

CITY OF HIGHLAND HAVEN, TEXAS

Phone #: (830) 265-4366 Fax #: (512) 366-9721

PROPERTY DEVELOPMENT PERMIT APPLICATION

as of June 19, 2012

Pmt # _____

Property Owner: Name _____ Phone # _____

Address _____ Email: _____

Property Location: Lot# (s) _____ HH Street address _____

Property Owner authorizes contractor to make modifications to permit: Yes _____ No _____ Signature: _____

PERMIT PURPOSE: NEW CONSTRUCTION

- () New single family residence - () bedrm () bath () garage
() Out building and garages w/slab - type _____
() New structure or addition - # _____ type _____
() Carport(s) - # _____ type _____
() Driveway(s) - # _____ type _____
() Patio, covered or open - type _____
() Boating facility - type _____
() Sprinkler system - type _____
() Landscaping raw land, grading, clearing - type _____
() Concrete slab _____
() Concrete sidewalks or walkways, incl. steps _____
() Any development or alteration of existing drainage plan _____
() Septic system test
() Septic system construction
() Retaining wall(s), type _____
() Room addition(s), # _____ type _____
() Water well _____
() Fence(s), type _____
() Swimming pools, hot tubs _____
() Building or structure w/I 10 ft of lot line _____
() Driveway across city right of way _____
() Other _____

PERMIT PURPOSE: REMODELING

- () Extend - patio, deck or carport, type _____
() Concrete pad _____
() Septic system repair _____
() Enclosure of any structure, type _____
() Remodel, type _____
() Within 10 ft of setback _____
() Other _____
() Electric service _____
() Propane tank screen or fence, type _____
() Resurface driveway or approach _____
() Any retaining wall repairs _____
() Any alterations of existing drainage plan _____
() Demolition of Existing structure _____
() Other _____

SUPPORTING DOCUMENT REQUIREMENTS

- LCRA Septic System Permit ----- (yes) (no) attached ()
Certified Site Survey incl. construction plan, elevation, setbacks, lot lines and construction location ----- (yes) (no) attached ()
Most current site survey ----- (yes) (no) attached ()
Floodplain Certificate with FEMA elevations by surveyor/engineer ----- (yes) (no) attached ()
LCRA Floodplain Compliance Certificate by Flood Plain administrator----- (yes) (no) attached ()
Architectural plans & specifications showing exterior elevations, foundation plans & floor plans (2 sets required) ----- (yes) (no) attached ()
LCRA and/or FEMA shoreline or watershed construction permits ----- (yes) (no) attached ()
Variance approval or "grandfather" exclusion ----- (yes) (no) attached ()
Termite treatment certification ----- (yes) (no) attached ()
Asbestos survey (for public buildings - renovation/demolition) ----- (yes) (no) attached ()
Asbestos opinion/ MSDS review by licensed engineer/Registered architect (public buildings) ----- (yes) (no) attached ()

INSPECTION REQUIREMENTS

Termite (certificate required on new residence) -----	(yes) (no) (City)	(CI)	Date _____
Foundation -----	(yes) (no) (City)	(CI)	Date _____
Framing, bracing & roof -----	(yes) (no) (City)	(CI)	Date _____
Plumbing, electrical, mechanical rough-in -----	(yes) (no) (City)	(CI)	Date _____
LPC pressure test -----	(yes) (no) (City)	(CI)	Date _____
Final Building Inspection -----	(yes) (no) (City)	(CI)	Date _____
Final Lot Grading Inspection -----	(yes) (no) (City)		Date _____
Final as-built elevation survey & photos (FEMA) -----	(yes) (no) (City)	(CI)	Date _____
Occupancy Certificate -----	(yes) (no) (City)		Date _____
Clean-up -----	(yes) (no) (City)		Date _____

Note: CI = City Contract Inspector

Inspector: Name _____

Phone # _____

NOTE: Property owner is responsible for:

- 1. Insuring contractors possess current license (i.e., electrical, plumbing, mechanical or irrigation).**
- 2. Adherence to provisions of International Building Code.**
- 3. Adherence to applicable City Ordinances, the most pertinent being Ordinances # 056, 020, 021, 037, & 051.**
- 4. Prior to any modifications or changes to the permit purpose(s), property owner/contractor must contact The City Building Permit Officer.**

INDEMNIFICATION

A property development permit, when issued, does not imply that ownership claimed by the applicant is valid. City verification of ownership is limited to examination of the latest on-hand version of the Burnet County Appraisal District property ownership rolls. Property owner or owners hereby indemnifies and hold harmless the City of Highland Haven, its elected officials, agents and appointees from any and all claims and damage, including court costs and attorney fees, that may result because of ownership claims and from failure of the property owner and/or contractors to comply with relevant building codes and/or city ordinance requirements.

Signature of applicant (must be property owner) _____ Date: _____
 (If owner has submitted signature authority for contractor, form must be attached)

Application received by (City Official) _____ Date: _____

Minimum of 7 days processing time should be allowed for new residence and major remodeling

Contractor Information

Primary Contractor: Name _____

Co. Name _____ Phone # _____

Address _____

Electrical Contractor: Name _____ License # _____

Co. Name _____ Phone # _____

Address _____

Plumbing Contractor Name: _____ License # _____

Co. Name _____ Phone # _____

Address _____

Mechanical Contractor Name: _____ License # _____

Co. Name _____ Phone # _____

Address _____

Irrigation Contractor Name: _____ License # _____

Co. Name _____ Phone # _____

Address _____

Water Well Drilling Contractor Name: _____ License # _____

Co. Name _____ Phone # _____

Address _____

Water Well Pump Installer/Contractor Name: _____ License # _____

Co. Name _____ Phone # _____

Address _____

FOLLOWING TO BE COMPLETED BY CITY OFFICIALS:

_____ Approved Permit # _____ **(Expires 1 year from issue approval date)**

_____ Disapproved Reason for disapproval _____

Appointed P&Z member (if required)

Elected City Official

Elected City Official

Date: _____

Date: _____

Date: _____

Three-Month Extension Approval:

Approved by: _____ Date: _____

Elected Official Signature: _____ Date: _____

Fee \$100.00 Check # _____ Date: _____

FEE RECORD
All fees due upon permit approval

Permit fee	\$ _____		Ck# _____
Inspection fee	\$ _____	City Inspection (yes) (no)	Ck# _____
Clean-up deposit	\$ _____		Ck# _____
Total	\$ _____	Date paid _____	

Clean-up deposit return - Approval _____ Date _____ \$ _____ Date _____ Ck# _____

Certificate of Occupancy – Approval _____ **Issue date** _____

Additional comments: