

City of Meadowlakes

Application for a Building Permit

Plans must be submitted seven (7) 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. The fee for a Floodplain permit is \$100.00.

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
- 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:

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

PERMIT FEES

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	\$ 175	\$ 225	\$ 225
Clean- up Deposit	\$ 500	\$ 500	\$ 500
Total	\$ 925	\$ 1,025	\$ 1,075

DOCKS	No utilities	With utilities
Inspection Fees	\$ 150	\$ 200
Meadowlakes Fee	\$ 150	\$ 175
Clean- up Deposit	\$ 250	\$ 500
Total	\$ 550	\$ 875

POOL & SPA	No utilities
Inspection Fees	\$ 195
Meadowlakes Fee	\$ 275
Clean- up Deposit	\$ 500
Total	\$ 970

(No utilities)	FENCE, DECK, PATIO COVER, ARBOR	PLAYSCAPE
Total	\$ 100	\$ 5

*The Meadowlakes fee is due at the time of plan submission.

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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: _____
