

City of Post Oak Bend

1175 County Road 278

Mail Address: PO Box 746, Kaufman, Tx. 75142

Phone: 214-686-8887 (Phone subject to change)

Email: post oakbendcity@gmail.com

CONSTRUCTION GUIDELINES

FOR THE CITY OF

POST OAK BEND, TEXAS

AND

CONSTRUCTION AGREEMENTS

BUILDING PERMIT APPLICATION

BUILDER

HOMEOWNER

ADDRESS

SUBDIVISION

LOT

Make a copy of your application for your contractor review to comply with city building code.

PLEASE NOTE: Once submitted, building plan reviewer and inspector will review application, all required plans, licenses, fees, etc. If he deems further plans, documents, etc. are necessary, those must be provided before approval. Once plans and documents are approved, and all fees received, the building packet will be considered for permit.

City of Post Oak Bend
Building Codes In Force & Residential Plan Review

Address: _____ Date Received: _____ (City)
Name of Owner: _____
Name of Builder: _____

PLAN REVIEW REQUIREMENTS (If already platted)

Form Surveys : City and its Plan Reviewer require: A form survey sealed by a State of Texas Licensed surveyor to be on site for plumbing rough inspection (new construction - residential and commercial structures).

PLAN REVIEW CHECKLIST (Indicate by Check Mark if enclosed: All required when submitted to City.

- # 1 Two (2) Plot plans to include Legal Description: Lot, Block, Subdivision, lot dimensions, Plan #, Elevation. Surveyor and Engineer signed and sealed boundary surveys and plats required.
- # 2 Two (2) Stamped, sealed foundation plans
- # 3 Two (2) Stamped engineered foundation letters
- # 4 Three (3) Sets of house, accessory, or other building plans (Builder copy, City, County)
- # 5 Two (2) Energy Reports - IECC
- # 6 Contractor Registrations (Require copies of valid trade licenses, driver license, proof of commercial general liability insurance coverage) ---- **Contractor Fee: \$50.00 per trade**
- # 7 Requires Copy of OSSF Plans & Kaufman County OSSF permit approval when app submitted.
- # 8 Letter of approval from Subdivision HOA /Architectural Review Committee (if applies)
- # 9 Payment of building permit fees (based on Bureau Veritas fee levels, road impact fees \$504.90, culvert fees \$75, T-Pole permit fee \$75 & other)
- #10 City reviews plans plats, applications, contractor's registrations, fees, completed application. If in compliance, and submitted full fees, permit application will go to plan reviewer.
- #13 KEEP A City Marked-Up and Approved Plan available ON SITE for inspections.
- #14 Provide possible memo on termite protection, per engineer.

PLEASE NOTE:

- Engineer of Record to inspect foundation prior to concrete. Memo of acceptance required before final.
Fire Sprinkler permits are reviewed by Kaufman County Fire at 469-376-4110 *

INSPECTIONS:

- Email requests for City Inspections to: postoakbendcity@gmail.com
- Please make request, if possible, 24 to 36 hours before inspection required.
- Inspector reviews job site for erosion control and loose debris on a regular basis. Failure to control debris of erosion will result in a possible fine and immediate work stoppage until situation is remedied.
- Exterior finishes, structural envelope shapes shall comply with building codes, HOA guidelines & deed restrictions.
- Drive approach culvert to be concrete and at or below the level of the normal flow.
- Irrigation system requires a separate permit.

*** If any other building permit application requirements are needed, building inspector will advise.**

PLEASE SIGN INITIALS INDICATING AGREEMENT TO COMPLY WITH ABOVE & RETURN:

I agree to work in compliance with the above requirements: _____ 2

Residential Building Permit Fees, Contractor Registration Fees

PERMIT FEES --- Residential Building Permit Application Fee (To be determined by plan reviewer's valuation schedule)

Residential Building Road Impact Fee \$504.90.

