

BUILDER'S PACKET

**BUILDER / CONTRACTOR
OR PROPERTY OWNER**

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.

The Building Committee meets the second & fourth Monday of the month unless it is a holiday. The committee adheres to the Open Meetings Act. Therefore, all plans must be received by 3:00 pm the Tuesday prior to the meeting in order to be placed on the agenda for 72 hours notice.

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.
9. The heavy impact fee is received by the Property Owners Association in the amount of \$350.00.
10. The sewer/water tap fees are received from the Meadowlakes Public Works Department (830-693-2951).

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:

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

City of Meadowlakes

Activities which require that a permit be issued from the City:

- Fence or Deck
- Any outside improvement, which involves plumbing or electrical work.
- Remodeling or addition. Plans for same must include plan of existing house as well as the remodeling plan.
- All new construction
- Swimming Pool and / or SPA

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

The building committee meets on the first and fourth Monday of each month at 9:00 a.m. if it is not a holiday. All permit requests and applicable plans must be received by 3:00 pm on the Tuesday prior to the Monday meeting.

No work is to be done until permit is paid for and permit is in the possession of owner or contractor.

The Building Committee Chairman is Don Wheeler at 512-825-5251 (please no calls into his personal home).

The below is a partial list of restrictions with regard to building permits. This does not represent all ordinances or restrictions but is only a guide of building requirements.

- **City of Meadowlakes**, the contractor is solely responsible for reviewing all ordinances for compliance. The ordinances may be reviewed by visiting our website at www.meadowlaketexas.org and are listed under the tab entitled “ordinances”.
- **Require 3 sets plans and specifications.** See page 1 of permit application.
- Port-a-potty and trash bin must be on building site before permit can be issued. Builders are encouraged to use large dumpsters or haul contents of job built trash container on a regular basis. Failure to do so can result in a citation.
- Set back lines are measured to **edge of overhang**.
- Slab fill must be **treated for termites prior to pouring of concrete and certificate of same to be furnished to City of Meadowlakes.**
- **Form survey** must be submitted to and approved by the City of Meadowlakes **prior to pouring concrete foundation.**
- Plumbing contractor, electrical contractor, and HVAC contractor to be licensed by City or State, a copy of license must be on file at the Meadowlakes City Hall. Upon completion Plumber must furnish to City of Meadowlakes the Plumbing Certificate as required by the State of Texas.
- Foundation wall to show a **maximum of 12” exposed concrete with a maximum of 8” fill at foundation wall.** This requirement applies to frame walls as well as brick or stone.

- Exterior walls to have a minimum of 75% brick, rock, or stone (total wall area including gables). **Stucco is not permitted as a means of satisfying this requirement without a variance granted.**
- **Chimneys must be stone or brick.** No frame or stucco on chimneys is allowed, unless approval of stucco from a variance.
- All building to comply with CABO building code. Special attention given in design to assure that windows and/or doors in sleeping areas conform to ingress and egress requirements.
- **Scraping of Lot:** The area within the foundation walls shall have all vegetation, topsoil and foreign material removed.
- Install tempered glass as required by Code.
- Provide empty conduit to house service location for TV and Cable.
- Lots which are within the FEMA designated 100-year floodplain must conform to the LCRA requirements as well as City of Meadowlakes restrictions and ordinances, i.e. slab elevation must be a minimum of 1'-0" above the 100 year flood elevation. This must be established by registered surveyor, benchmark transferred to building site.
- Plat with certification of elevation must be furnished to City before permit application can be issued.
- **Contractor must secure Certificate of Occupancy before buyer can take possession.**

Provide City with the following before slab is poured:

1. Slab elevation to conform to LCRA requirements only if lot is within 100 year flood plane.
2. Termite certificate (Every Job)
3. Form survey, must be approved by City Building Committee. (Every Job)

Provide City the following before requesting Certificate of Occupancy.

