



OAK POINT
a country place

PERMITS AND INSPECTIONS MANUAL

Updated 12/2017

NOTE: Information contained within this document is intended to assist the public with the City's permitting and inspections processes. Specific building requirements contained with the City's codes and ordinances should be reviewed prior to submitting plans or permit applications.



INTRODUCTION AND CITY OF OAK POINT OFFICE INFORMATION

The City of Oak Point has prepared this manual for builders, contractors, and homeowners to use as a guide to the building permitting and inspection process. While the manual is not an exhaustive source of information, it is intended to provide information concerning the process and requirements for obtaining a building permit.

Office Location and Phone Numbers

City of Oak Point
100 Naylor Road
Oak Point, Texas 75068
(972) 294-2312
(972) 294-1619 (fax)
(940) 521-0470 (inspection line)

Office Hours

Monday through Friday, except for holidays
8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m.

City Contacts

Building Permits City of Oak Point		(972) 294-2312 x2 buildinginspections@oakpointtexas.com
Mike Doughty Countywide Inspection	Building Official	(940) 284-5677
Manny Villarreal Countywide Inspections	Building Official	(817) 353-9306

Most referenced Ordinances can be found on the City's Web Page at: www.oakpointtexas.com under the City Government tab: Code of Ordinances

Prior to beginning projects that disturb the soil, it is the responsibility of the homeowner to contact the Dig Tess at (800) **DIG-TESS** or (800) 344-8377 to locate all underground utilities on the property. A request to locate lines must be made at least two (2) days before digging

Applications are reviewed and the permits are issued generally within five (5) to seven (7) business days. (Time may be adjusted based on building official's review schedule)

The type and number of inspections is dependent upon type and size of the project. All inspections must be called in by 5:00 p.m. to Countywide Inspection Service at (940) 521-0470 for next day inspections.

Please provide the following information when requesting an inspection:

- Street Address and City
- Type of Inspection
- Contact name and phone number



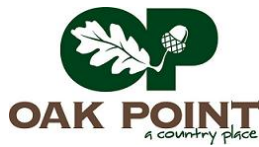
CITY OF OAK POINT MANDATORY MEASURES EROSION CONTROL / DRAINAGE

In accordance with the City's Stormwater Management Program (TCEQ Permit #TXR040455), the following measure are in effect:

Any project you or your company is working on within the City of Oak Point or its ETJ (Extra-Territorial Jurisdiction), is required to install approved erosion control devices. The erosion control device is to remain on site throughout the duration of the construction and continue until ground cover is in place.

All contractors must provide site elevations at the time of final grading, that demonstrate the drainage plan has been adhered to, in accordance to the certified/civil engineering plans, proving no additional drainage is going onto neighboring properties.

The City of Oak Point will not authorize any permits, inspections, or certificates of occupancy until these measures have been met, to ensure stormwater runoff is protected within in our City Limits and our ETJ.



BUILDER'S ACKNOWLEDGEMENT

This document must be signed when an application for a building permit is submitted for new construction

BUILDING REQUIREMENTS PRIOR TO ISSUANCE OF PERMIT

1. Erosion control devices must be installed prior to the issuance of a new construction permit. It must remain on-site in good condition throughout the duration of the construction and continue until ground cover is in place.
2. If a temporary culvert is required, it must be reviewed and approved by the City of Oak Point's Public Works Department and installed prior to the start of construction. Call (972) 294-2312, ext. 112 or (972) 649-4425 for culvert inspections.

PRIOR TO THE FIRST INSPECTION

1. A trash container must be on-site. This container shall be placed on the property and not within the right-of-way, ditch or easement. All trash and construction debris shall be confined. Construction sites must be kept clean daily.
2. A Portable Restroom must be on-site, and placed on the property and not within the right-of-way, ditch or easement.

DURING CONSTRUCTION

1. Follow the ordinances which include Building Codes (with amendments), hours of construction, designated truck routes and noise ordinances.
2. Construction materials are prohibited from being stored in the right-of-way or any drainage easement. These areas must also be free of silting and debris.
3. A form survey must be submitted prior to a foundation pour, which can be emailed to buildinginspections@oakpointtexas.com.
4. Obtain and pass the proper inspections. Building code inspection hotline: (940) 521-0470.

PRIOR TO CERTIFICATE OF OCCUPANCY

1. Site elevations must be submitted at the time of final grading to demonstrate that the drainage plan has been adhered to, in accordance to the certified/civil engineering plans.
2. Required trees and vegetation must be planted.
3. Site must be free of debris. Ditches must be cleared and clean (when applicable).
4. Final inspection of culvert/driveway from Public Works, upon submittal of a "Certificate of Installation" prepared by a licensed engineer or surveyor. (when applicable).
5. Septic as-builts must be submitted to Building Department (when applicable).
6. Final inspection from Building Official.

Failure to follow the ordinances, rules, regulations and procedures required by the City of Oak Point may result in stop work orders, citations, fines and/or electric meter removal.

Construction Address

Signature

Date

CITY OF OAK POINT BUILDING CODES AND OTHER INFORMATION

Building Codes

The City has adopted the following editions of the International codes with local amendments (Ord. No. 2009-07-03).

- 2006 International Building Code
- 2006 International Fire Code
- 2006 International Plumbing Code
- 2008 National Electrical Code
- 2006 International Energy Conservation Code
- 2006 International Fuel Gas Code
- 2006 International Mechanical Code
- 2006 International Property Maintenance Code
- 2006 International Residential Code

**The City of Oak Point
Code of Ordinances may be found
on the City's Web page:
www.oakpointtexas.com**

Hours of Construction

7:00 a.m. – 8:30 p.m. Monday through Saturday

10:00 a.m. through 8:30 p.m. Sunday

Designated Truck Route

- FM 720
- Naylor Road
- Yacht Club Road
- Martop Road
- Alexandrite Drive
- Amber Lane

Confinement and Disposal of Construction Debris:

All debris on a construction site must be confined in a container or other enclosure in such a manner as to not pose a threat to public health, safety, and comfort and so as not to create nuisance. Container may not exceed ten (10) feet in height and must be placed according to the minimum building setbacks.

Placement of Temporary Structures and Materials:

All temporary structures and materials on a construction site must be placed in such a manner as to not pose a threat to public health, safety, and comfort and so as not to create nuisance. All temporary structures and materials must be placed according to the minimum building setbacks.

Portable Restroom:

A portable restroom is required on all job sites.



FEE SCHEDULE

Building permit and plan review fees are charged according to the valuation of your project. The valuation is estimated based on the approximate cost to have a contractor do the job, including labor and materials. The City of Oak Point Fee Schedule utilizes the 2006 edition of the International Building Code to determine the minimum value per square foot. In a scenario where work is started prior to issuance of a permit, the permit fee shall be doubled and the owner and contractor may be subject to fines.

RESIDENTIAL/COMMERCIAL BUILDING PERMIT FEES
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VALUATION	FEE BASED ON VALUATION
\$1.00 to \$500.00	\$30.00
\$501.00 to \$2,000.00	\$30.00 for the first \$501.00, plus \$3.50 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$75.00 for the first \$2,001.00, plus \$16.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$400.00 for the first \$25,001.00, plus \$12.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$700.00 for the first \$50,001.00, plus \$8.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,025.00 for the first \$100,001.00, plus \$6.50 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,700.00 for the first \$500,001.00, plus \$5.10 for each additional \$1,000.00, or fraction thereof, to and from \$1,000,000.00
\$1,000,000.00 and up	\$6,000.00 for the first \$1,000,000.00, plus \$4.25 for each additional \$1,000.00 or fraction thereof

INSPECTION FEES	
New Residential Construction	\$850.00
New Commercial Construction	\$1,000.00
Miscellaneous Inspections	\$60.00 at inspection

SEPTIC FEES	
Conventional (Lateral)	\$225.00
Professional (Aerobic)	\$325.00
Repairs/Relocation	\$110.00



**OVER WEIGHT VEHICLE/TRUCK PERMIT
 CHARGED ON ALL BUILDING RELATED PROJECTS**

Based on square footage

Total square footage x 15%

MISCELLANEOUS FEES

Accessory Building Permit:		
No inspection required		\$40.00
Inspection Required: also may include the		\$175.00 plus
following fees: Truck Permit, Culvert Permit, Septic Permit, Electrical Permit, Plumbing Permit, HVAC Permit		
Alarm Permit		\$0.00
False Alarm Fee		\$50.00
Certificate of Occupancy Permit		\$50.00
Contractor Registration Fee (excluding Plumbers/Electricians)		\$50.00
Culvert/Driveway Permit		\$250.00
Culvert/Driveway Replacement/Upgrade		\$100.00
Demolition Permit		\$50.00
Fence/Wall Permit		\$50.00
Fire Sprinkler Permit	<u>Residential</u> *Permit fee waived to encourage fire sprinkler systems	<u>Commercial</u> \$0.03/sq. ft. of structure (min \$75.00)
Food Establishment Permits:		
Concession		\$100/year
Convenience Store		200/year
Daycare Facility		200/year
Grocery Store		\$550/year
Limited Food Establishment		\$100/year
Mobile Food Vendor		
Mobile Hot		\$300/year
Mobile Cold		\$200/year
Restaurant		400/year
School		\$200/year
Temporary Food Permit		\$100/event
Plan Review Fee		\$75.00
Re-inspection Fee		\$50.00/Inspection
Investigative/Complaint Inspection		\$100/Inspection
Irrigation Permit		\$50.00



