

Permit #

CITY OF HIGHLAND HAVEN

510 Highland Drive Ste A Highland Haven Tx 78654

Website

Email

Phone

highlandhaventx.com

adminassistant@highlandhaventx.com

830-265-4366

Property Development Permit Application

HH Street Address _____ Lot# _____

Property Owner: _____ Phone _____

Mailing Address: _____

City State Zip: _____ Email _____

PERMIT PURPOSE: NEW CONSTRUCTION

- ☐ New Single-Family Residence (SFR) - ____ BR ____ Bath ____ Garage Living Area SQ.FT. _____
- ☐ Septic System Construction (LCRA permit required)
- ☐ Waterfront: ☐ retaining wall ☐ boat dock/slip ☐ boat house
- ☐ Waterfront: ☐ PWC floating, fixed dock or ramp ☐ PWC lift manual or electric
- ☐ Outbuilding: ☐ detached garage ☐ workshop ☐ storage facility ☐ gazebo ☐ greenhouse
- ☐ Outbuilding-Pergola, detached: ☐ existing slab or no floor w/ utilities ☐ no utilities
- ☐ Pergola, attached: ☐ existing slab or no floor w/ utilities ☐ no utilities ☐ Pergola, w/ new foundation
- ☐ Concrete: ☐ slab ☐ walk ☐ steps ☐ driveway or other _____
- ☐ Fence
- ☐ Sprinkler/Irrigation system
- ☐ Landscaping raw land (clearing, grading)
- ☐ Drainage Alterations (requires engineering certification)
- ☐ Other (describe project) attach additional if needed: _____

PERMIT PURPOSE: REMODELING, ADDITIONS, RENOVATION, OTHER IMPROVEMENTS

- ☐ Re-model - **Major** (changes any or all - footprint, structural, roofline, facade, floorplan, living space)
- ☐ Re-model - **Minor** (interior or exterior, with electric &/or plumbing; without Major changes above)
- ☐ Room addition(s) _____ rooms, _____ sq. footage ☐ new slab ☐ existing slab
- ☐ Septic system repair/expansion (LCRA permit required)
- ☐ Carport enclosure, purpose of new space _____
- ☐ Patio enclosure, purpose of new space _____
- ☐ Patio addition: ☐ covered ☐ un-covered
- ☐ Driveway: ☐ resurface ☐ re-pave/repair approach
- ☐ Waterfront: ☐ boat slip/PWC dock/lift ☐ boat house ☐ retaining wall ☐ other _____
- ☐ Electrical meter/loop or breaker panel replace or rewire
- ☐ Propane tank installation including screening/fencing (all property setbacks apply)
- ☐ Swimming Pool, Hot Tub, or Fountain (all property setbacks apply)
- ☐ Plumbing (Includes connecting to Highland Haven Water System tap)

- ☐ Water well plugging
- ☐ Drainage Alterations (requires engineering certification)
- ☐ Other (describe project) (attach additional if needed): _____

PERMIT PURPOSE: DEMOLITION

- ☐ Total- removal of structure(s), Structure Description: _____
- ☐ Demolition, other: _____

NOTICE: Property owner and/or contractors are responsible for:

1. Ensuring contractors possess current license (i.e., electrical, plumbing, mechanical or irrigation).
2. Adherence to International Building Code and timely scheduling of Building Code inspections.
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 and submit all required documents AND fees.**

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-line records of the Burnet County Appraisal District. Property owner or owners hereby indemnifies and hold harmless the City of Highland Haven, its elected officials, agents, and appointees from all claims and damage, including court costs and attorney fees, which 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.

Special circumstances for New Single-Family Residence (SFR): A Certificate of Occupancy issued by the City of Highland Haven must be obtained before any habitation of the residence occurs. No furnishings, personal property, or storage of items is permitted in the residence until the Certificate of Occupancy is issued.

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

Signature of applicant (must be property owner) _____ Date: _____

Application received by (City Official) _____ Date: _____

Site Plan has been checked for proper Lot Platting prior to issuing Building Permit

Permit Officer Signature/Approval: _____ Date: _____

Elected Official Signature/Approval: _____ Date: _____

If Required

P& Z Commissioner Signature/Approval: _____ Date: _____

Permit Approved: ☐ Permit Denied: ☐ Date: _____

Reason Denied: _____

Allow a minimum of 7 days processing time (after receipt of all required supporting documentation) for new residence, major remodeling, and waterfront construction.