1. Plumbing certificate
2. Final inspection
3. Meadowlakes Public Works' Customer Service Inspection Certificate

A CERTIFICATE OF OCCUPANCY MUST BE ISSUED PRIOR TO THE HOUSE BEING OCCUPIED BY THE OWNER

- Permit fees as follows: (Current)
 - 3000 Sq. Feet of Living Area or less \$600.00
 - Under 3000 Sq. Feet of Living Area – two story \$700.00
 - Over 3000 Sq. Feet of Living Area, one or two story \$750.00
 - Clean up deposit (refundable after certificate of occupancy is issued and restoration of site and inspection of site and is approved by code enforcement officer or building committee) \$500.00
 - Remodel \$330.00
 - Swimming Pool or SPA \$330.00
 - Fence \$50.00
 - *** Property Owners Heavy Road Impact Fees (for new construction) \$350.00**

- Check with Meadowlakes MUD for water and wastewater fees.

Current fees as follows:

*** Sewer Tap \$725.00**

*** Water Tap \$725.00**

Plus \$100.00 Deposit

Stand by charge \$4.30 per month

*** These fees must be paid prior to the building permit being issued.**

We look forward to working closely with the Builders to accomplish and maintain a high standard of construction. Your comments are encouraged and will all be considered within the framework of the subdivision restriction and ordinances by which we are governed.

Meadowlakes Building Committee

WILLIS INSPECTION SERVICE
P.O. BOX 236
BUCHANAN DAM, TEXAS 78609
512-793-2292

January 11, 2000

City of Meadowlakes
111 C Meadowlakes Drive
Meadowlakes, Texas 78654

To define my duties as an inspector for the City of Meadowlakes, I, Ed Willis, will perform all inspections in a timely manner as dictated by the process of said construction. No inspections will be performed until a form survey has been completed and approved, all building permits have been obtained, trash receptacle and port-a-potty are in place.

My office will verify said items with the Meadowlakes City Secretary.

The following inspections will be performed:

1. Foundation inspection will be performed.
2. Framing inspection will be performed.
3. Plumbing, electrical and mechanical rough in inspection.
4. Final inspection.

Our office hours are from 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:30 p.m., Monday through Friday.
Phone 512-793-2292 (Local Call).

Charles Ed Willis #458

CITY OF *Meadowlakes*

CITY HALL

177 BROADMOOR, SUITE A

MEADOWLAKES, TEXAS 78654

TELEPHONE (830) 693-6840

FAX (830) 693-0776

EMAIL: city@meadowlakestexas.org



MEMORANDUMS TO BUILDERS IN MEADOWLAKES

July 19, 2001

The Building and Architectural Committee of Meadowlakes requires that all new construction have site preparation as per CABO Code Section 505.2 "The area within the foundation walls shall have all vegetation, top soil and foreign material removed."

Your cooperation is appreciated.

/s/ Lisa Beck _____

Lisa Beck
Chairman, Building Committee

June 15, 2005

Dear Contractor,

This is to let you know that, effective immediately, The Meadowlakes Property Owners Association will permit concrete loads of nine (9) yards to enter our gate and operate on our streets.

We have sent written notice of this change to the concrete companies in our area.

You and the concrete company remains responsible for protecting the curb at your work site.

If you have questions, please let us know.

Meadowlakes Property Owners Association (MPOA)

MEMORANDUMS TO BUILDERS IN MEADOWLAKES

August 10, 2000

The Building and Architectural Committee of Meadowlakes requires that a "form survey" be submitted to the Secretary of the City Office for review by a committee member prior to the pouring of any concrete. The Secretary will contact an available committee member so that a review of the survey can be done in a timely manner. The Committee member will then call the builder if OK to proceed.

Your cooperation will be much appreciated.

/s/ Jim Watters
Jim Watters, Chairman

* * * * *

February 19, 2001

RE: New Building Codes: Tempered Glass

A window must meet *all four items* listed in Section 2405.2.1 Item (4) of the Standard Code book for enforcement.