Kennel Inspection and Permit	\$100.00/year
Landscaping Permit	\$50.00
Miscellaneous Electrical Permit	\$50.00
Miscellaneous HVAC Permit	\$50.00
Miscellaneous Plumbing Permit	\$50.00
Park Development Fee	\$700.00/Lot
Pet Registration Fee:	\$15.00/pet
Sprayed/Neutered:	\$5.00/pet
Pond Permit	\$75.00
Pool Permit	\$150.00
Re-inspection Fee	\$100.00
Roof Permit	\$50.00
Sign Permit	\$100.00
Sign Permit erected w/o permit	\$300.00
Sign Investigation Fee	2 X the Permit Fee
Solar Panel Permit	\$100.00
Solicitor Permit	\$100.00
Storm Shelter Construction Permit	\$40.00
Structure Moving Permit	\$50.00
Also may include the following fees:	
Inspection Plan Review	\$40.00
Truck Permit	Sq. Footage x 10%
Culvert Plan Review and Inspection	\$150.00
Septic Plan Review and Inspection	\$260.00
Electrical Inspection	\$50.00
Plumbing Inspection	\$50.00
HVAC Inspection	\$50.00
Anchorage Inspection	\$30.00
Certificate of Occupancy	\$50.00
Temporary Electric Permit	\$50.00
Well Permit	\$140.00
Wind Energy Permit	\$100.00

***contingent on in-house certified fire inspector in place; otherwise fee will be \$75.00**

Please note:

- The building valuation for residential is determined based on the square footage x \$75.00 to \$95.00.
- **Any project under construction or completed without a permit will be charged a double permit fee**

CONTRACTOR REGISTRATION PROCESS AND REQUIREMENTS

Who Must Register?

All general, fence, electrical, plumbing, mechanical, irrigation, backflow testers, fire sprinkler, septic contractors, swimming pool and water well drillers contractors. For contractors holding master's licenses, and the master wishes to have one of his employees pull permits for him under his license, then he must provide us a list on letterhead paper of authorized personnel that are approved by him to pull permits, and it must be signed, dated and brought in by the master at the time of registration or, if mailed or brought in by someone other than the master.

What Documents Are Needed To Register?

1. General Contractors: The applicant must submit a completed application form, a fee of \$ 50.00, a copy of the applicant's driver's license and a copy of insurance.
2. Master Electricians: The applicant must submit a completed application form, a copy of the applicant's driver's license, a copy of the applicant's state-issued registration, and a copy of insurance (no contractor registration fee is required).
3. Master Plumbers: The applicant must submit a completed application form, a copy of the applicant's driver's license, a copy of the applicant's state-issued registration, and a copy of insurance (no contractor registration fee is required).
4. Septic Installers: The applicant must submit a completed application form, a fee of \$50.00, a copy of the applicant's driver's license, a copy of the applicant's state-issued registration, and a copy of insurance.
5. Irrigation, Backflow Tester, and Fire Sprinkler Contractors: A valid TX driver's license, a fee of \$50.00, landscape irrigator's card and/or Texas Commission on Environmental Quality license, backflow prevention assembly tester card, or Fire sprinkler RME card. No certificate of liability insurance is required at this time.
6. Fence Contractor: The applicant must submit a completed application form, a fee of \$50.00 and a valid driver's license or government-issued ID.
7. Sign Contractor: The applicant must submit a completed application form, a fee of \$50.00, a copy of the applicant's driver's license, and a copy of insurance.

How Often Must One Register?

Contractors must register annually. Registration is valid for one (1) year from the date of registration.



CONTRACTOR REGISTRATION FORM

PLEASE CHECK THE APPROPRIATE BOX:

- | | |
|--|---|
| <input type="checkbox"/> GENERAL CONTRACTOR
<input type="checkbox"/> MASTER ELECTRICIAN
<input type="checkbox"/> MASTER PLUMBER
<input type="checkbox"/> HVAC
<input type="checkbox"/> WATER WELL
<input type="checkbox"/> SIGN CONTRACTOR
<input type="checkbox"/> FENCE CONTRACTOR | <input type="checkbox"/> HOUSE MOVERS
<input type="checkbox"/> POOL CONTRACTOR
<input type="checkbox"/> FIRE SPRINKLER/FIRE ALARM
<input type="checkbox"/> IRRIGATOR
<input type="checkbox"/> SEPTIC (OSSF) INSTALLER
<input type="checkbox"/> ALARM SYSTEM
<input type="checkbox"/> OTHER: |
|--|---|

**Registration is good for one (1) year from date registered.
 Please provide the required documentation**

	NAME:	OFFICE PHONE:
COMPANY NAME:	ADDRESS:	CELL PHONE:
	EMAIL ADDRESS:	
RESPONSIBLE INDIVIDUAL:	NAME:	CELL PHONE:
	ADDRESS:	EMAIL ADDRESS:

Please provide the following information along with copies of licenses and insurance documentation

\$50.00 REGISTRATION FEE (exception to fee: plumbers and electricians)	OCCUPATIONAL LICENSE HOLDER:	LICENSE NUMBER:
	VALID DRIVERS LICENSE HOLDER:	LICENSE NUMBER:
	LIABILITY INSURANCE COMPANY	POLICY NUMBER:

APPLICANT'S SIGNATURE:	DATE:

For Office Use:

Date Received _____ Date Entered _____ Amount _____ Staff Initials _____

PROJECTS THAT REQUIRE A PERMIT

1. Accessory Building (Garages, Sheds, Workshops, etc.)
2. Additions or Remodeling to Existing Structure (including Garage Conversion Outdoor Kitchens and Fireplaces; Patio Covers/Gazebos/Arbors)
3. Alarm System
4. Certificate of Occupancy - Residential
5. Culvert/Driveways
6. Demolition
7. Electrical
8. Fences and Walls
9. Food Establishment
10. Grading/Fill
11. HVAC
12. Irrigation
13. Moving Structures
14. New Commercial Structure
15. New Residential Structure
16. On-Site Sewage Facility (OSSF) Septic Systems
17. Plumbing
18. Ponds
19. Portable On-Demand Storage Containers/Roll Off Dumpsters
20. Right-of-Way
21. Roofing
22. Signs
23. Solar Panels (Photovoltaic System)
24. Sprinkler Systems
25. Swimming Pools and Hot Tubs
26. Water Well
27. Wind Energy

PROJECTS THAT DO NOT REQUIRE A PERMIT

Per Section 105.2 of the 2006 International Building Code, with amendments, the following projects do not require a permit

1. Fences less than four (4) feet high
2. Retaining walls that are not over four (4) feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
3. Sidewalks and pathways
4. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work
5. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than twenty-four (24) inches deep, do not exceed five-thousand (5,000) gallons and are installed entirely above ground
6. Window awnings supported by an exterior wall that does not project more than fifty-four (54) inches from the exterior wall and does not require additional support of Group R-3 and U occupancies.
7. Non-fixed and movable fixtures, cases, racks, counters and partitions not over five (5) feet-nine (9) inches in height
8. Swings and other playground equipment as an accessory to one and two family dwellings.

A permit is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structure beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above exempted item.

Exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the code or any other laws or ordinances of this jurisdiction.

ACCESSORY BUILDINGS (GARAGES, SHEDS, WORKSHOPS, ETC.)

When is a Permit Required?

A Building Permit Application must be submitted, and issued prior to beginning construction.

What Information Must Be Submitted to Obtain a Permit?

1. Building Permit Application
2. Applicable Fees
3. Two (2) copies of the plot plan showing the house on the lot and the proposed accessory building with distances to the property lines, building lines, septic spray area, easements and any other structures on the lot, including, but not limited to, swimming pools, ponds, wells, etc.
4. Two (2) copies of the building plan, showing applicable details. At a minimum, a foundation plan, a roof framing plan, a floor plan and wall sections are required.
5. Two (2) copies of the elevations of a proposed accessory building shall be submitted to demonstrate the compatibility of the proposed accessory building with the main structure. The exterior construction materials of all accessory structures shall be of a metal, masonry, or other weather-durable material that is complimentary and compatible design and construction to that of the main structure.
6. Cost of the project and bill of materials
7. Other information as required.

What Codes and Ordinances are Applicable to Accessory Building Construction?

- City of Oak Point Code of Ordinance
 - Chapter 3 (Building Regulations)
 - Chapter 14 (Zoning)
- Various Building Codes may apply depending the type of building to be constructed.

ADDITIONS OR REMODELING
INCLUDING GARAGE CONVERSIONS
OUTDOOR KITCHENS AND FIREPLACES
PATIO COVERS/GAZEBOS/ARBORS

When is a Permit required for an Addition or Remodeling?

Any person, firm, or corporation desiring to construct any structure or to construct any alternations or repairs to any existing structure within the city, or to move any structure from without or within the corporate limits of the city, or move any structure within the corporate limits of the city, shall file an application requesting a building permit, which shall include detailed plans and specifications and an estimate of the cost of the contemplated construction.

What Information Must Be Submitted to Obtain a Permit for an Addition or Remodeling?

