



BUILDERS REQUIREMENTS

THE FOLLOWING IS A LIST OF THE THINGS YOU WILL NEED TO PROVIDE THE BUILDING DEPARTMENT IN ORDER TO SECURE A BUILDING PERMIT.

1. **CERTIFIED AND SIGNED COPY OF LAND DEED.**
2. **PROPERTY PLAT OR SURVEY** showing the property lines, distance of property lines from intended building(s) and dimensions to scale, location and names of frontage street(s), means of access to the property. (You may draw this up yourself if you can find your property pins and draw it to scale.)
3. **SOIL SAMPLE RESULTS**
4. **BUILDING DRAWINGS** should be of professional quality and drawn to scale. They should show dimensions of structure, rooms, windows and doors. Each room should be labeled as to its intended use using acceptable abbreviations. All plumbing units should be shown using acceptable abbreviations and symbols. **Three sets of plans are required.**
5. **ELECTRICAL DETAIL** should show main panel location and service entrance, sub-panel location, wiring route, wiring size, location of lights, location of G.F.C.I. outlets and location of all other outlets inside and out using acceptable symbols and abbreviations.
6. **FOUNDATION DETAIL** should show; depth, width and spacing of all beams or footings, thickness of slab, size, number and spacing of rebar and stirrups, depth of beams or footing into undisturbed soil, height above exterior grade, fall or finished exterior grade at foundation.
7. **A PRE-POUR FOUNDATION SURVEY SHALL BE REQUIRED FOR EVERY SLAB AND OR FOUNDATIONS FOR ALL BUILDINGS AND STRUCTURES AND SOIL TEST:** You must have a survey by a professional surveyor, with seal, showing the placement of the foundation on the ground prior to pouring any concrete or setting any piers. This is to insure there are no set back encroachments.
8. **ELEVATION DETAIL** should show northern, eastern, western and southern exposures of building including doors, windows, etc., **roof pitch shall be a minimum of 7:12**, size, number and location of attic vents and crawl space vents if applicable.
9. **MATERIAL LIST** should show use, grade and size of all materials used.
10. **REScheck Compliance Certificate and Texas Residential Construction Commission Registration Number**
11. **MINIMUM ACCEPTABLE REQUIREMENTS** are based on the **2006 International Building Code, 2005 National Electric Code.**
12. **INSPECTIONS** you will be responsible for calling and requesting the required inspections.

On new construction there are at least three (3) inspections per permit, i.e. three (3) on electrical, mechanical etc. You will be responsible for calling for inspections before any work is covered up, i.e. framing and rough in electrical before you sheetrock. **ALL INSPECTIONS REQUIRE A TWENTY FOUR (24) HOUR NOTICE.** If you fail an inspection you will need to return to the inspection office after you have corrected the problem and pay for an extra inspection.

“This institution is an equal opportunity provider”

FEE SCHEDULE

BUILDING PERMITS

COST OF CONSTRUCTION

\$ 0.00 - \$ 1,000.00	No fee unless inspections are required. In which case a \$45.00 fee for each inspection for residential and \$55.00 non-residential will be charged.
\$1,001.00 - \$50,000.00	\$55.00 for the first \$1,000.00 plus \$8.25 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,001.00 - \$100,000.00	\$430.00 for the first \$50,000.00 plus \$6.60 for each additional thousand or fraction thereof to and including \$100,001.00.
\$100,001.00 - \$ 500,000.00	\$760.00 for the first \$100,000.00 plus \$4.95 for each additional thousand or fraction thereof to and including \$500,000.00.
\$500,001.00 and up	\$2,740.00 for the first \$500,000.00 plus \$3.30 for each additional thousand or fraction thereof.

UTILITY PERMITS

RESIDENTIAL PERMITS are \$27.50 per permit and \$45.00 per inspection on new construction; there are usually three inspections per permit.

COMMERCIAL PERMITS are \$55.00 per permit and \$55.00 per inspection on new construction; there can be several inspections required, three to four, but depending on the project more may be required.