Signed – Meadowlakes Building Committee

Chapter 24 ~ GLASS AND GLAZING

SECTION 2401 GENERAL

2401.1 Scope. Provisions of this chapter shall govern the types, use, support, structural adequacy and safety provisions for glass in buildings and structures.

SECTION 2402 DEFINITIONS

For definitions, see Chapter 2.

SECTION 2403 LABELING

2403.1 Labels. Each light shall bear the manufacturer's label designating the type and thickness of glass. When approved by the building official, labels may be omitted from other than tempered glazing materials, providing an affidavit is furnished by the glazing contractor certifying that each light is glazed in accordance with the approved plans and specifications.

2403.2 Identification. Each unit of tempered glass shall be permanently identified by the manufacturer. The identification shall be etched or ceramic fired on the glass and be visible when the unit is glazed. Tempered spandrel glass is exempted from permanent labeling. This type of glass shall be identified with a removable paper label by the manufacturer.

SECTION 2404 LOUVERED WINDOWS OR JALOUSIES

Regular float, wires or patterned glass in jalousies and louvered windows shall be no thinner than nominal 3/16 inch (5 mm) and no longer than 48 inches (1219 mm). When other glass types are used, design shall be submitted to the building official for approval. Exposed glass edges shall be smooth. Wired glass with wire exposed on longitudinal edges shall not be used in jalousies or louvered windows.

SECTION 2405 IMPACT, WIND, AND OTHER LOADS

2405.1 General. Individual glazed area including glass mirrors in hazardous locations such as those indicated in 2405.2 shall pass the test requirements of CPSC 16-CFR, Part 1201 or by comparative test shall be proven to produce at least equivalent performances.

Exceptions:

1. Polished wire glass installed in fire doors, fire windows and view panels in fire resistant walls and haz-

ardous locations in 2405.2.1(3) and 2405.2.1 (4) shall comply with ANSI Z97.1.

2. Approved plastic materials used as glazing in hazardous locations shall comply with ANSI Z97.1.

2405.2 Hazardous locations

2405.2.1 The following shall be considered specific hazardous locations for the purposes of glazing:

1. Glazing in swinging doors and fixed and sliding panels of sliding (patio) door assemblies.
2. Glazing in doors and enclosures for hot tubs, whirlpools, saunas, steam rooms, bathtubs, and showers. Glazing in any portion of a building wall enclosing these compartments where the bottom edge of the glazing is less than 60 inches (1524 mm) above the drain inlet.
3. Glazing in an individual fixed or operable panel adjacent a door where the nearest vertical edge is within a 24-inch (610 mm) radius of the door in a closed position and whose bottom edge is less than 60 inches (1524 mm) above the floor or walking surface.
4. Glazing in an individual fixed or operable panel, other than those locations described in items 2 and 3 above, that meets all of the following conditions:
 1. Exposed area of an individual pane greater than 9 sq ft (0.84 m²).
 2. Bottom edge less than 18 inches (457 mm) above the floor.
 3. Top edge greater than 36 inches (914 mm) above the floor.
 4. One or more walking surfaces within 36 inches (914 mm) horizontally of the plane of the glazing.
5. All glazing in railings regardless of area or height above a walking surface including structural baluster panels and nonstructural in-fill panels.
6. Glazing in walls and fences enclosing indoor and outdoor swimming pools where the bottom edge of the glazing is (1) less than 60 inches (1525 mm) above the walking surface on the pool side, and (2) within 36 inches (914 mm) horizontally of the walking surface on the pool side. This shall apply to single glazing and all panes in multiple glazing.

2405.2.2 The following products, materials and uses are exempt from the above hazardous locations:

1. Openings in doors through which a 3-inch (76 mm) sphere is unable to pass.
2. Assemblies of leaded glass panels, faceted glass or items of carved glass when used for decorative purposes in locations described in 2405.2.1(1), 2405.2.1(2), 2405.2.1(3), or 2405.2.1(4). The exemption for 2405.2.1(2) applies to building walls enclosing the compartments only.