A room addition is defined as any space added on to an existing dwelling, including the enclosure of an existing covered area, such as a patio cover. To obtain a building permit, please submit:

1. Building Permit Application
2. Builder's Acknowledgement
3. Applicable Fees
4. Two (2) copies of the plot plan showing the house on the lot and the proposed accessory building with distances to the property lines, building lines, septic spray area, easements and any other structures on the lot, including, but not limited to swimming pools, ponds, wells, etc.
5. Foundation plans, wall details and exterior elevations.
6. Existing and proposed dimensioned floor plan showing windows and sizes with a MEC check, location of plumbing fixtures, electrical outlets, heating, lighting and smoke alarms.
7. Site plan showing existing septic spray area with proposed driveway.
8. A floor plan of proposed construction including construction details.
9. Elevations of proposed building for all four views
10. Cost of the project and bill of materials.
11. Other information as required.

When is a Permit required for a Garage Conversion?

The conversion of a required two-car attached or detached garage to a habitable living space is prohibited unless such conversion is authorized by a building permit issued by the City. Prior to issuing a building permit to convert a required two-car attached or detached garage to a habitable living space, the City Manager or his/her designee shall determine that the following conditions are met:

- The proposed garage conversion is located on a lot of one (1) acre or greater;
- The design elements of the proposed garage conversion are attractive and suitable in relation to the site characteristics and style of other homes in the immediate area and the proposed garage conversion will not alter the general characteristics of the neighborhood. This condition shall generally be satisfied by having the exterior construction materials of the converted garage match the materials, colors and design of the rest of the facade of the house on which the conversion takes place;

- An attached converted garage shall have internal ingress and egress to and from the home.
- A garage conversion shall not create an independent dwelling unit;
- The proposed garage conversion will not hinder the provision of police and fire services by displacing vehicles to the street. This condition shall generally be satisfied by providing a total of four (4) off-street parking spaces on the property. The off-street parking spaces shall be provided in the form of an improved driveway, an attached or detached garage, a carport, or an improved surface (concrete or asphalt or gravel or crushed rock) connected to an improved driveway. Each off-street parking space shall be a minimum of nine (9) feet wide and twenty (20) feet deep. The location of the off-street parking spaces shall be consistent with the character of the neighborhood; and
- The proposed garage conversion will not result in the open storage of lawn and garden equipment, tools, chemicals, and other items typically stored in a garage. This condition shall generally be satisfied by providing a storage room of not less than fifty (50) square feet of floor area which is directly accessible from the outside of the dwelling unit, an attached or detached garage, or an accessory building on the property.

If the City Manager or his/her designee determines that a proposed garage conversion does not meet the above listed conditions and subsequently denies the application for the building permit, the applicant may appeal the decision by submitting an application for a Special Exception to the Board of Adjustment in accordance with this Section and Section XVI of the City's Comprehensive Zoning Ordinance. The owner of a lot that is less than one (1) acre may also seek a Special Exception to convert a required garage to living space. Prior to approving a Special Exception, the Board of Adjustment shall determine that the above listed conditions are met.

What Information Must Be Submitted to Obtain a Permit for a Garage Conversion?

1. Building Permit Application
2. Applicable Fees
3. Two (2) copies of the plot plan showing the house on the lot and the proposed accessory building with distances to the property lines, building lines, septic spray area, easements and any other structures on the lot, including, but not limited to swimming pools, ponds, wells, etc.
4. Wall details and exterior elevations.
5. Existing and proposed dimensioned floor plan showing windows and sizes with a MEC check, location of plumbing fixtures, electrical outlets, heating, lighting and smoke alarms.
6. Site plan showing existing septic spray area with proposed driveway.
7. A floor plan of proposed construction including construction details.
8. Elevations of proposed building for all four views
9. Cost of project and bill of materials.
10. Other information as required.



ADDITIONS OR REMODELING
INCLUDING GARAGE CONVERSIONS
OUTDOOR KITCHENS AND FIREPLACES
PATIO COVERS/GAZEBOS/ARBORS
Continued

What Codes and Ordinances are Applicable to a Remodeling/Addition Permit and/or Garage Conversion?

Codes and ordinances that are applicable to construction include, but are not limited to, the following:

- 2006 International Residential Code
- 2006 International Building Code
- 2006 International Plumbing Codes
- 2006 International Gas and Mechanical Codes
- 2006 International Energy Conservation Code
- 2006 International Fire Code
- 2006 International Property Maintenance Code
- 2008 National Electrical Code
- City of Oak Point Code of Ordinances
 - Chapter 3 (Building Regulations)
 - Chapter 10 (Subdivision Regulations)
 - Chapter 14 (Zoning)

CERTIFICATE OF OCCUPANCY

When is a Permit Required?

Whenever electric service is discontinued to any building, home, or premises within the City of Oak Point due to a change in occupancy, a change in electrical providers, a name change on an account, or any other cause, reconnection of electric service will not be made until a Certificate of Occupancy is obtained from the City of Oak Point.

What Information must be submitted to obtain a Permit?

1. Certificate of Occupancy Permit Application
2. Applicable Fees (\$50)
3. Submit documentation that the owner of any on-site sewage facility (OSSF) has an annual valid maintenance contract with a TCEQ certified maintenance provider to prevent pollution or injury to public health; or submit documentation that the owner of any on-site sewage facility is a TCEQ registered maintenance provider by completing the basic maintenance training course or has a valid wastewater Class D license.
4. New property owners shall complete and record the document with Denton County an “Affidavit to the Public” notifying that the buyer has an approved maintenance contract with an approved maintenance company for use of the on-site sewage system.

What Inspections are required?

The Certificate of Occupancy will not be issued until the City's building inspector has inspected the home to confirm that fire detectors have been installed throughout the home and to determine that the home is free of faulty wiring. Inspections also include, but not limited to, exterior/interior door, windows, floors, plumbing (drains, faucets, toilets, hot water heater, vents, exposed water pipes/drains, private wells, verifies valid OSSF).

Once inspection has passed, the building inspector notifies the building clerk. The building clerk requests a release of the service to the electric provider and communicates with the occupant the approval.

What Codes and Ordinances are Applicable to Certificate of Occupancy?

- City of Oak Point Code of Ordinances
 - Chapter 3, Article 3.02 and 3.3.111 (Building Regulations)
 - Chapter 10, Section 10.03 (Subdivision Regulations)
 - Chapter 13, Article 13.03, with amendments (Utilities)
 - Chapter 14, Section XIII (Zoning)

CULVERTS/DRIVEWAYS

When is a Permit Required?

All buildings and other structures, whether used for residential or business purposes, shall, at the time of such construction, placement or installation, install or construct a culvert along the side of and adjacent to the street or road which abuts the property, said culvert to be used to provide drainage for water flowing in, upon or adjacent to the street or property.

Whenever there exists or is placed a driveway or other access way for vehicles to cross a city easement, or right-of-way, there shall be placed under said driveway or access way a pipe which shall be made of reinforced concrete or 16 gauge galvanized corrugated steel at least 12 inches in diameter and minimum of 20 feet in length. Each end of the culvert shall be fitted with a safety end treatment having a slope of not greater than 3:1. The culvert and safety end treatment shall be installed in accordance with either state department of transportation or City of Denton standards, unless otherwise specified by the city, including clearance from the edge of the driveway.

Unless a compliant culvert already exists and has been permitted, a culvert/driveway permit must be obtained prior to the issuance of a building permit.

For culverts to be placed in new subdivisions, the approved subdivision design will serve as the engineering design.

For culverts to be placed in existing subdivisions, the design must be based on a drainage analysis prepared by a licensed engineer except in those instances where the existing subdivision design is on file with the City of Oak Point and the design includes the line, grade and size of the culvert/driveway.

If the applicant believes that a culvert is not needed, then he may request a determination by the City Engineer. He must first take out a permit application. He may then submit a request in writing to determine if a culvert is necessary. The request should include as much supporting information as possible in order to justify the request.

What Information Must Be Submitted to Obtain a Permit?

1. Miscellaneous Permit Application
2. Applicable Fees
3. Two (2) copies of an engineering drawing, drainage analysis with the line grade and size of the driveway culvert.
4. Other information as required.

(If applicant believes that a culvert is not needed, a written request can be submitted by an engineer including as much supporting information as possible in order to justify the request. Upon review of the information submitted, a final decision will be determined by the City Engineer.)

What Inspections are required of the Project and How Do I Schedule the Inspections?

The applicant must notify the Operations Department at City Hall (972-294-2312 ext. 112) at least 48 hours prior to beginning construction of the culvert and advise us as to when construction will start. The applicant must notify the Operations Department at the City at least 24 hours in advance to request any of the various inspections required by the City. City staff will be present at the beginning of construction and will inspect the culvert periodically throughout the installation process, including but not limited to:

- Bedding
- Cover
- Safety ends
- Embedment and Backfill
- Forms and reinforcing steel for the safety ends
- Forms and reinforcing steel for the driveway approach
- Delivery tickets for the concrete to verify the appropriate mix design (3,000 psi minimum)

Upon completion of the installation, the permittee shall cause a “Certificate of Installation” to be prepared by either a licensed engineer or licensed surveyor. The certificate shall indicate and contain a statement noting the location of the culvert relative to the site property lines and shall indicate the elevations of the ends and any other information that may be necessary to demonstrate that the drainage facility was constructed in accordance with the size, line and grade of the approved subdivision plans or other design documents as approved by the city engineer.

