



3301 Carmen Ave. 78575

Phone: (956) 350-4093

Fax: (956) 350-4156

PERMIT NUMBER _____

DATE ISSUED _____

PERMIT FEE \$ _____

BUILDING PERMIT APPLICATION

*****Deadline:** Submission of applications AND all plans/drawings to the Town Hall is **Wednesday before 5:00 P.M.*****

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

***The Building Committee meets at 9:00 A.M. on the 1st and 3rd Friday of the month ONLY.

This application MUST be accompanied by:

- 1.) A complete set of scaled drawings/plans on 24"X36" paper
- 2.) Include a Certified plot plan and Foundation plan drawn to scale on 24"X36" paper, both STAMPED with engineer's or architect's seal, include all existing buildings and structures along with any new improvements
- 3.) Include one CD copy of all scaled plans/drawings submitted
(remember to mark setbacks on all four sides of structure and measure to the **OVERHANG**)

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

Lot Number _____ Section Number _____ Address _____

NEW HOME _____ Home Addition _____ Home Repair _____ Roof Repair _____

Garage _____ Driveway _____ Mailbox _____ Seawall _____ Dock/Pier _____

Swimming Pool _____ Fence _____ Wall _____ Gas Line/Tank _____ Insulation Type _____

Sprinkler System _____ Foundation _____ Resaca Lot _____ Golf Course Lot _____

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 _____

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

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

Zoning Classification: _____ **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.

Signature of _____ Date _____ Signature _____ Date _____
Applicant → _____ of Owner → _____

See submittal guidelines on back →

(for office use only) Approved by:

1 _____ Date _____ 4 _____ Date _____

2 _____ Date _____ 5 _____ Date _____

3 _____ Date _____ 6 _____ 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 **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 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(s) signed by the owner and applicant.
- 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 to 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. Certified 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 Elevations of any proposed structures (including fences, walls, pools, 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. New Home, Driveway, Seawall, Dock/Pier, Sprinkler System Permit forms, and Drainage plan must be signed and approved 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 ninety (90) days after the time the work is commenced.
- I. Provide an approval letter from Condo Association, Homeowner's Association and/or Subdivision Developer if it applies.

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.