



3301 Carmen Avenue, 78575 • Phone:(956)350-4093
Fax:(956)350-4156 • Email: townhall@ranchoviejotexas.com

PERMIT NUMBER \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

PERMIT FEE \$ \_\_\_\_\_

BUILDING PERMIT APPLICATION

- \* The Building Committee meets at 9:00 A.M. on the 1st and 3rd Friday of the month ONLY.
\* DEADLINE: Submission of applications AND all plans/drawings to the Town Hall is Wednesday before 5:00 P.M.\*
\* This application MUST be accompanied by:

- One complete set of scaled house plans/drawings on 24" X 36" paper.
- Include all existing buildings and structures along with any new improvements.
- Include a Certified Plot Plan/Site Plan with a sealed STAMP by a Registered Professional Surveyor on 11"X17" paper (remember to mark setbacks on all four sides of structure and measure to OVERHANG)
- Include a Foundation Plan drawn to scale on 11" X 17" paper with a sealed STAMP by a Registered Professional Engineer
- Include one CD or USB copy of all scaled house plans/drawings submitted.

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

Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Section# \_\_\_\_\_ Address \_\_\_\_\_

New Home \_\_\_\_\_ Garage \_\_\_\_\_ Driveway \_\_\_\_\_ Mailbox \_\_\_\_\_ Home Addition \_\_\_\_\_ Home Repair \_\_\_\_\_ Roof Repair \_\_\_\_\_ Roof Material \_\_\_\_\_

Seawall \_\_\_\_\_ Dock/Pier \_\_\_\_\_ Swimming Pool \_\_\_\_\_ Fence \_\_\_\_\_ Wall \_\_\_\_\_ Gas Line/Tank \_\_\_\_\_ Sprinkler System \_\_\_\_\_ Foundation \_\_\_\_\_

Other \_\_\_\_\_

Resaca Lot \_\_\_\_\_ Golf Course Lot \_\_\_\_\_ Insulation Type \_\_\_\_\_ Type of Construction \_\_\_\_\_ Height of Structure \_\_\_\_\_

Percent of Masonry Exterior \_\_\_\_\_ Finished Floor Grade \_\_\_\_\_ Location of Air Conditioner \_\_\_\_\_

Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_ Gross Acreage of Lot \_\_\_\_\_

TOTAL Living Area \_\_\_\_\_ Total Square Footage of Lot \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Square Footage of Structures \_\_\_\_\_ Square Footage of TOTAL Improvements \_\_\_\_\_
(not including open decks, patios and driveways) (including open decks, patios, driveways, etc.)

COST OF CONSTRUCTION \$ \_\_\_\_\_

Print Owner \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

Print Contractor \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

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.

\* Permit is valid for 1 year. \*Application is valid for 6 months. See submittal guidelines on back ->

Signature of Applicant -> \_\_\_\_\_ date \_\_\_\_\_ Signature of Owner -> \_\_\_\_\_ date \_\_\_\_\_

For office use only:

1 \_\_\_\_\_ date \_\_\_\_\_ 4 \_\_\_\_\_ date \_\_\_\_\_

2 \_\_\_\_\_ date \_\_\_\_\_ 5 \_\_\_\_\_ date \_\_\_\_\_

3 \_\_\_\_\_ date \_\_\_\_\_ 6 \_\_\_\_\_ date \_\_\_\_\_

- Property Survey/Site Plan (stamped) Foundation Plan (stamped) Floor Plans
VMUD#2 Applications/Approvals Landscape Plan (Ord. 249) Electrical License Plumbing License A/C License

**TOWN OF RANCHO VIEJO BUILDING COMMITTEE  
SUBMITTAL AND APPROVAL PROCESS**

**\*\*PRELIMINARY DESIGN SUBMITTALS\*\***

Review and approval of preliminary submittals by the Building Committee is **strongly** suggested prior to the Owner/Builder undertaking any preparation of final plans and specifications. In order for the Building Committee to 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 stamped certified plot plan/site 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(s) signed by the owner and applicant.
- B. One up-to-date Certified Plot Plan/Site Plan(survey) drawn to scale on 11" X 17" paper showing proposed improvements and/or existing structures scaled on said plan stamped with a qualified engineer's seal. Mark setbacks on all four sides of structure and **measure to the OVERHANG.**
- C. Certified Foundation Plan utilizing a foundation design by a qualified engineer 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), on 11" X 17" paper.
- D. 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.
- E. Floor Plan, Roof Plan and all Elevations of any proposed structures on 24" X 36" paper (include fence, wall, pool, pool buildings, accessory 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. VMUD#2 forms for New Home/Addition, Driveway, Resaca Construction, Irrigation System, and Pool permit, and a Grading and Drainage plan must be signed and approved by the General Manager of Valley Municipal Utility District #2 prior to Town's approval.
- 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. Provide an approval letter from Condo Association, Homeowner's Association and/or Subdivision Developer if it applies.
- I. **Provide a scaled plot plan for proposed landscape development to include gross acreage of lot and the minimum tree planting for each property as per Ordinance No. 249.**

**Additions, Repairs and Remodeling**

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

\* Permit is valid for 1 year. \*Application is valid for 6 months. Work authorized by such permit needs to be commenced within six (6) months after its issuance or it will become invalid. If the work authorized by such permit is suspended or abandoned for a period of ninety (90) days after the work is commenced, it will become invalid.