What Codes and Ordinances are Applicable to Culvert/Driveway Installation?

- City of Oak Point Code of Ordinances
 - Chapter 3, Article 3.09 (Building Regulations)
 - Chapter 10, Section 10.03 (Subdivision Regulation)

PLEASE NOTE:

Certificate of occupancy will not be issued without an approved final inspection and a “Certificate of Installation” prepared by a licensed engineer or surveyor.

DEMOLITION

When is a Permit Required?

Any work to remove or demolish a building or structure must be performed pursuant to valid unexpired permits issued by the city, which shall include detailed plans and specifications and an estimate of the cost of the contemplated demolition.

What Information Must Be Submitted to Obtain a Permit?

1. Miscellaneous Permit Application
2. Applicable Fees
3. Site plan showing existing building(s) on the lot to be demolished
4. Verification from utility companies that service has been disconnected
5. Other information as required.

What Inspections are required of the Project and How Do I Schedule the Inspections?

You will need to contact all utility companies to terminate any type of service that may be associated with the demolition of the structure such as electricity and water. All septic systems/sanitary sewer must be capped to prevent leakage or contamination, all electric must be terminated in a safe matter and identify all locations and components prior to approval of permit.

What Codes or Ordinances are Applicable to the Permit?

- City of Oak Point Code of Ordinance, Chapter 3, Article 3.06 (Building Regulations)

ELECTRICAL

When is a Permit Required?

All types of work or repairs requires an application which has been filed with the City of Oak Point and shall properly describe the exact character and extent of electrical work proposed to be done, if electric current exceeds 50 volts.

Work on one's property is allowed, provided the permit is submitted with proof of homestead exemption and that the materials and equipment and work be in strict accord with the rules and regulation of the electrical ordinance and that the building inspector's approval can be obtained upon inspection in regular order; and further provided, that the owner must actually perform the work and that no one other than the actual owner shall do any part of it, unless the other person or persons are bonded and licensed in full compliances with all of the provisions of this article.

What Information Must Be Submitted to Obtain a Permit?

1. Miscellaneous Building Permit Application
2. Applicable Fees
3. Scope of Work including the cost of the project and a list of materials and equipment to be used
4. Other information as required.

What Codes and Ordinances are Applicable to an Electrical Permits?

- 2008 National Electrical Code, with amendments

FENCES AND WALLS

When is a Fence Permit Required?

A permit is required to construct or replace, or cause to be constructed or replaced, a fence or any part of a fence in the City of Oak Point. No permit is required for repairs as defined by the Code of Ordinances. In residential zoning districts on tracts or lots that are five (5) acres or greater in area, a permit is not required except for fences located in the front yard, alongside or rear property lines, or fences required to enclose swimming pools as required by city code or state or federal law.

What Information Must Be Submitted to Obtain a Fence Permit?

1. Fence/Wall Permit
2. Applicable Fees
3. A Site Plan showing:
 - a. Proposed location of the fence and listing relevant dimensions between the fence and other structures on the lot
 - b. The location of property lines and easements
4. Other information as required.

What Information Must Be Submitted to Obtain a Wall (Retaining) Permit?

1. Fence/Wall Permit
2. Applicable Fees
3. A Site Plan showing:
 - a. Proposed location of the wall and listing relevant dimensions between other structures on the lot
 - b. The location of property lines and easements
 - c. Drainage arrows
 - d. Engineering specifications
4. Other information as required

What Codes and Ordinances are Applicable to Fence Permit?

- City of Oak Point Code of Ordinance
 - Chapter 3, Article 3.10 (Building Requirements)
 - Chapter 14, Sections VII and XI (Zoning)

FOOD ESTABLISHMENTS

When is a Permit Required?

Restaurants, convenience stores, grocery stores, schools, daycares, and other establishments that offer food must obtain a Food Establishment Permit and must be inspected on a bi-annual basis by the City of Oak Point to verify that the food serving establishment meets both City and State health standards. Mobile Food Units, Mobile Food Vendors, and Temporary Food Establishments (Temporary Event Vendors) must obtain a permit and must be inspected on a bi-annual basis by the City of Oak Point to verify compliance with certain food safety requirements.

What Information Must Be Submitted to Obtain a Permit?

1. Food Establishment Permit Application (please note: Temporary Food Establishment permit applications must be received a minimum of ten (10) business days prior to the event or celebration.)
2. Applicable Fees
3. The location and type of proposed food establishment
4. Copy of the valid driver's license
5. Copy of valid Texas Food Safety Manager Certification
6. Other information as deems necessary as noted on the application and/or as required by the City of Oak Point or the Health Inspector

After the Application is submitted, an inspection of the food establishment, mobile food unit, or event will be conducted by the City's Health Inspector.

How Do I Schedule the Inspections?

Prior to approval of an application for an existing, proposed or extensively remodeled food establishment, the City Health Inspector shall review all available documentation for such establishment to insure compliance with the rules and City Ordinances. The Health Inspector will coordinate with the applicant to schedule inspections.

What Codes or Ordinances are Applicable to Food Safety Permits?

- City of Oak Point Code of Ordinances, Chapter 6, Article 6.3, with amendments
- City of Oak Point Standards for Food Establishments

GRADING OR FILL

When is a Permit Required?

Permits are required for all types of construction or work to be performed, including but not limited to mining, dredging, filling, grading, paving, excavation or drilling.

What Information Must Be Submitted to Obtain a Permit?

1. Grading/Fill Permit Application
2. Applicable Fees
3. A Grading Plan
Plans drawn to scale showing the location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the location of the foregoing in relation to areas of special flood hazard. Additionally, the following information is required:
 - a. Elevation (in relation to mean sea level) of the lowest floor (including basement) of all new and substantially improved structures;
 - b. Elevation in relation to mean sea level to which any nonresidential structure shall be flood proofed;
 - c. A certificate from a registered professional engineer or architect that the nonresidential flood proofed structure shall meet the flood proofing criteria of section 3.07.072(2) of the Code of Ordinances;
 - d. Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development
 - e. Placement of erosion control devices.
4. A Drainage Pan showing arrows indicating the directional flow of surface drainage throughout the property.
5. Tree Survey (if applicable)
6. Other information as required.

What Codes or Ordinances are Applicable to the Permit?

- City of Oak Point Code of Ordinance Chapter 3, Article 3.07

HVAC

When is a Permit Required?

All types of HVAC work or repairs requires an application which has been filed with the City of Oak Point and shall properly describe the exact character and extent of HVAC work proposed to be done.

Work on one's property is allowed, provided the permit is paid with proof of homestead exemption and obtained, and that the materials and equipment and work be in strict accord with the rules and regulation of the electrical ordinance and that the building inspector's approval can be obtained upon inspection in regular order; and further provided, that the owner must actually perform the work and that no other person than the actual owner shall do any part of it, unless the other person or persons are bonded and licensed in full compliances with all of the provisions of this article.

What Information Must Be Submitted to Obtain a Permit?

1. Miscellaneous Building Permit Application
2. Applicable Fees
3. Scope of Work including the cost of the project and a list of materials and equipment to be used.
4. Other information as required.

What Codes and Ordinances are Applicable to HVAC Permits?

- 2006 Edition of the International Mechanical Code, with amendments

IRRIGATION

When is a Permit Required?

A permit is needed to install an irrigation system. This permit allows inspectors to check the installation of the required anti-siphon valve or pressure backflow preventer and electrical timers.

What Information Must Be Submitted to Obtain a Permit?

1. Miscellaneous Permit Application
2. Applicable Fees
3. Layout and description of irrigation, sprinkler, or water systems including placement of water sources. A Texas licensed irrigation seal is necessary on all irrigation plans requiring certification.
4. All common areas, nonresidential, and multifamily landscape areas will be irrigated with a mechanical irrigation system including turf and ground cover areas.
5. Size and location of all existing and proposed utilities, including easements.
6. Details and/or cross-sections as required for clarification.
7. Topography shall include final grade at 1-foot intervals using spot elevations and/or contours to define proposed drainage patterns.
8. Other information as required

What Inspections are required of the Project?

Required inspection will be inspected for a backflow prevention device and cross-connections. An isolation valve before double check is required.

What Codes and Ordinances are Applicable to Landscape Irrigation Installation?

- Texas Administrative Code, Title 30, Chapter 344, Subchapter B
- City of Oak Point Code of Ordinances, Chapter 14, Section XI (Zoning)

MOVING PERMIT

When is a Permit Required?

Permits are required if moving any building, house, boat, yacht, or structure, in excess of 400 square feet, or in excess of eighteen (18) feet in height when mounted.

No structure shall be moved along any highway passing within the City of Oak Point between the hours of 6:30 am to 9:00 a.m. or 4:00 p.m. to 6:30 p.m. or at any time on Saturday or Sunday. No structure shall exceed the height of twenty-five (25) feet from the top of the surface of the road to the top of the structure.

What Information Must be submitted to obtain a Permit?