Accessory Building Permit Application Fee (Per specific project)

Residential Culvert Permit Application Fee; \$75.00

T-Pole Permit: \$75.00

Plat Application Fees; Email City - postoakbendcity@gmail.com

ANNUAL CONTRACTOR REGISTRATION:

___ General Building Contractor	\$50.00
___ Electrician	\$50.00
___ Master Plumber	(Registration Form only)
___ Mechanical	\$50.00
___ Sewer installer	\$50.00
___ Irrigator	\$50.00
___ Backflow Tester	\$50.00

CONTRACTOR REGISTRATION & BUILDING CODES TO COMPLY WITH:

Submit completed contractor registration forms, copy of licenses, DL photo id, proof of commercial general liability insurance and \$50 fee for each contractor



CITY OF POST OAK BEND BUILDING CODE INFORMATION

Inspections will be completed based on compliance with the following adopted city codes.

- 2008 National Electrical Code
- 2009 International Existing Building Code
- 2009 International Plumbing Code *
- 2009 International Mechanical Code *
- 2009 International Fuel Gas Code *
- 2009 International Building Code*
- 2009 International Residential Code*
- 2009 International Private Sewage Disposal Code
- *2009 International Property Maintenance Code
- 2009 International Energy Conservation Code*

You may locate code specifics on line, or contact City to set appointment to review codes at City.

I agree to abide by the above Post Oak Bend City Code requirements: Sign _____

Please print Name: _____

Building Ordinance 32-03-14 Penalty Clause

Any person, firm or corporation violating any of the provisions or terms of this Ordinance or the Code of Ordinances of the City of Post Oak Bend as amended hereby shall be deemed guilty of a misdemeanor, and upon conviction, shall be punished by a fine not to exceed the sum of **Two Thousand Dollars (\$2,000) for each offense**, and each and every day such violation shall continue shall constitute a separate offense.

INITIAL & RETURN _____

BUILDING PERMIT APPLICATIONS and PERMITS

Official review process starts if City has received complete building permit packet (Application, Contractor Registrations, Culvert Permits, Fees, related forms, required plans, etc.).

- Please email/ call to set appointment time with city to receive your completed packet @ 1175 CR 278.
- Permits to construct are good for 6 months. Builders must have approval of the final inspection within the 6-month period or new permit fees required.

PERMIT REQUIREMENTS INFORMATION SHEET & CHECKLIST

Please review to prevent delays.

Single Family Permits and Accessory / Utility Building Permits: ALL ITEMS SHOULD BE CHECKED OFF BEFORE SUBMITTED.

1. Application Form Completed in full. Please attach copy of plat.
2. Construction Document Submittals:
3. Site and Plot plans (plot plans) drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted buildings, driveways, all easements, and the address and legal description of the lot.
4. Grading Plan – Must show water flow direction as required by the Director of Public Works/Building Engineer
5. Floor Plans – Drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures and ceiling heights.
6. Exterior Elevation Plans – Drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, percentage of masonry coverage, windows and doors, roof slopes, chimneys and overhangs.
7. Structural Plans – Where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.
8. Foundation Plans – (Must be sealed by a State of Texas Licensed Engineer) Drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tension cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beams sizes and details, post-tensions cable details(if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.
9. Engineer's Foundation Design Letters – Letters must include a statement that the foundation has designed specifically for soil conditions of listed lot and that design is in accordance with the **2009 International Residential Code**, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.
10. Masonry on Wood Details – If applicable, include masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the **2009 International Residential Code details**.
11. Plumbing Plans – (may be combined with floor plan) Drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets. Must show size and location of water meter and sewer as required by Building Inspector.
12. Energy Compliance Report Required. **INITIAL & RETURN** _____
13. General Liability Insurance policy should be mailed to PO Box 746, Kaufman, Texas, 75142 and list City of Post Oak Bend as certificate holder.

Notes: (I) The Plat must be approved and the Site Plan must be released before a permit will be issued.