**LICENSED TRADESMEN MUST PROVIDE A VALID TDLR LICENSE #
PRIOR TO WORK PERFORMED**

Contractor Information

Primary Contractor: Name _____ Phone # _____
Co. Name _____ E-Mail _____
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 _____

(Other) _____ Name: _____ License # _____
Co. Name _____ Phone # _____
Address _____

Notes:

CITY OF HIGHLAND HAVEN, TEXAS

Property Owner and Contractor Acknowledgement of Set Back and Survey Requirements for Building Construction.

Property Owner:

Name: _____

Address: _____

HH Address: _____

Phone: _____

Email: _____

Contractor:

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

The above listed Property Owner and Contractor acknowledge the requirements of the City of Highland Haven Ordinances 20 (Permits), 51 (Flood Plain), and 56 (Zoning) as pertaining to survey, setbacks, and flood plain management. Certified surveys and elevation certificates are required to demonstrate proposed construction as related to setback and elevation compliance and shall be provided to the City by the owner or contractor as required. Waterfront facilities shall comply to setback requirements both on land and over water. Waterfront facility surveys shall include property lines extending into the water to ensure setback and navigational clearance requirements are in compliance.

Property Owner, Printed

Signature

Date: _____

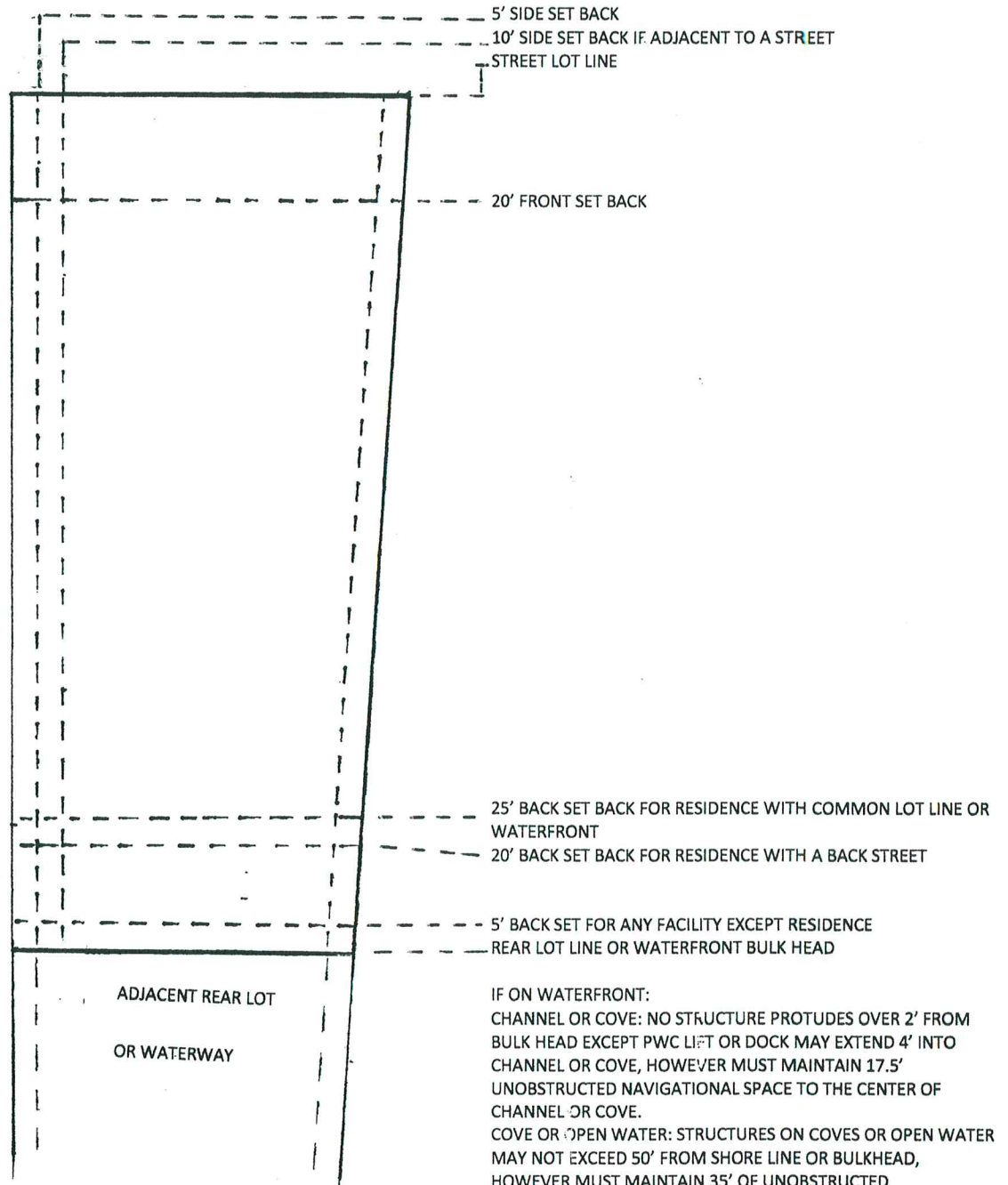
Contractor, Printed

Signature

Date: _____

SET BACK ILLUSTRATION

NO PART OF A STRUCTURE OR APPLIANCE, INCLUDING ROOF MAY ENCROACH THE SET BACK SPACE.



IF ON WATERFRONT:

CHANNEL OR COVE: NO STRUCTURE PROTRUDES OVER 2' FROM BULK HEAD EXCEPT PWC LIFT OR DOCK MAY EXTEND 4' INTO CHANNEL OR COVE, HOWEVER MUST MAINTAIN 17.5' UNOBSTRUCTED NAVIGATIONAL SPACE TO THE CENTER OF CHANNEL OR COVE.

COVE OR OPEN WATER: STRUCTURES ON COVES OR OPEN WATER MAY NOT EXCEED 50' FROM SHORE LINE OR BULKHEAD, HOWEVER MUST MAINTAIN 35' OF UNOBSTRUCTED NAVIGATIONAL SPACE TO STRUCTURES ACROSS THE WATERWAY. LOT LINES EXTEND INTO THE WATER AND SET BACK REGULATIONS APPLY ACCORDINGLY.

Highland Haven, Texas
Note to Owners and Contractors

Owners and Contractors must comply to IBC 2012 and all of Highland Haven Ordinances.
Comply to survey, set back, permit and contractor license requirements, Ordinance 20 & 51.