All paperwork must be submitted to the City of Oak Point 48 hours (exclusive of weekends and holidays) before anticipated moving time:

1. Miscellaneous Permit Application
2. Check or Bond in the amount of \$2,000.00 from the company that will be transporting the manufactured home or structure.
3. A moving plan including date, time, location, route, and any known obstructions along the moving route.
4. A current tax statement as proof of no delinquent taxes or owed against the property or mobile home.
5. Approved Permit with the TDLR shall be on plans from the Texas Highway Department of Public Safety.
6. Completed application with an engineered designed culvert.
7. Application for on-site-sewerage facility.
8. Written statement of clearance from each of the utility companies and any other person, firm, or company owning or having any overhead wires or cables which cross any street, alley or public right of way in the city along the route the structure is to be moved.
9. Copy of survey and site plan for the Building Officials approval. The site plan must show:
 - a. All setbacks, easements and proposed location of structure, parking areas (a minimum of 2 parking places 18 x 20 ft.) and any proposed accessory building
 - b. Location of electricity (T-Pole)
 - c. Location of septic system
10. Other information as required.

Review Procedure:

Once the Building Inspector has approved the site plan, the City will collect the following applicable inspection fees:

1. \$50.00 Plan review fee
2. \$50.00 Moving permit fee
3. \$260.00 Septic system review/inspection fee
4. \$50.00 Electrical inspection fee
5. \$50.00 Plumbing inspection fee
6. 10% of sq. ft. truck permit fee (example: 1250 sq. ft. cost would be \$125.00)
7. \$50.00 Certificate of Occupancy inspection fee
8. \$150.00 Culvert inspection fee

What Inspections are required of the Project and how do I Schedule the Inspections?

1. **To schedule an inspection, please call Countywide Inspection Service at (940) 521-0470 before 5:00 p.m. for next day inspections except Friday, inspections will be on the following Monday, unless it is a holiday.**
 - a. Anchorage inspections: To be made after the manufactured home has been installed and permanently anchored.
 - b. Plumbing: A check valve must be installed at the meter and the line running from the meter to the house must pass a pressure test.
 - c. Electrical
 - d. Septic installation
 - e. Culvert inspection
 - f. Before a certificate of occupancy is issued, skirting must be completed around the home and address must be posted in a good visible site.

What Codes and Ordinances are Applicable to the Moving Permit?

Codes and ordinances that are applicable to New Residential Construction include, but are not limited to, the following:

- 2006 International Residential Code
- 2006 International Building Code
- 2006 International Plumbing Codes
- 2006 International Gas and Mechanical Codes
- 2006 International Energy Conservation Code
- 2006 International Fire Code
- 2006 International Property Maintenance Code
- 2008 National Electrical Code
- City of Oak Point Code of Ordinances
 - Chapter 3, Article 3.05 (Building Regulations)
 - Chapter 10 (Subdivision Regulation)
 - Chapter 14 (Zoning)

NEW RESIDENTIAL CONSTRUCTION

When Is A Permit Required?

A building permit must be submitted, approved, and issued prior to beginning construction.

In a scenario where work is started prior to issuance of a building permit, the building permit fee shall be doubled and the owner and contractor may be subject to fines. The payment of the fee shall not relieve any persons from fully complying with the requirements of all applicable ordinances and from any other penalties prescribed in such codes or ordinances.

What Information Must Be Submitted to Obtain a Building Permit?

When applying for a permit for new residential construction, a building permit application and three (3) sets of 11" x 17" plans must be submitted. The plans must include the following details:

1. Building Permit Application
2. Builder's Acknowledgement
3. Applicable Fees
4. Review and Inspection Fees
5. Development/Grading/Fill Permit showing the nature of proposed work including placement of erosion control devices.
6. Completed application with an engineered designed culvert, (if required)
7. Completed application for on-site-sewerage facility (OSSF), (if required)
8. Legal description(s), parcel number(s), and property address
9. Plot (site) plan providing the following information:
 - a. Property lines
 - b. All existing buildings on the lot, including dimensions and distances to property lines and existing and proposed buildings
 - c. All proposed additions or structures with dimensions and distances to property lines and existing and proposed buildings
 - d. Total square footage of the lot, existing buildings and proposed additions
 - e. Easements
 - f. Building lines
 - g. The location of the proposed driveway
 - h. The surface water drainage for the property
 - i. Floor plan of the proposed construction including construction details
 - j. Building elevations of all four views of the proposed construction on the property
 - k. Foundation Plans must be designed/signed/stamped with details by a Texas Registered Professional Engineer
 - l. MEC check (Energy Efficiency Rating Report)
10. Other information as required.

What Inspections are required of the Project and How Do I Schedule the Inspections?

1. T-Pole
2. Plumbing Rough
3. Foundation
4. Seconds (includes framing rough, electrical rough, HVAC rough, plumbing top-out and brick ties)
5. Insulation
6. Finals include electrical, framing, HVAC, plumbing, final grading.
7. Final grade
8. Final culvert inspection approved by the Oak Point Operation Department with a Certificate of Installation issued by a registered engineer or surveyor
9. Final septic inspection with a current contract in the home owner's name.

To schedule an inspection, please call Countywide Inspection Service at (940) 521-0470 before 5:00 p.m. for next day inspections except Friday, inspections will be on the following Monday, unless it is a holiday.

What Codes and Ordinances are Applicable to New Residential Construction?

Codes and Ordinances that are applicable to New Residential Construction, with amendments include, but are not limited to, the following:

- 2006 International Residential Code
- 2006 International Building Code
- 2006 International Plumbing Codes
- 2006 International Gas and Mechanical Codes
- 2006 International Energy Conservation Code
- 2006 International Fire Code
- 2006 International Property Maintenance Code
- 2008 National Electrical Code
- City of Oak Point Code of Ordinances
 - Chapter 3 (Building Regulations)
 - Chapter 10 (Subdivision Regulations)
 - Chapter 13 (Utilities)
 - Chapter 14 (Zoning)

ON-SITE SEWAGE FACILITIES (OSSF) SEPTIC SYSTEMS

When is a Permit Required?

Any owner of any on-site sewage facility within the jurisdiction shall obtain a permit to install, construct, alter, or repair the on-site sewage facility to prevent pollution or injury to public health arising out of the use of an on-site sewage facility. Including, but not limited to:

1. Residential subdivisions, if public sewer is not available, provided that the minimum lot size: ½ acre without a well, or one acre with well (lots platted prior to January 1, 1988 may have different criteria);
2. When change of ownership of the property occurs

That Information Must Be Submitted to Obtain a Permit?

1. On-Site Sewage Facility (OSSF) Permit Application
2. Applicable Fees
3. OSSF Technical Information Form
4. Two (2) copies a site evaluation report which includes:
 - a. Basic design
 - b. Soil Analysis and Site Evaluation (Soil borings must be extracted from opposite ends of disposal field)
 - c. System Flow Diagram and Sizing Calculations
 - d. Material Specifications
 - e. Size and Model of approved Aerobic System (if used)
5. Two (2) copies of Construction Drawings which includes:
 - a. A Site Plan with boundary description
 - b. Location of existing and proposed buildings
 - c. Location of proposed OSSF unit and disposal area
 - d. Buffer zones and water wells
 - e. Topographic contours for slopes greater than fifteen (15) percent
 - f. Easements and bodies of water
6. Additional requirements for Aerobic Systems with Surface Irrigation Disposal:
 - a. An “Affidavit to the Public” form notarized and filed in Denton County
 - b. Copy of a two (2) year maintenance agreement with a registered TCEQ certified maintenance provider.
7. Other information as required.

What Inspections are required of the Project and How Do I Schedule the Inspections?

1. An inspection of the installation is required prior to covering the system. Contact Countywide Inspections at (940) 521-0470 to schedule an inspection
2. “Notice of Approval” will be issued to operate the system.



What Codes and Ordinances are Applicable to a Septic Permit?

- Texas Administrative Code
 - Section 30
 - Section 285
- Texas Health and Safety Code
 - Chapter 341
 - Chapter 366
- Texas Water Code
 - Chapter 7
 - Chapter 26
 - Chapter 37
- City of Oak Point Code of Ordinances
 - Chapter 13, Article 13.02 (Utilities) (with Amendments)

PLUMBING

When is a Permit Required?

All types of plumbing work or repairs requires an application which has been filed with the City of Oak Point and shall properly describe the exact character and extent of plumbing work proposed to be done.

Work on one's own property is allowed, provided the permit is paid for with proof of homestead exemption and obtained, and that the materials and equipment and the work be in strict accord with the rules and regulations of the plumbing ordinances and that the building inspector's approval can be obtained upon inspection in regular order; and further provided, that the owner must actually perform the work and that no other than the actual owner shall do any part of it, unless the other person or persons are bonded and licensed in full compliance with all of the provisions of this article.

What Information Must be submitted to obtain a Permit?

1. Miscellaneous Building Permit Application
2. Applicable Fees
3. Scope of Work including the cost of the project and a list of materials and equipment to be used.
4. Other information as required

What Codes and Ordinances are Applicable to Plumbing Permits?

- 2006 Edition of the International Plumbing Code

PONDS

When is a Permit Required?

Permits are required and must be approved before the construction of a pond or body of water that has a surface area of five hundred (500) or more square feet with a depth no less than twelve (12) inches.

What Information Must Be Submitted to Obtain a Permit?