TAP FEES:

WATER (3/4 inch minimum) - \$400.00
SEWER (4 inch minimum) - \$400.00

IMPACT FEES:

WATER - \$2,600.00
SEWER - \$1,900.00

METER DEPOSIT: Non-refundable \$25.00 application fee and deposit fee as follows:

3/4"	\$100.00
1"	\$100.00
1 1/2"	\$150.00
2"	\$200.00
3"	\$300.00
4"	\$400.00
Over 4"	\$500.00

NEW WATER METER INSTALLATION FEE:

3/4"	\$150.00
1"	\$200.00
1 1/2"	\$400.00
2 "	\$500.00

Anything over will be cost of the meter plus 10%

1. SUBDIVISION FEES:

Planning and Zoning fee for a public meeting \$350.00

General plan: Concept with 4 copies \$300.00

Preliminary Plat: 8 copies of plat at \$50.00 per lot, nor less than \$300.00

Final Plat: 3 mylars & 13 copies at \$5.00 per lot, nor less than \$300.00

Civil / Construction plans review: 3 sets at \$220.00 per hr. base, minimum of 2 hrs.
plus \$145.00 per hr.

Park Land Dedication: See Attached

Oversize account fee: This fee will be assessed to all developers regardless of whether or not they are required to install an oversized line.

Water lue fee: \$200.00

Sewer lue fee: \$200.00

2. ZONING FEES: \$350.00 / P&Z public meeting

3. IMPACT FEES: Based on a single family dwelling as one lue
Based on ¾" meter-water/lue \$2,600.00
Based on 4" sewer-sewer/lue \$1,900.00

4. TAPPING FEES: Based on a single family dwelling as one lue
Water tap ¾" \$400.00
Sewer tap 4" \$400.00

These fees are not assessed when these taps are installed by the developer.

CONSTRUCTION INFORMATION SHEET

Property owners name: _____ phone # _____

Address or legal description: _____

Contractor: _____ phone # _____

Is this: Residential _____ Commercial _____

Is this: New Construction _____ Addition _____ Remodel _____

Short description of structure and its intended use: _____

Total square feet: _____ Number of Rooms: _____ Number of Stories: _____

Number of Plumbing Units (include hose bibs and ice makers): _____

Type of Foundation: _____

Soil Sample Results: _____

Type of Wall Covering: External _____, Interior _____

Type of Roof: _____

Total Cost of Construction: \$ _____

Will the building require: Electricity _____, Plumbing _____, Gas _____, Heat & Air _____

Has the property ever had water and sewer service in the past? _____

Have you put up a Water Meter Deposit? _____

PLEASE COMPLETE THIS FORM AND RETURN IT ALONG WITH ANY BUILDING PLANS AND ALL OTHER REQUESTED DOCUMENTATION. A MINIMUM OF TEN (10) DAYS IS REQUIRED FOR REVIEW OF ANY BUILDING PLANS PRIOR TO ISSUANCE OF THE PERMIT. PLEASE INCLUDE ALL OTHER REQUESTED DOCUMENTATION TO FACILITATE THIS PROCESS AND AVOID DELAY.

AVOID COMMON MISTAKES

If you fail an inspection, you will be charged for an additional inspection. The following are suggestions and basic **MINIMUM** requirements that will help you avoid any extra expense.