Comply to regulations regarding fencing and or screening, Ordinance 37.
Comply to size of buildings, use, location, restrictions, and occupancy, Ordinance 56.
Comply to drainage and driveway regulations, Ordinance 21.
Comply to floodplain regulations, elevation certificates and lower floor height requirements, Ordinance 51.

A Certificate of Occupancy is required for any new residence before any habitation or furniture can be moved in, Ordinance 20 & 56.

Comply to TCEQ, LCRA, FEMA and IECC requirements.

Ordinances are available at: www.highlandhaventx.com/ordinances

Failure to obtain a building permit before starting any phase of construction will result in additional fees, as well as removal of all work that is non-compliant or does not meet code or ordinance requirements. Failure to comply with ordinances or building codes after obtaining a permit may result in a "Stop Work" order to halt your construction and result in additional fees and remedial actions to come into compliance before being allowed to continue with the project. A Guideline for Permit Review is included in this application packet for your insight to what is needed for your Permit approval. This guideline is not intended to be a substitute of ordinances or regulations of Highland Haven in no way relieves the owner or contractor of the obligation to know and abide by the total language of any and all ordinances of the City of Highland Haven.

Work hours are 7 AM to 7 PM Monday through Saturday. No work is to be done on Sunday. This includes pouring of slabs or other concrete projects.

Set Backs in Highland Haven Ordinances apply to the entire structure including eaves, overhangs, or other constructed projections.

Parking by construction or work crews must be on the property where the construction is occurring or in the right of way at the side of the street.

Obey all speed limits and warning signs within the city limits.

Change orders affecting footprint, roofline or façade, must be reported to the Permit Officer.

Building Code Inspections ensure the finished construction work meets the quality standards established by code. BCI protect the owner and contractor by documenting construction was completed per standards in place for the safety and quality of the finished project.