1. Miscellaneous Permit Application
2. Applicable Fees
3. Site Plan
 - a. Property lines
 - b. Existing buildings on the lot, including dimensions and distances to property lines and other existing buildings
 - c. Easements
 - d. Building lines
 - e. The location of any paved surface (driveway/walkways/patios)
 - f. The surface water drainage for the property
4. Drainage Study performed by a state registered professional engineer to assess the potential impact of the pond's onsite/offsite drainage.
5. Other information as required.

What Codes and Ordinances are Applicable to Pond Permits?

- City of Oak Point's Code of Ordinances - Article 3.08

PORTABLE ON-DEMAND STORAGE CONTAINERS AND ROLL-OFF DUMPSTERS

When is a Permit Required?

PODs may be used during the construction of a new home or building but shall be removed from the property prior to the issuance of a Certificate of Occupancy for the new structure. After a Certificate of Occupancy has been issued for the primary structure on a property, up to two (2) PODs may be located on the property no more than twice per calendar year for periods no longer than ten (10) days.

Roll-off dumpsters may be used during the construction of a new home or building but shall be removed from the property prior to the issuance of a Certificate of Occupancy for the new structure. After a Certificate of Occupancy has been issued for the primary structure on a property, up to two (2) roll-off dumpsters may be located on the property no more than twice per calendar year for periods no longer than ten (10) days.

One of the periods may be extended by the City Manager or his/her designee for up to thirty (30) additional days provided a building permit has been obtained to renovate, repair, remodel, or reconstruct a structure on the property during the extension period.

What Information Must Be Submitted to Obtain a Permit?

1. Miscellaneous Permit Application
2. No Cost of Permit
3. Site Plan Identifying:
 - a. Type of container
 - b. The proposed location of the container
 - c. The time frame in which the container will be located on the property
 - d. Note stating the PODs and roll-off dumpsters shall not be placed in the right-of-way, grassy areas in the front yard, or on any easement.
4. Other information as required.

What Codes or Ordinances are Applicable to Pods or Roll-Off Dumpsters?

- City of Oak Point Code of Ordinances
 - Chapter 10, Section VIII(E) (Zoning Ordinance)

RIGHTS-OF-WAY

When is a Permit Required?

A Right-of-Way permit is required when placing, constructing, or altering facilities in, on or over the public rights-of-way.

What Information Must Be Submitted to Obtain a Permit?

1. Right-of-way Permit Application
2. Statement of the scope of work to be performed
3. Approved construction, traffic control and safety plans
4. Traffic Control Plan (if any disruption to the traffic or pedestrian flow will occur)
 - Permit will only be issued 48 hours prior to start of work and must be obtained at Oak Point City Hall by the Contractor.
 - The Contractor is responsible for ensuring that the safety of the work site and the public is maintained.
 - OSHA safety laws shall apply to all construction activities.
 - This Permit, along with approved construction, traffic control and safety plans, shall be kept on site at all times.
 - The City of Oak Point reserves the right to suspend and/or modify the conditions of this permit should field conditions warrant. This shall include improper or inadequate construction techniques or a safety hazard on the work site or to the public. The Contractor agrees to hold the City of Oak Point harmless for any delays in construction.
 - The Contractor shall warranty all improvements for two years after the acceptance date. Failure to get a final inspection and acceptance of the work shall extend the warranty period indefinitely.
 - If any of the conditions of this Permit are not met, the Permit is void. Additional permits will not be issued to the contractor until the conditions of the Permit are satisfactorily completed and accepted by the City.
5. Other information as required.

What Codes or Ordinances are Applicable to the Permit?

- City of Oak Point Code of Ordinances, Chapter 3, Article 3.11

ROOFING

When is a Permit Required?

A permit is required if the roof decking is to be removed.

What Information Must Be Submitted to Obtain a Permit?

1. Miscellaneous Building Permit Application
2. Applicable Fees
3. Scope of Work including the cost of the project and a list of materials and equipment to be used.
4. Other information as required.

What Codes or Ordinances are Applicable to the Permit?

- 2006 International Residential Chapter 8 Section R905.7.1

SIGNS

When is a Permit Required?

It shall be unlawful to erect, re-erect, construct, alter, or maintain any sign within the corporate limits or extraterritorial jurisdiction of the City of Oak Point except pursuant to a required permit for the same issued by the City. Except as hereinafter provided, a permit shall be required for each sign. In addition, electrical permits shall be obtained for any authorized lighted or illuminated signs and building permits shall be obtained for sign structures.

What Information Must Be Submitted to Obtain a Permit?

1. Sign Permit Application
2. Applicable Fees
3. Two (2) copies of a site plan showing:
 - a. The location of the proposed and existing signs, property dimensions, building and setback lines, easements
 - b. Renderings showing the dimensions and materials of the proposed sign drawn to scale
 - c. Note of any illumination:
 - i. Location of all electrical outlets, conduits and lighting sources
 - ii. Certification of the intensity of illumination
 - d. Specifications to depict the method of anchoring the sign to the ground or a building.
4. Other information as required.

What Codes or Ordinances are Applicable to the Permit?

- City of Oak Point Code of Ordinances
 - Article 8, Section 8.03 (Offenses and Nuisances)
 - Article 10, Section 10.03, with Amendments (Ord. No. 2011-03-319) (Subdivision Regulations)
- 2008 National Electrical Code

SWIMMING POOLS AND HOT TUBS

When is a Permit Required?

Any structure intended for swimming or recreational bathing that contains water and is at least 24 inches deep, including in-ground, above ground and on ground swimming pools, hot tubs and spas must be permitted with a fence, wall, building wall or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.

What Information Must Be Submitted to Obtain a Permit?

1. Miscellaneous Permit Application
2. Applicable Fees
3. Two (2) copies of the plot plan showing the house on the lot and the proposed swimming pool, hot tub or spa with distances to the property lines, building lines, septic spray area, easements and any other structures on the lot, including, but not limited to accessory buildings, ponds, wells, etc.
4. Type of barrier or fence to be constructed, in accordance to the IRC.
5. Other information as required.

What Codes and Ordinances are Applicable to a Swimming Pool Permit?

- 2006 International Residential Code, Appendix G
- City of Oak Point Code of Ordinances, Chapter 3, Article 3.08 (Building Regulations)

WATER WELL

When is a Permit Required?

Permits are required and must be approved prior to the construction of a water well.

What Information Must Be Submitted to Obtain a Permit?

1. Miscellaneous Permit Application
2. Applicable Fees
3. Two (2) copies of the plot plan showing the proposed location of the water well with distances to the property lines, building lines, main residential structure, septic spray area, easements and any other structures on the lot, including, but not limited to accessory buildings, swimming pools, ponds, etc.
 - a. A second Miscellaneous Permit may be required if the location of the septic spray area will be moved or relocated. All mandatory documentation will be required.
4. Other information as required.

What Codes and Ordinances are Applicable to Water Well Permits?

- TCEQ Title 16 Chapter 76
- City of Oak Point Code of Ordinances, Chapter 3, Article 3.08.004 (Building Regulations)

WIND ENGERY

When is a Permit Required?

Permits are required and must be approved prior to the construction or installation of a Wind Energy System.

What Information Must Be Submitted to Obtain a Permit?

1. Approval of a Special Use Permit (SUP): An SUP is required in all zoning classification. Procedures for consideration of an application for a SUP shall be specified in Section V of the City Comprehensive Zoning Ordinance.
2. Miscellaneous Permit Application
3. Applicable Fees
4. A Professional Escrow Fee deposit of \$1,000,00
5. Survey and legal description of the proposed System
6. Two (2) copies of a Site Plan of the proposed System at a scale of 1" = 30'. Must include:
 - a. The location of the System
 - b. All components of the System
 - c. Distances to property lines
 - d. Required setbacks
 - e. Adjacent land uses and zoning designations
 - f. Existing landscaping or screening of the base of the tower structure
 - g. Natural features such as watercourses and trees
 - h. Location of any Septic Systems
 - i. Location of all easements
7. Elevation Drawings showing:
 - a. The design and height of the System
 - b. Detail drawings of all System components
 - c. Screening requirements
8. Drawing of the electrical components of the system as it conforms to the National Electric Code
9. Installation drawings including the tower, base, and footings. An engineering analysis of the tower showing compliance with the Uniform Building Code and certified by a licensed professional engineer.
10. Evidence of notice to utility company
11. Proof of liability insurance coverage in the amount of \$300,000.00.
12. Other information as required.

What Codes and Ordinances are Applicable to Wind Energy Permits?

