

# PERMIT APPLICATION

## City of Meadowlakes Application for Building Permit/Fence/Deck/Swimming Pool/SPA

Required documentation for consideration by City of Meadowlakes Building Committee.

***BUILDER MUST BE REGISTERED WITH THE TEXAS RESIDENTIAL CONSTRUCTION COMMISSION***

**Plans must be submitted by noon Thursday preceding the Building Committee meeting on the following Monday.**

### New Construction

3 sets of plans and specifications. 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. Foundation plan.
5. 4 Elevations (roof overhang must be dimensioned).
6. Foundation details and typical wall section(s).
7. If 2 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 to sign and date each sheet.

### Fence or Deck Permits

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 to sign and date each sheet.

### Swimming Pool/SPA Permits

Three (3) copies of site plan showing property lines, easements, and existing structure and the location of the proposed pool. 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.**

**City of Meadowlakes**  
**Application for Building Permit/Fence/Deck/Pool**

**Type or Permit Requested:**

\_\_\_\_\_ New Construction    \_\_\_\_\_ Remodel/Addition    \_\_\_\_\_ Fence/Deck    \_\_\_\_\_ Pool  
\_\_\_\_\_ Other, List Description \_\_\_\_\_

Date \_\_\_\_\_ Contractor \_\_\_\_\_

Phone No. \_\_\_\_\_

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

Name \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

Owner \_\_\_\_\_

Phone No. \_\_\_\_\_

Lot No. \_\_\_\_\_ Address \_\_\_\_\_

Approval date \_\_\_\_\_ MBC Chairman \_\_\_\_\_

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.

**PERMIT FEES ARE FEES CHARGED BY THE CITY OF MEADOWLAKES AND MAY INCLUDE INSPECTION FEES AND ARE NON-REFUNDABLE.**

Denied (date) \_\_\_\_\_ MBC Chairman \_\_\_\_\_

Comment:

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## PROCEDURES FOR AN INSPECTION

1. **FOUNDATION:** All forms will be set in place with required re-enforcing steel in place and all steel, wire mesh and/or rebar will be tied and/or secured. All loose soil will be excavated from ditches prior to the placing of concrete and/or an inspection.
2. **PLUMBING:** All water lines will be in place with proper sleeves and a water pressure test not less than 110PSI for thirty (30) minutes without evidence of leakage. A water test will be applied to the drainage and vent system. All openings in the piping will be tightly closed, except the highest opening which will be filled with water for the test. The system will be water tight.
3. **FRAMING/PLUMBING/MECHANICAL/ELECTRICAL ROUGH IN:** All plumbing vent systems will be topped out, all electrical system rough in and the AC/Heat duct system should be installed. All windows framed in.
4. **FINAL INSPECTION:** This inspection will be made when the structure is completed and ready for occupancy. All plumbing fixtures installed and tested, all hardware on the windows, doors, and cabinets installed. All painting fixtures installed and tested. All cover plates on the electrical outlets installed, all window screens installed and all the floor covering installed.

If the structure is not completely ready for occupancy due to some of the above items, **YOU ARE NOT READY FOR A FINAL.**

Coordinating the work is usually the responsibility of the Contractor; however, successful coordination requires all parties to communicate with each other so that the construction can proceed in an orderly manner.

We encourage that you check the above stated items before you call for an inspection. If you are in compliance and are ready for an inspection, call (512) 793-2292, Local Call.

Our office hours are from 8:00 a.m. until 4:30 p.m. Monday through Friday.

If I can be of a service to you or if you have any questions on the above stated items please call (512) 793-2292.

Sincerely,

Charles E. Willis, Inspector

