



BUILDING PERMIT APPLICATION

PERMIT NUMBER _____

DATE ISSUED _____

PERMIT FEE \$ _____

3301 Carmen Ave., 78575

Phone (956) 350-4093 Fax (956) 350-4156

*****The Owner or Owner's Representative must be present at the Building Committee Meeting or your Building Permit Application will not be considered.*****

This application must be accompanied by:

- 1) An up-to-date certified plot plan (survey) with the improvements and existing buildings and structures scaled on said plot plan.
- AND 2) Two complete sets of scaled drawings, including foundation plan stamped with engineer's or architect's seal.**

The undersigned hereby applies for a building permit for erection or the improvements herein described on:

LOT NO. _____ SECTION NO. _____ ADDRESS _____

BUILDING: _____ ZONING CLASSIFICATION _____

NEW HOME _____ HOME ADDITION _____ HOME REPAIR _____ ROOF REPAIR _____

GARAGE _____ DRIVEWAY _____ MAILBOX _____ SEAWALL _____ DOCK/PIER _____

SWIMMING POOL _____ FENCE _____ WALL _____ FOUNTAIN _____ GAZEBO _____

SPRINKLER SYSTEM _____ RESACA LOT _____ GOLF COURSE LOT _____ FOUNDATION _____

OTHER _____

TYPE OF CONSTRUCTION _____ HEIGHT OF STRUCTURE _____ ROOF MATERIAL _____

PERCENT OF MASONRY EXTERIOR _____ FINISHED FLOOR GRADE _____ LOCATION OF AIR CONDITIONER _____

SETBACKS: Front _____ Rear _____ Left _____ Right _____

TOTAL Living Area _____ Total Square Footage of Lot _____

TOTAL Square Footage of Structures (not including open decks, patios and driveways) _____

TOTAL Square Footage of Total Improvements (including open decks, patios, driveways, etc.) _____

COST OF CONSTRUCTION \$ _____

OWNER _____ ADDRESS _____ PHONE _____

CONTRACTOR _____ ADDRESS _____ PHONE _____

ARCHITECT _____ ADDRESS _____ PHONE _____

State Building Contractor Number _____

The undersigned hereby agrees: All provisions of the International Residential Construction Code and all Town Ordinances shall be complied with in the erection of said improvements whether herein specified or not, and the instructions of the Building Inspector obeyed.

Applicant → _____ Date _____ Owner → _____ Date _____

Deadline for submission of Building Permit Application AND all details and plans to the Town Hall is Wednesday @ 4:00 p.m.

Approved by:

1 _____ Date _____ 4 _____ Date _____

2 _____ Date _____ 5 _____ Date _____

3 _____ Date _____

TOWN OF RANCHO VIEJO BUILDING COMMITTEE SUBMITTAL AND APPROVAL PROCESS

PRELIMINARY DESIGN SUBMITTALS

Review and approval of preliminary submittals by the Building Committee is suggested prior to the Owner/Builder undertaking any preparation of final plans and specifications. In order that the Building Committee may give just consideration to the proposed work, such preliminary submittals should adequately describe the site plans, floor plans, foundation plans, elevations and exterior character of the proposed structure, including a certified plot plan.

Preliminary submittals must include all items required (i.e. not on a piecemeal basis). Favorable review of "Preliminary design submittals" by the Building Committee shall neither imply nor guarantee acceptance of "final design submittals", but could save the owner expense before engaging in the final design submittal.

FINAL DESIGN SUBMITTAL

Final plans and specifications shall be submitted in complete form and must adequately reflect the true design quality of the proposed work. It shall include all of the following:

- A. **Complete** Building Application form signed by the owner.
- B. Up-to-date Certified Plot Plan (survey) showing proposed improvements and/or existing structures scaled on said plot plan stamped with a qualified engineer's or architect's seal. Mark setbacks on all four sides of structure and measure from the overhang.
- C. Site Improvement Plan showing elevation of finished floor in relation to the road to be 12 inches minimum higher than the grade of the centerline of the roadway upon which the property abuts. Show all improvements, inclusive of structures, walks, patios, driveways, parking area, fences, walls, and sprinkler systems.
- D. Foundation Plan utilizing a foundation design by a qualified engineer or architect and bearing their seal or stamp. The source of the design of the foundation must be indicated, including, but not limited to steel reinforcing bars or post tension cables (size, number and placement), dimensions and concrete mix. (1/4" = 1' minimum).
- E. Floor Plan, Roof Plan and all four Elevations of any proposed structures (including fences, walls, pools, and pool buildings, and mailbox, etc.), roof height, specification of materials, colors textures and shapes. All measurements and dimensions, both interior and exterior must be shown. Description of materials and finishes must clearly be indicated. (1/4" = 1' minimum).
- F. Driveway, Seawall and Dock, New Home, and Sprinkler System Permit forms must be signed by the General Manager of the VMUD#2.
- G. All provisions of the **International Residential Construction Code** and all Town ordinances shall be complied with in the erection of said improvements whether herein specified or not, and the instructions of the Building Inspector obeyed.
- H. A building permit shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced.

ADDITIONS, REPAIRS AND REMODELING

The same shall be required for any additions, modifications, and repairs or remodeling of an existing structure. All non-conforming material must be replaced with material described in current ordinances.

Provide a letter from Condo or Homeowner's Association if applies.



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Rancho Viejo, Texas 78575
Phone (956)350-4093 Fax (956)350-4156

April 11, 2007

ATTN: Contractors & Builders

Subject: Boundary and Forms Survey

Effective April 11, 2007 the Town of Rancho Viejo Building Committee will implement a new policy. All residential and construction sites will need to have a Boundary and Forms Survey done prior to scheduling a foundation inspection. This survey must be submitted by the applicant to the Town Office prior to scheduling a foundation inspection. This will include any project permitted after April 11, 2007.

The purpose of this survey is to insure that there are no easement encroachments and that all setback requirements are being respected. This new requirement will not hinder any construction if the builder request his/her survey by the time that their crew starts to put up batter boards. Typically, it takes an average of one and a half to two weeks from the time that batter boards are installed to the time that the foundation inspections are scheduled. Therefore, builders have at least ten days to have their survey done before they are ready to schedule a foundation inspection.

The Town of Rancho Viejo believes that these surveys will help minimize any kind of mistakes in the field and the survey itself may help during the closing of the project. Nonetheless, it is an effort to try to be watchful of any costly mistake, which may prohibit a structure from being legally occupied.

If you have any questions please contact our office at your convenience.

Sincerely,

Craig B. Flood
Mayor