- City of Oak Point Code of Ordinances, Chapter 14, Appendix K (Zoning)



BUILDING PERMIT APPLICATION

TYPE OF PERMIT: NEW CONSTRUCTION ADDITION ALTERATION HUD HOME MODULAR HOME OTHER: _____

DESCRIPTION OF PROJECT: _____ ESTIMATED VALUE: _____

PROPERTY INFORMATION	ADDRESS		SUBDIVISION		
	BLOCK:	LOT:	ZONING:		
	FRONT BUILDING LINE	SIDE BUILDING LINE	REAR BUILDING LINE	EASEMENTS	
	1 ST FLOOR SQ. FT.	2 ND FLOOR SQ. FT.	GARAGE SQ. FT.	PATIO SQ. FT.	
	PORCHES SQ.FT.	OTHER SQ. FT.	TOTAL SQUARE FOOTAGE:		
	PROPERTY OWNER NAME:			PROPERTY OWNER PHONE NUMBER:	
	PROPERTY OWNER ADDRESS:			PROPERTY OWNER EMAIL:	
GENERAL CONTRACTOR	GENERAL CONTRACTOR COMPANY NAME & CONTACT INFO:			GENERAL CONTRACTOR PHONE:	
	GENERAL CONTRACTOR ADDRESS			REGISTERED WITH CITY?	
				<input type="checkbox"/> YES <input type="checkbox"/> NO	
SUB CONTRACTORS	ELECTRICAL SUB CONTRACTOR NAME:			REGISTERED WITH CITY?	
				<input type="checkbox"/> YES <input type="checkbox"/> NO	
	PLUMBING SUB CONTRACTOR NAME:			REGISTERED WITH CITY?	
				<input type="checkbox"/> YES <input type="checkbox"/> NO	
	MECHANICAL SUB CONTRACTOR NAME:			REGISTERED WITH CITY?	
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
SEPTIC CONTRACTOR NAME:			SEPTIC CONTRACTY TCEQ LICENSE:		

I agree to allow no work on which separate permits are required. I have carefully examined and read the completed application and know the same is true and correct, and hereby agree that if a permit is issued, all provisions of the City Ordinances and State Laws will be complied with, whether herein specified or not. I, the undersigned, do hereby certify that I am the Authorized Agent/Builder/Owner of the property described above and that I am applying for this permit at the request and with the permission of the same. I authorize the Building Inspector to enter on my property to complete any inspections necessary in conjunction with the issuance of this building permit, to perform inspections in connection with the issued building permit, and to investigate code enforcement issues to this property.

Signature: _____ Agent/Builder/Owner Date: _____

Building Official Comments:

For office use only:

Date Plans Received: _____ by _____ Date Approved: _____ Date Issued: _____ Amount: _____



MISCELLANEOUS BUILDING PERMIT APPLICATION

TYPE OF PERMIT:

- | | | |
|---|---|--|
| <input type="checkbox"/> CULVERT/DRIVEWAY | <input type="checkbox"/> MOVING | <input type="checkbox"/> ROOFING |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> OVERWEIGHT VEHICLE | <input type="checkbox"/> SOLAR PANELS |
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> SWIMMING POOL/SPA |
| <input type="checkbox"/> IRRIGATION | <input type="checkbox"/> POND | <input type="checkbox"/> WATER WELL |
| <input type="checkbox"/> MECHANICAL | <input type="checkbox"/> POD (PORTABLE ON-DEMAND STORAGE/DUMPSTERS) | <input type="checkbox"/> WIND ENERGY |
| | | <input type="checkbox"/> OTHER _____ |

ESTIMATED VALUE: _____ CHECK LIST ITEMS ATTACHED YES NO

DESCRIPTION OF PROJECT: _____

	ADDRESS	SUBDIVISION
PROPERTY INFORMATION	BLOCK:	LOT:
		ZONING:
PROPERTY OWNER	PROPERTY OWNER NAME:	
	PROPERTY OWNER PHONE #:	
GENERAL CONTRACTOR	GENERAL CONTRACTOR COMPANY NAME & CONTACT INFO:	
	GENERAL CONTRACTOR ADDRESS	
	REGISTERED WITH CITY?	
SUB CONTRACTORS	ELECTRICAL SUB CONTRACTOR NAME:	
	REGISTERED WITH CITY?	
	PLUMBING SUB CONTRACTOR NAME:	
	REGISTERED WITH CITY?	
	MECHANICAL SUB CONTRACTOR NAME:	
REGISTERED WITH CITY?		
SEPTIC CONTRACTOR NAME:		SEPTIC CONTRACTY TCEQ LICENSE:

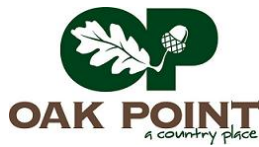
I agree to allow no work on which separate permits are required. I have carefully examined and read the completed application and know the same is true and correct, and hereby agree that if a permit is issued, all provisions of the City Ordinances and State Laws will be complied with, whether herein specified or not. I, the undersigned, do hereby certify that I am the Authorized Agent/Builder/Owner of the property described above and that I am applying for this permit at the request and with the permission of the same. I authorize the Building Inspector to enter on my property to complete any inspections necessary in conjunction with the issuance of this building permit, to perform inspections in connection with the issued building permit, and to investigate code enforcement issues to this property.

Signature: _____ Agent/Builder/Owner Date: _____

Building Official Comments:

For office use only:

Date Plans Received: _____ by _____ Date Approved: _____ Date Issued: _____ Amount: _____



FENCE/WALL PERMIT APPLICATION

ESTIMATED VALUE: _____ CHECK LIST ITEMS ATTACHED YES NO

DESCRIPTION OF PROJECT:

Work to be Performed:	Fence Material:	<input type="checkbox"/> Commercial or Livestock Grade Vinyl	Fence Dimensions
<input type="checkbox"/> New Fence	<input type="checkbox"/> Wood	<input type="checkbox"/> Masonry _____	Height _____
<input type="checkbox"/> Repair/Replacement	<input type="checkbox"/> Chain Link	<input type="checkbox"/> Wrought iron/tubular steel	Linear Feet _____
	<input type="checkbox"/> Pipe and Cable	<input type="checkbox"/> Other _____	

	ADDRESS	SUBDIVISION
PROPERTY INFORMATION	BLOCK:	ZONING:
	LOT:	
PROPERTY OWNER	PROPERTY OWNER NAME:	
	PROPERTY OWNER PHONE #:	
GENERAL CONTRACTOR	GENERAL CONTRACTOR COMPANY NAME & CONTACT INFO:	
	GENERAL PHONE #:	
	GENERAL CONTRACTOR ADDRESS	REGISTERED WITH CITY?
		<input type="checkbox"/> YES <input type="checkbox"/> NO

NOTE: This application shall be accompanied by 1) a diagram (preferably a survey or a plat) showing the proposed location of the fence, property lines, building lines, and easements and 2) a photo or specifications sheet illustrating the proposed fence and its height. In some cases, construction documents or other information may be required.

Ordinance 2012-03-341 does contain some exceptions for game court fencing, livestock fencing, and fencing on residential lots that are five (5) acres or greater in area.

I hereby certify the information provided on this application is correct and that said work will be performed in accordance with the information herein set forth and in compliance with the City of Oak Point Ordinance No. 2012-03-341 and applicable State laws. If the fence is installed in violation of the City's requirements, I will be required to remove the fence and/or correct the violation or action may be taken including issuance of a citation.	
_____ Signature	_____ Date

Building Official Comments:

For office use only:

Date Plans Received: _____ by _____ Date Approved: _____ Date Issued: _____ Amount: _____



SIGN PERMIT APPLICATION

PROPOSED LOCATION OF SIGN

Address or Description: _____			
Legal Description:	Subdivision: _____	Block: _____	Lot # _____
	Survey Name: _____	Abstract: _____	Tract # _____

CONTACT INFORMATION

Property Owner	Sign Contractor
Name _____	Name _____
Street Address _____	Street Address _____
City, State, Zip _____	City, State, Zip _____
Phone _____	Phone _____
E-mail Address _____	E-mail Address _____

TYPE OF PROPOSED SIGN

<input type="checkbox"/> Monument Sign	<input type="checkbox"/> Attached/Wall Sign
<input type="checkbox"/> Temporary Construction/Development Sign	<input type="checkbox"/> Other _____
<input type="checkbox"/> Subdivision Entry Sign	

SCOPE OF WORK

<input type="checkbox"/> New Construction	<input type="checkbox"/> Alteration or repair
---	---

ESTIMATED VALUE OF PROJECT: _____

Notes

1. A separate application must be submitted and approved for each sign to be constructed.
2. Two copies of a site plan showing the location of the proposed sign and renderings showing the dimensions and materials of the proposed sign shall be submitted with this application. The site plan and renderings shall be drawn to scale. Plans shall include specifications to depict the method of anchoring the sign to the ground or a building.
3. If the proposed sign involves electrical wiring or connections, a separate electrical permit is required.
4. All sign permits shall expire and become null and void if the work authorized by such permit is not commenced within 60 days from the date of issuance, or if the work authorized by the permit is suspended or abandoned at any time after the work is commenced for a period of more than 120 days. Before any work is recommenced, a new permit shall be obtained.

CONTRACTOR CERTIFICATION

The undersigned applicant certifies that the sign depicted in this application will be constructed in accordance with the plans and specifications submitted to and approved by the City of Oak Point. All provisions of laws and ordinance governing the construction of the sign shall be complied with whether specified herein or not.

_____ Printed Name of Contractor	_____ Signature of Contractor	_____ Date
-------------------------------------	----------------------------------	---------------

OWNER CERTIFICATION

As owner of the property on which the sign is to be located, I hereby consent to its construction and agree to remove the sign and supporting structure in the event the business so identified or whose products or services are thus described has ceased or discontinued use of the building for a period of 90 days or more.