Signatures required:

Owner: _____ Date: _____ Contractor: _____ Date: _____

Printed: _____ Printed: _____

Highland Haven Guidelines for Permit Review:

Building Permits enable City Officials to review all projects prior to construction to ensure the City Ordinances are followed and the completed project is in compliance. Permit reviews shall be performed with that intent and a functional understanding of the appropriate Ordinances is required.

Property Development Permit Applications shall be reviewed per the following guidelines. This summary does not relieve the designer, property owner or the contractor from reviewing and complying with Building Codes and City Ordinances.

The Plan Review Check List for Permitting is used to verify all required Supporting Documents have been received and / or executed.

The Certified Site Survey will be reviewed to determine:

- Setback requirements are met.
- The building elevation relative to the 100-year floodplain per the latest FEMA Flood Insurance Rate Map (FIRM). The western side of HH is Zone AE, 830 base flood elevation and the eastern side of HH is Zone A, 831 base flood elevation. New construction must be a minimum 2-feet above Base Floodplain.
- If any portion of the property is located in the Base Flood Elevation an Elevation Certificate and a Foundation Design Detail showing the proposed lowest floor elevation is required.**

An Elevation Certificate is a document that shows various points of elevation, the flood zone, the base flood elevation and the top of the lowest floor when a structure is present.

A foundation design plan shall show the proposed elevation of the lowest floor in relation to the base flood elevation. If an Elevation Certificate is required; a post construction top of lowest floor elevation certificate (with photographs) is required when the building is complete.

The Building Plans will be reviewed to determine:

- It is recommended 40% of exterior walls be masonry to maintain architectural uniformity in the community.
- New SFR should be a minimum of 1600-sq.ft.
- Confirm building placement relative to setback requirements.
- Only one residence and one outbuilding is allowed on a residential lot.
- The same roof covering and paint should be used on all buildings / docks.
- If the plans include a swimming pool, propane tank, fence, outbuilding or driveway culvert review the appropriate Ordinance related to the Permit application.

The following are some of the building limitations found in Ordinance 56.

Minimum street frontage	75 feet
Maximum structures per lot	1 SFR, 1 Outbuilding, 1 Boating facility
SFR limitations	Minimum 1600 sq. ft., Maximum garage door height 10 feet. Maximum 2 stories, 40-foot building height.
Out Building limitations	900 sq. ft., Maximum garage door height 10 feet. Maximum building height 24 feet.
Structure setbacks	20-foot front street setback. 5-foot side setback, 10-foot if adjacent to a street. 25-foot rear set back if adjacent to another lot or waterfront. 20-foot rear setback if adjacent to a street. 5-foot rear setback for any facility other than residence.

Waterfront limitations

Canals: Maximum dock 1500 sq. ft., 900 sq. ft. enclosed structure.
Maximum building protrusion 2-feet, except PWC lift or dock may extend in canal or cove 4-feet however must maintain 17.5-foot clear navigation space to mid-point of waterway.
Open water: Maximum dock 2400 sq. ft., 1500 sq. ft. enclosed, building protrusion maximum 50-feet. Maximum height for all docks 16-feet.
Only one waterfront structure is allowed.

Driveway limitations

Bar ditches and drainage easements will not be filled, diverted or otherwise altered. Property owners may elect to drive through the bar ditch or install a culvert, in which case refer Ordinance 21.
Driveways must be hard surfaced to the property line. The property line to the street may be any suitable surface except concrete. If the property is a corner lot the driveway / approach may not be closer than 20 feet to the front or side property line.

Termite treatments

Any new construction requires an EPA approved pesticide treatment for subterranean termites prior to concrete installation and is a requirement to receive a Certificate of Occupancy.

1.1.22

Highland Haven, Texas
Building Code (BCI) and City Inspections Required

Name: _____

HH Address: _____

Permit #: _____

Any project consisting of concrete, plumbing, electric or HVAC require Building Code Inspection.

