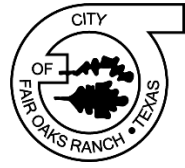
Permit Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

**(Good for 30 days from the date of permit issuance)**



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## Building Permit Fees

(Effective August 1, 2019)

- Building permit/inspection (commercial new) - \$0.60 per square foot
- Building permit/inspection (commercial addition) - \$0.50 per square foot plus fixture fee total\*
- Building permit/inspection (commercial remodel) - \$0.44 per square foot plus fixture fee total\*
- Building permit/inspection (residential new): \$0.52 per square foot
- Building permit/inspection (residential remodel) - \$0.36 per square foot plus fixture fee total\*
- Building permit/inspection (residential addition) - \$0.40 per square foot plus fixture fee total\*
- Detached Building Permit (no living area) - \$0.30 per square foot plus fixture fee total\*
- Miscellaneous Permits - \$50.00 plus fixture fee total\*
- Swimming Pool Permit - \$400.00
- Solar Permit - \$8.00 per panel
- Irrigation/Backflow permit - \$50.00
- Driveway Approach - \$50.00
- Fence permit fee- \$50.00
- Moving building permit including temporary structures - \$100.00
- Demolition building permit fee - \$100.00
- Extension of expired permit - 50% of original permit fee (good for 60 day period)
- Administrative fee for cancellation of issued permit: 10% of permit fee
- Re-inspection - \$50.00
- Contractor Registration - \$75.00
- Plan review fee (commercial only) - 50% of the cost of permit fee
- Floodplain development permit - \$50.00
- Board of appeals (building codes) - \$75.00 (nonrefundable)
- Failure to obtain certificate of occupancy prior to occupying - \$200.00
- Failure to obtain permit prior to construction - Double of original permit fee

\*Fixture Fees (Add \$2.50 for each of the following):

- |                         |                     |                                       |
|-------------------------|---------------------|---------------------------------------|
| 1. Receptacle           | 9. Vent Hood        | 17. Pressure Reducing Valve           |
| 2. Switch               | 10. Dishwasher      | 18. Expansion Tank                    |
| 3. Light Fixture        | 11. Clothes Washer  | 19. Steam Unit                        |
| 4. Ceiling Fan          | 12. Clothes Dryer   | 20. Sink (lavatory, kitchen, laundry) |
| 5. Smoke/CO Detector    | 13. Range/Cooktop   | 21. Tub/ Shower                       |
| 6. Refrigerator/Freezer | 14. Trash Compacter | 22. Water Closet                      |
| 7. Ice Machine          | 15. Log Lighter     | 23. Hose Bib                          |
| 8. Exhaust Fan          | 16. Barbeque        | 24. Fire Sprinkler Head               |

\*Fixture Fees (Add \$5.00 for each of the following):

- |                         |                 |  |
|-------------------------|-----------------|--|
| 1. Electric Panel       | 4. Sewer Line   | 7. Jacuzzi                             |
| 2. Water Heater/ Boiler | 5. Water Line   | 8. Fire Sprinkler Riser                |
| 3. Water Softener       | 6. Grinder Pump | 9. Backflow Preventer (non-irrigation) |

\* Fixture Fees (Miscellaneous):

- 1. HVAC - Add \$10.00 per ton capacity