1. Know where your property lines are and know your **SET BACK** requirements in your zone. Property lines shall be identified by string line at the time of the first inspection.
2. Call for inspections before you cover any of your work.
3. Give the inspector a **24-hour** notice when you are **READY** for an inspection.
4. **DO NOT** call for an inspection before you are sure the work is finished.
5. If you schedule concrete to be delivered before you steel has been inspected give yourself plenty of time to correct any problems, which the inspector may find. If not, you should be prepared to pay for a second order of concrete.
6. Have a set of building plans at the work site.
7. Have your building permit posted on the work site.
8. **DO NOT** use anything less than 4" schedule 40 P.V.C. for your sewer line.
9. There should be two clean outs on the sewer line, one at the house and one at the tap, both 4" schedule 40 P.V.C.
10. Water lines and sewer lines can be no closer than 5' to one another, in some cases water lines and sewer lines must cross one another, in this event, the water line should be on top of the sewer line and the water line must be sleeved where they cross with a slightly larger piece of schedule 40 P.V.C. If crossing can be avoided and is not, you will fail the inspection.
11. All underground electric wiring should be run through GRAY schedule 40 P.V.C. or be rated for direct burial.
12. All P.V.C. exposed to sunlight must be protected from direct sunlight in accordance to code.
13. All copper water piping must be put under pressure for inspection, minimum of 65 P.S.I.
14. Gas pipes must be under pressure for inspection, minimum 10 P.S. I.
15. Sewer pipes must be loaded with water and plugged at the end for inspection.
16. Temporary electric services as well as the permanent service should be grounded to an eight-foot grounding rod connected with at least a number 6 copper conductor.
17. Only use metal eye bolts for point of attachment, not ceramic.
18. Vapor barrier on our slab should be 6 mil. poly minimum and overlapped 6" minimum.
19. To save yourself from extra inspections you should ask your electrician to use a tester on all the outlets especially the G.F.C.I. outlets or you can buy a tester at any hardware store and test them yourself. More houses fail the final inspection due to faulty G.F.C.I. plugs than for any other reason in the City of Elgin.
20. **DO NOT** move in or store any of your belongings or furniture in the house until you have passed a final inspection and received your **CERTIFICATE OF OCCUPANCY**.

ELGIN INFORMATION

**ELGIN CITY HALL
310 N. MAIN
ELGIN**

512-285-5721

**ELGIN POLICE DEPARTMENT
202 DEPOT
ELGIN**

512-285-5757

T.X.U. ELECTRIC

800-242-9113

CENTERPOINT (GAS)

800-427-7142

CITY OF ELGIN

UTILITY APPLICATION

A NON-REFUNDABLE APPLICATION FEE OF \$25.00 WILL BE REQUIRED

Date of Application: _____ Service Connect Date: _____

Name: _____ Phone #: _____

Driver Lic#: _____ State: _____ **Copy of Drivers License Required**

Date of Birth: _____ Social Security#: _____

Service Address: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Previous Address: _____ City: _____ State: _____ Zip: _____
How Long: _____

Place of Employment: _____ Phone#: _____

Address: _____ City: _____ State: _____ Zip: _____

Name of Spouse or Roommate: _____ Phone#: _____

Driver Lic#: _____ State: _____

Previous Address: _____ City: _____ State: _____ Zip: _____
How Long: _____

Place of Employment: _____ Phone#: _____

Address: _____ City: _____ State: _____ Zip: _____

ALL WATER USERS WILL MAKE A DEPOSIT TO THE CITY OF ELGIN PRIOR TO OBTAINING SERVICE. THE STANDARD DEPOSIT WILL BE \$100.00.

I CERTIFY THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

Check & initial your choice of the following:

_____ I request that all of my personal information be made public.

_____ I request that **NONE** of my personal information be made public.

OFFICE USE ONLY
Date of Connection: _____ Account # _____ Receipt#: _____ Amount of Deposit: _____

CITY OF ELGIN

BUSINESS UTILITY APPLICATION

A NON-REFUNDABLE APPLICATION FEE OF \$25.00 WILL BE REQUIRED

Date of Application: _____ Service Connect Date: _____

Business Name: _____ Business Phone #: _____

Service Address: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Owners Name: _____

Owners Phone #: _____ Driver Lic#: _____ State: _____ **Copy of Drivers License Required**

Emergency Contact Name: _____ Phone#: _____

ALL WATER USERS WILL MAKE A DEPOSIT TO THE CITY OF ELGIN PRIOR TO OBTAINING SERVICE. THE AMOUNT OF DEPOSIT WILL BE DETERMINED AS FOLLOWS:

3/4"	\$100.00
1"	\$100.00
1 1/2"	\$150.00
2"	\$200.00
3"	\$300.00
4"	\$400.00
Over 4"	\$500.00

I CERTIFY THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

OFFICE USE ONLY

Date of Connection: _____ Account # _____ Receipt#: _____ Amount of Deposit: _____