

City of Meadowlakes

Application for a Building Permit

Plans must be submitted three (3) business days prior to the next regularly scheduled Building Committee meeting which are held every 2nd and 4th Monday of each month.

NOTE: All projects located within the 100 year floodplain must obtain a floodplain development permit before the project is submitted to the building committee for approval.

New Construction

Three (3) sets of plans and specifications and a digital copy of plans emailed to City Secretary (or on CD if unable to email). Plans to consist of the following:

1. Site plan showing all easements and building lines. Dimensions to indicate distance from drip line on roof to property line.
2. Floor plan
3. Electrical and Plumbing layout (may be incorporated into floor plan).
4. Engineered Foundation plan (All new construction foundations shall be engineered. An engineered foundation plan and letter must be submitted by a licensed engineer in the State of Texas. The engineer is responsible for providing the City with a sealed letter stating that the work was performed and completed per the design and specifications.)
5. Four Elevations (roof overhang must be dimensioned).
6. Foundation details and typical wall section(s).
7. If two side by side lots involved, follow amended plat procedures.
8. Contractor to sign and date each sheet of plans.

Remodel and/or Addition

Plans and specifications shall contain all of the documentation (where applicable) as described above under the heading of New Construction. In addition to the plans and specifications applicable to the proposed Remodeling/Addition, an architectural drawing of the existing area to be remodeled or where addition is to be located is required.

Owner/Contractor must sign and date each sheet.

Fence or Deck

Three (3) copies of site plan showing property lines, easements, and existing structure and the location of the proposed fence or deck. Height of fence and description of fence or deck must be indicated. Owner/Contractor must sign and date each sheet.

Boat Docks/Swimming Pool/Spa

Three (3) copies of site plan showing property lines, easements, and existing structure and the location of the proposed dock/pool/spa. Any electrical plan that may be required should be submitted with the plans.

Notice is herein given that application of any class or Permit as described above will not be considered unless standards for documentation as described above are met.

INSPECTION FEES AND PROCEDURES

The City of Meadowlakes contracts with ATS Engineers for all inspections. To request an inspection, please contact the City Secretary at 830-693-6840. Any request submitted before 4 p.m. will be done the next business day. If you have any questions regarding the inspections please contact ATS Engineers directly at 512-328-6995.

Inspections fees are paid after the permit is approved. The permit fees include nine inspections. Any additional inspections and/or re-inspections will be billed separately by the City. Listed is the inspections, some may vary in applicability by job:

Residential and Commercial inspections: new construction or additions –

Temporary electrical service
Plumbing rough-in/ foundation layout
Water/ sewer yard-lines
Copper rough-in
Combination inspections (frame & MEP rough-in)
Re-frame and Insulation inspections
Wallboard inspections
Final inspections (combination)/ Certificate of Occupancy
Gas test/Electrical service inspection

Additional inspections to include but is not limited to:

Driveway, fence, pool, demolition
Re-inspections for Residential and Special Inspections
Remodeling/alterations to existing structure

PERMIT FEES

NEW HOME	One Story, under 3,000 sf	One story, over 3,000 sf	Two Story
Inspection Fees	\$ 450	\$ 500	\$ 500
Meadowlakes Fee	\$ 200	\$ 250	\$ 300
Clean- up Deposit	\$ 500	\$ 500	\$ 500
Total	\$ 1,150	\$ 1,250	\$ 1,300

REMODELING, DOCK, SPA AND POOL PERMITS:

Remodeling, dock, spa, and pool inspection fees will vary depending on the scope of the job and the number of required inspections. Every remodeling, dock and pool project will require a refundable \$500 clean-up deposit in addition to the inspection fees. Deposit refundable after a final inspection and certificate of occupancy is completed.

REMODELS	One room existing foundation	Two rooms existing foundation	Room(s) new foundation
Inspection Fees	\$ 250	\$ 300	\$ 350
Meadowlakes Fee	\$ 100	\$ 150	\$ 150
Clean- up Deposit	\$ 500	\$ 500	\$ 500
Total	\$ 850	\$ 950	\$ 1,000

DOCKS	No utilities	With utilities
Inspection Fees	\$ 150	\$ 200
Meadowlakes Fee	\$ 150	\$ 100
Clean- up Deposit	\$ 250	\$ 500
Total	\$ 500	\$ 800

POOL & SPA	No utilities
Inspection Fees	\$ 195
Meadowlakes Fee	\$ 135
Clean- up Deposit	\$ 500
Total	\$ 830

(No utilities)	FENCE, DECK, PATIO COVER, ARBOR	PLAYSCAPE
Total	\$ 50	\$ 5

City of Meadowlakes

Application for Building Permit

Type or Permit Requested:

_____New Construction _____Remodel/Addition _____Fence/Deck _____Pool
_____Other, List Description _____

_____ Is this property located within the 100 year floodplain? _____
(yes or no) (Applicant Signature)

NOTE: All projects located within the 100 year floodplain must obtain a floodplain development permit before the project is submitted to the building committee for approval.

Date: _____ Contractor: _____

Phone No.: _____

If Contractor is a Corporation, who is your "Agent for Service"

Name: _____

Address: _____

Telephone No.: _____

Property Owner: _____

Phone No.: _____

Lot No.: _____ Address: _____

Trash receptacle and chemical toilet must be located on building site before permit can be issued (not applicable for fence permits). This requirement is subject to the discretion of the Building Committee in the case of a remodel or addition. Curb protectors required, contractor must provide. Building permit is not valid until payment is made in full to the City of Meadowlakes. Contractors are required to furnish to City of Meadowlakes the names of all Mechanical Contractors (Plumbing, electrical, and Heating/AC) along with their STATE or CITY license number.

Denied (date) _____ MBC Chairman _____

Approval date _____ **MBC Chairman** _____

Comments: _____