		Water						
		SFR	Major Re	Front	Minor Re	Irrigation	Out Build	Pool
First BCI Inspection								
BCI	Plumbing Rough In, prior to re-bar, Ord. 20	x	x	as needed	x		as needed	
City	Set back and elevation compliance	x	x	x		x	x	x
Second BCI Inspection								
BCI	Foundation, prior to concrete	x	x	x			x	x
Provided by Owner/Contractor								
Contractor	Termite Treatment Certificate, per Ord. 20	x	x				x	
Surveyor	Post foundation elevation survey, per Ord. 20,51	x	x				x	
Third BCI Inspection								
BCI	Framing	x	x	x	x		x	
BCI	Electrical Top Out	x	x	x	x		x	x
BCI	Mechanical Top Out	x	x	as needed	x		as needed	
BCI	Plumbing Top Out	x	x	as needed	x		as needed	x
Fourth BCI Inspection								
BCI	Electrical Final	x	x	x	x		as needed	
BCI	Mechanical Final	x	x	as needed	x		as needed	
BCI	Plumbing Final	x	x	as needed	x		as needed	
BCI	Final BCI Inspection	x	x	x	x		x	x
Contractor	TCEQ Customer Service Inspection	x				x		
Contractor	IECC Energy Compliance, post on electric panel	x						as needed
BCI	LP Gas Final	if needed						as needed
Owner	Final As Built Photos, per Ord. 20	x	x				x	
City	Lot Grading Final	x	x					
City	Occupancy Certificate	x						
City	Clean Up Approval	x	x	x	x	x	x	x

Plans shall be available for review by the inspector.

Changes to approved plans must be submitted for approval by the city.

 Re-inspections required due to non-compliance or issues resulting in additional inspections,
 will result in additional fees at a minimum of \$75, payable to the city.

SFR New single family residence.

Major Re-model Changes any or all footprint, structure, roofline, façade, floor plan, living space.

Minor Re-model Interior or exterior, with electric, plumbing, HVAC, without any changes above.

Out Building Garage, Carport,

 Highland Haven Building Code Inspector
 Mike Light, 830-613-9814

Receipt by Owner Signature: _____

Printed: _____

Date: _____

Receipt by Contractor: Signature: _____

Printed: _____

Date: _____

Please, return signed with the application and a copy will be returned with the Permit.

Plan Review Check List for Permitting, Highland Haven, Texas

Name: _____

Refer to Ordinance #20 for a specific list of projects requiring Permits.

HH Address: _____

Permit #: _____

SFR	New single family residence.
Major Re-model	Changes any or all footprint, structure, roofline, façade, floor plan, living space.
Minor Re-model	Interior or exterior, with electric, plumbing, HVAC, without any changes above.
Water Front	Bulk Head, Boat House, Dock, Boat Slip, PWC Lift,
Out Building	Garage, Carport,

X - Indicates a required document.		SFR	Major	Water	Pool	Minor	Irrigation	Out
Ordinance	Supporting Documents Required for Permitting		Re-model	Front		Re-Model	or Fence	Building
	Plan review by Building Code Inspector, by City	x	x	x	x			
	other projects may require BCI review based on complexity							
#20	Completed Application, signed by property owner	x	x	x	x	x	x	x
	Ownership Confirmation, by City	x	x	x	x	x	x	x
#20	Written description of work to be completed	x	x	x	x	x	x	x
#20	Construction Plans & Specifications	x	x	x	x			x
#20, #56	Certified Site Survey, Building location, lot lines, set backs, easements, spot elevation marks or contour lines.	x	x	x	x		x	x
#20	Contractor Information & License Confirmation	x	x	x	x	x	x	x
#20, #56	Set Back and Survey Requirements Acknowledgement	x	x	x	x		x	x
#20, #56	LCRA On Site Wastewater Permit (Septic)	x	x	as required		as required		
#20, #56	City Official Approval (2)	x	x	x				
#20, #56	Planning & Zoning Approval (1)	x	x	x				
The following required if any part of property in Flood Zone A or AE								
#20	Certified Elevation Certificate	x	x		x	x		x
#20, #51	Certified Site Plan, with spot elevations, contour lines	x	x		x	x		x
#20, #51, #56	FEMA/LCRA Floodplain Compliance	x	x		x	x		x
#51	Foundation Design Detail Plan, Proposed elevation of lowest floor relative to mean sea level.	x	x					x
#20	Certified Drainage Survey	as required	as required		as required			as required

Document Review and Approval by:

Date: _____

Permit Officer: _____

Elected City Official: _____

Elected City Official: _____

Planning & Zoning: _____

Planning & Zoning: _____

Flood Plain Administrator: _____