(II) Texas Department of Health, Asbestos Program Branch (1-512-834-6600, www.tdh.state.tx.us/beh/asbestos/default.htm) (III) Texas Department of Licensing and Regulations (1-800-803-9202, www.license.state.tx.us)

CITY OF POST OAK BEND
1175 CR 278, Kaufman, Tx. 75142

THE UNDERSIGNED, _____, of
Applicant and Company Name

_____ more specifically described
(Address of Project)

as Block _____, Lot _____ of the _____ Addition to the City of Post Oak Bend, Texas, do hereby certify that

“I have made an examination of the title to the property upon which the building or structure, for which this permit is sought, is to be constructed, and the proposed building or structure complies in each and every aspect with any and all applicable covenants, deed restrictions and encumbrances of such property. “

Signed this _____ day of _____, 20__.

Printed Name

Signature

BEFORE ME, the undersigned Notary Public in and for said County and State, personally on this

_____ day of _____, 20__, personally appeared _____,
known to me to be the identical person who signed the above and foregoing document, and acknowledge to me that he/she executed the same as his/her free and voluntary act and deed for the uses and purposes set forth therein.

GIVEN under my hand and seal of the day and year last above written.

NOTARY PUBLIC in and for the State of Texas

My Commission Expires:

(SEAL)

PROJECT ADDRESS: _____ Contract or Sale Price: \$ _____

Legal Description

SUBDIVISION _____ LOT _____ BLOCK _____

PROJECT DESCRIPTION:

NEW SFR (Single Family Residence) ELECTRICAL PLUMBING SWIMMING POOL SFR
REMODEL/Add

MECHANICAL ACCESSORY BUILDING LAWN IRRIGATION SPECIFY OTHER:

Description of
Work: _____

Area Square Feet: Living: ____ Garage: ____ Covered Porch: ____ Other: ____ Total: ____ # of Stories ____

OWNER and GENERAL CONTRACTOR INFORMATION:

Owner: _____ Phone _____ Email: _____ Fax: _____

Owner Address:

_____ Mobile# _____
Street City State Zip

Contact Person: _____ Mobile # _____

General Contractor: _____ State Registration _____

Contact Name: _____ Phone: _____ Email: _____

LIST EACH CONTRACTOR and LICENSE Number:

Electrical Contractor _____ License # _____

Plumbing Contractor _____ License # _____

Mechanical Contractor _____ License # _____

Foundation Contractor _____ License # _____

Septic Contractor _____ License # _____

Irrigation Contractor: _____ License # _____

CONTRACTOR LIST CONTINUED

Energy Plans Examiner/Inspector _____ Certified By _____ Number _____

A permit becomes null and void if work or construction authorized is not completed within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

ALL Contractors listed above MUST be registered with the City of Post Oak Bend prior to beginning work. Contractor registrations are valid for the current calendar year only (January to December).

NEW CONSTRUCTION - PLEASE IDENTIFY: SEWER OSSF SPRINKLER FENCE

(If OSSF, Sprinkler, or fence provide documents for submittal with separate application)

Kaufman County OSSF Permit No. _____

This permit is only issued on the basis of information furnished in this application and on any submitted plans, and is subject to the provisions and requirements of the City of Post Oak Bend Codes and any applicable ordinances. If any information is found to be untrue or incomplete this permit may be canceled and all construction ordered stopped until a new permit is issued.

I hereby certify that I am an authorized agent of the owner, and have the owner's consent to enter onto property to complete the work. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

I agree to comply with all Codes and Ordinances of the City of Post Oak Bend. Permission is hereby granted to enter the premises to make inspections. I understand that if the Council has pending issues with current builder projects, the application may not be approved pending reconciliation of issues.

I HEREBY ACCEPT ALL CONDITIONS HEREIN ABOVE MENTIONED AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE.

DATE _____ BUILDING PERMIT FEE _____

SIGNED _____ ROAD IMPACT FEE _____

Agent or Owner

TOTAL _____

*****OFFICE USE ONLY*****

Plan Reviewed by: _____ Date _____

Plan Approved by: _____ Date Approved _____

Total Fees: _____

Issued Date: _____

Issued By: _____ BV Project # _____