ORDINANCE NO. 00-03

AN ORDINANCE OF THE CITY OF MEADOWLAKES, TEXAS, TO REVISE AND AMEND ORDINANCE 86-8-23 SECTION 6 AND ORDINANCE 97-2-8 ADDITIONALLY REQUIRING A FORM SURVEY AND IF ANY PORTION OF THE PROPERTY IS WITHIN THE 100 YEAR FLOOD PLAIN AS DEFINED BY ORDINANCE NO. 89.1, AN ELEVATION CERTIFICATE BEFORE THE SLAB IS POURED THEREBY REGULATING THE LOCATION AND, IF APPLICABLE, THE ELEVATION OF ALL BUILDINGS AND STRUCTURES WITHIN THE CITY OF MEADOWLAKES.

WHEREAS, the Board of Commissioners of the City of Meadowlakes finds it necessary to adopt regulations to preserve and safeguard the public health, safety and general welfare of the citizens of the City of Meadowlakes by protecting the high environmental quality of life in the City of Meadowlakes; by reducing the risk of fire, flooding and dangerous or obnoxious conditions; by providing adequate light and air and preservation of scenic beauty; by preventing overcrowding and excessive concentration of people and structures; by protecting the enjoyable characteristics of the neighborhood; and by providing minimum standards to safeguard the persons and properties within the City of Meadowlakes.

NOW THEREFORE:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MEADOWLAKES TEXAS:

That Section 17 of said Ordinance 86-8-23 and Ordinance # 97-2-8 be amended to read in its entirety as follows.

SECTION 6. Preliminary Inspections Prior to Pouring Foundation:

- A. The property owner, through his contractor, engineer, surveyor or other representative, before any concrete slab is poured, and upon forming up the proposed foundation of the improvement, shall provide a form survey by a licensed surveyor locating the concrete slab forms upon the ground and depicting proposed overhangs and/or eaves, and such form survey shall indicate the location of all lot lines and easements. All improvements to be constructed shall lie in such a manner as to not violate any setbacks or easements affecting such lot.
- B. The form survey must also show the proposed slab elevation, and curb elevation from the approximate center point of the curb in relation to the lot and the elevation of the highest point of the natural grade as measured at a distance of five feet (5') from the edge of the foundation wall at the referenced point.
- C. Should all or any part of the owner's lot lie within the 100-year flood plain as defined by Ordinance No. 89-1, before any concrete slab is poured, such form survey shall further contain an elevation certificate showing that the proposed concrete foundation and structure is in compliance with said Ordinance No. 89-1 which addresses structures built within the 100-year flood plain.
- D. Such form survey and, if applicable, elevation certificate, must be approved before construction proceeds by the City Building Committee Chairman, or his designee, who shall evidence his approval and retain a true and correct copy of same. Such forms may not be relocated or the elevation of the proposed slab altered without re-survey and re-approval as stated herein, unless waived in writing by the City Building Committee Chairman or his designee.
- E. Before any concrete slab is poured, all plumbing and electrical conduits intended to be encased therein, shall first be installed in such a way as to allow said installation to be tested, inspected and approved.

ORDINANCE NO. 2006-06 & ADD-ON'S

May 2, 2006

AN ORDINANCE OF THE CITY OF MEADOWLAKES, TEXAS TO AMEND, REVISE AND ADD TO CERTAIN PORTIONS OF SECTIONS OF THE CODE OF ORDINANCES ADOPTED DECEMBER 4, 2001, SAID ORDINANCE 2006-06 ADOPTED THIS DATE, IN THE MANNER SET OUT BELOW, TO SAFEGUARD THE PERSONS AND PROPERTIES WITHIN THE CITY OF MEADOWLAKES.

WHEREAS, IT IS THE DESIRE OF THE MEADOWLAKES CITY COUNCIL TO ADOPT, IN ALL RESPECTS, THE VARIOUS CODES RELATING TO BUILDING CONSTRUCTION AND MAINTENANCE AND WHEREAS, THE ADOPTION OF THESE CODES IS DONE TO FACILITATE PROPER INSPECTION ACTIVITIES BY THE CITY OF MEADOWLAKES RELATING TO CONSTRUCTION AND TO MAINTENANCE OF BUILDINGS WITHIN SAID CITY OF MEADOWLAKES RELATING TO PUBLIC SAFETY, HEALTH AND GENERAL WELFARE.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF MEADOWLAKES, TEXAS:

TITLE XV: LAND USAGE

Chapter 150: BUILDING REGULATIONS

Section 150.04 CODES ADOPTED

Is repealed and replaced with the following:

Section 150.04 CODES ADOPTED

(A) The following codes are hereby adopted by reference as though they were copied herein fully.

(1) International Codes

- a. International Building Code – 2006 Edition
- b. International Residential Code for One and Two Family Dwellings – 2006 Edition
- c. International Mechanical Code – 2006 Edition
- d. International Plumbing Code – 2006 Edition
- e. International Fire Code – 2006 Edition
- f. ICC Electrical Code, Administrative Provisions – 2006 Edition
- g. International Energy Conservation Code – 2006 Edition
- h. International Fuel Gas Code – 2006 Edition
- i. International Property Maintenance Code - 2006 Edition
- j. International Existing Building Code - 2006 Edition

(2) 2005 National Electrical Code

(B) Within these codes, when reference is made to the duties of a certain official named therein, that designated official of the city who has duties corresponding to those of the named official in the code shall be deemed to be the responsible official insofar as enforcing the provisions of the code concerned.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF MEADOWLAKES, TEXAS THAT THIS ORDINANCE BE PASSED, APPROVED AND ADOPTED THIS 2nd DAY OF MAY 2006.

ATTEST:

SIGNED:

/s/ Linda Wendling
Linda Wendling,
City Secretary

/s/ John Aaron
John Aaron,
Mayor

SUMMARY OF ORDINANCE 2006-14

Passed September 5, 2006

- (A) Before commencing construction on any property, or commencing with the preparation of the property site for construction; the following requirements and restrictions shall be complied with. These requirements shall apply to all construction projects that require a permit as defined herein. A person commits an offense if such person or persons violate the requirements, conditions, and constraints defined herein.
- (1) Construction permit request must be submitted and approved by the Building Committee. A trash receptacle and sanitation facilities shall be placed on site before the actual permit will be issued.
 - (2) Trash receptacles shall be of hard-walled construction and deemed acceptable by the Building Committee.
 - (3) Provisions for water and electrical power services shall be provided.
 - (4) For new construction the Property Owner's Association shall received \$350.00 for heavy equipment impact fee for maintenance of the roadways.
 - (5) A construction site sign shall be placed at the site for new construction projects. The sign shall be compliant with requirements and restrictions in Section 152.
- (B) Before and during the period of construction activities, the following requirements and restrictions shall be complied with.
- (1) Trash receptacles shall be routinely emptied with sufficient frequency so as not to allow overflow of material.
 - (2) Construction site trash shall be picked-up daily and trash deposited in trash receptacles. This requirement is applicable to all days when construction activity is performed.
 - (3) Before foundation construction begins, all vegetation shall be removed (i.e. scraped-away) from the portion of the property intended to underlie the foundation.
 - (4) A Termite Treatment Certificate shall be provided to the City Secretary and approved by the Building Committee prior to actual construction of the foundation or placing of the foundation slab.
 - (5) All building materials and equipment shall be stored only on the property upon which the construction is being performed. Building materials and equipment shall not be stored or parked on public property, without specific written permission from the Building Committee.
 - (6) Non-resident construction workers shall be granted entry into Meadowlakes during required working hours only and only for purposes of doing construction work. Construction workers are prohibited from after-work or after-hours loitering and/or public consumption of alcohol at the construction site property or adjacent properties. Entry into Meadowlakes for other purposes shall require compliance with guest entry rules as defined in Meadowlakes Code of Ordinances Appendix.