_____ Printed Name of Owner	_____ Signature of Owner	_____ Date
--------------------------------	-----------------------------	---------------

For Office Use Only:

Plans Approved By: _____	<input type="checkbox"/> Permit Fee (\$100)	<input type="checkbox"/> Investigation Fee (\$300)
Date Issued: _____	Fee Paid: _____	
Conditions: _____		



GRADING/FILL PERMIT APPLICATION

PERMITS ARE VALID FOR ONE YEAR FROM DATE ISSUED AND WILL NEED TO BE RENEWED IF WORK IS NOT COMPLETED AT THAT TIME

PROPOSED LOCATION PROPERTY

Address or Description: _____			
Legal Description:	Subdivision: _____	Block: _____	Lot # _____
	Survey Name: _____	Abstract: _____	Tract # _____

CONTACT INFORMATION

Property Owner	Contractor
Name _____	Name _____
Street Address _____	Street Address _____
City, State, Zip _____	City, State, Zip _____
Phone _____	Phone _____
E-mail Address _____	E-mail Address _____

PROPOSED NATURE OF WORK

(CHECK ALL THAT APPLY)

- | | |
|--|--|
| <input type="checkbox"/> New Development | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Addition or Construction of Accessory Structure | <input type="checkbox"/> Placement of Fill |
| <input type="checkbox"/> Alteration of Natural Waterway or Drainage Course | <input type="checkbox"/> Other: _____ |

DESCRIPTION OF WORK

Application Check List

- A Grading Plan
- Plans drawn to scale showing the location, dimensions, and elevation of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the location of the foregoing in relation to areas of special flood hazard. Additionally, the following information is required:
 - Elevation (in relation to mean sea level) of the lowest floor (including basement) of all new and substantially improved structures;
 - Elevation in relation to mean sea level to which any nonresidential structure shall be flood proofed; placement of erosion control devices.
 - A certificate from a registered professional engineer or architect that the nonresidential flood proofed structure shall meet the flood proofing criteria of section 3.07.072(2) of the Code of Ordinances;
 - Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development
- A Drainage Analysis
- Tree Survey (if applicable)

OWNER CERTIFICATION

Printed Name of Owner	Signature of Owner	Date

Office Use Only

- Is the property located in an identified flood hazard area? Yes No Is the property located in the floodway? Yes No
- FIRM Zone Designation is: _____ FIRM Panel No. _____ Dated _____ Base Flood Elevation at the site is _____ ft.
- Is additional information required (including Letter of Map Change) Yes No
- Ensure that applicant is receiving the necessary federal, state, or local permits. Yes No
- Action: Permit Application Approved Permit Application Denied Variance Issued

 Floodplain Administrator Date



PUBLIC RIGHTS-OF-WAY PERMIT APPLICATION

Franchised Utility: Yes No

Date: _____

CONTRACTOR:	AGENCY
Company: _____	Company: _____
Address: _____	Address: _____
City/ST/Zip: _____	City/ST/Zip: _____
Phone: _____ Cell: _____	Phone: _____ Cell: _____
Email: _____	Email: _____

Contact City Hall at least 48 hours prior to beginning work at (972) 294-2312

CONTRACTORS ON PROJECT: _____ _____ _____	START DATE: _____
--	--------------------------

PROJECT INFORMATION
Project Name: _____
Project Location: _____ _____ _____ _____
ABOVE-GROUND APPURTENANCES:
<input type="checkbox"/> Yes <input type="checkbox"/> No
METHOD OF INSTALLATION:
<input type="checkbox"/> Bore <input type="checkbox"/> Open Cut <input type="checkbox"/> Poles <input type="checkbox"/> Overhead
NOTE: ALL EXCAVATIONS IN STREETS OR ALLEYS MUST BE FILLED OR COVERED WITH AN APPROVED APPLICATION AT THE END OF EACH DAY.

I agree to update this permit within 10 days after the change occurs if any of the information contained herein changes. I have carefully read the completed permit application, know the same is true and correct and hereby agree that, if a permit is issued, all provisions of the City ordinances and State and Federal laws and the permit will be complied with, whether herein specified or not. I agree to contact One Call Systems and/or local public and private utility companies prior to commencement of work. I agree to indemnify and forever hold the City of Oak Point harmless against each and every claim, demand or cause of action that may be made or come against it by reason of or in any way rising out of the performance of construction, excavation and/or the closing or blocking of the roadway by the applicant under a permit from the City, if such a permit is granted. I have also read Article 3.1000, Right-of-Way Rules and Regulations, of the City of Oak Point Code of Ordinances, as amended, and agree to comply with the requirements contained therein.

By signature on this permit, I understand that the Agency that I represent shall be responsible for the actions of its contractors and subcontractors and shall ensure that all contractors and subcontractors comply with the requirements of the permit and Article 3.1000, Right-of-Way Rules and Regulations, of the City of Oak Point Code of Ordinances, as amended. I also understand that any violation of the permit or the City's Right-of-Way Rules and Regulations, as amended, may result in revocation of the Agency's permit.

Applicant Signature:

For Office Use Only

Approved Construction Plans: _____

TXDOT Permit: Obtained _____ N/A _____

Proof of Required Insurance EXP: _____

Approved by: _____

Special Conditions: _____



CERTIFICATE OF OCCUPANCY PERMIT APPLICATION

PROPERTY OWNER NAME:	DATE:
PROPERTY ADDRESS:	SUBDIVISION:
HOME PHONE NUMBER:	CELL/WORK NUMBER:
TENANT NAME:	TENANT PHONE NUMBER

INFORMATION FOR INSPECTION:

IS HOME CURRENTLY OCCUPIED?	KEYS/ACCESSIBILITY	SPECIFIC PERSON TO CONTACT:

Signature of Owner or Authorized Agent: _____

Required Documentation:

1. Completed Certificate of Occupancy Permit Application
2. Application Fee: \$50.00
3. For Properties with Aerobic Septic Systems:
 - a. Documentation that the owner has an annual valid maintenance contract with a TCEQ certified maintenance provider for any on-site sewage facility (OSSF)
 - b. Completion of the "Affidavit to the Public" document acknowledging requirements for maintenance of OSSF.

For Office Use:

Date of Inspection:	Specific Instructions:		
Date Received:	Amount Paid:	ESI ID:	
By:	By:	For Electrical Service	



FOOD ESTABLISHMENT PERMIT APPLICATION

This form MUST be completed before Health Permit(s) are issued.

NEW FOOD ESTABLISHMENTS, and ESTABLISHMENTS UNDERGOING CHANGE IN OWNERSHIP, CONCEPT, or NAME must also submit a completed ADDENDUM TO FOOD ESTABLISHMENT PERMIT APPLICATION.

APPLICATION CHECK LIST: <input type="checkbox"/> Valid Texas Driver's License <input type="checkbox"/> Food Manager Certification <input type="checkbox"/> Copy of Texas Food Safety Management Certification <input type="checkbox"/> Valid Automobile Insurance (mobile vendors) <input type="checkbox"/> Tax Certificate MOBILE & TEMPORARY FOOD PERMIT ADDITIONAL REQUIREMENTS: <input type="checkbox"/> List of all Food Items that will be Sampled or Served or Sold (Including Beverages) <input type="checkbox"/> Check Box if On-Site Cooking is Requested <input type="checkbox"/> Proof of Food Origin, Copy of Manufacture's & Storage License <input type="checkbox"/> Pictures of Equipment to be used to Maintain Product Temperature <input type="checkbox"/> Site Plan showing layout of Booth, Equipment & Prep Areas	<input checked="" type="checkbox"/> APPLICATION REVIEW FEE (\$75) <input type="checkbox"/> CONCESSION (\$100/yr.) <input type="checkbox"/> CONVENIENCE STORE (\$200/yr.) <input type="checkbox"/> DAYCARE FACILITY (\$200/yr.) <input type="checkbox"/> GROCERY STORE (\$550/yr.) <input type="checkbox"/> LIMITED FOOD ESTMT (\$100/yr.) <input type="checkbox"/> MOBILE VENDOR-HOT (\$300/yr.) <input type="checkbox"/> MOBILE VENDOR-COLD (\$200/yr.) <input type="checkbox"/> RESTAURANT (\$400/yr.) <input type="checkbox"/> SCHOOL (\$200/yr.) <input type="checkbox"/> TEMPORARY FOOD PERMIT (\$100/event) <input type="checkbox"/> OTHER:
--	---

BUSINESS NAME: _____
(NAME OF ESTABLISHMENT LOCATED IN OAK POINT)

CONTACT PERSON: _____ **TELEPHONE:** (____) _____ - _____

STREET ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____
(PHYSICAL LOCATION IN OAK POINT)

OWNER (INDIVIDUAL OR CORPORATION): _____ **TELEPHONE:** (____) _____ - _____

STREET ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PLEASE LIST NAMES OF ALL CORPORATE OFFICERS, INCLUDING THEIR COMPLETE ADDRESSES BELOW:

(1) CORPORATE OFFICER : _____
 STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

(2) CORPORATE OFFICER: _____
 STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

MOBILE VENDOR: Location(s) in Oak Point this vehicle will be working: _____ _____	TEMPORARY FOOD PERMIT: Name of Event: _____ Location of Event: _____ Duration of Event: _____
---	---

All information in this application, and any required addendums or attached sheets, is true to the best of the applicant's knowledge and belief. Applicant acknowledges the permit applied for is subject to revocation if the establishment fails to comply with applicable City ordinances or State laws.

Applicant Name (printed) **Signature** **Date**

Office Use Only:

Date: _____ Expiration Date: _____ Receipt Number _____ Cash Check # _____



ADDENDUM TO FOOD ESTABLISHMENT PERMIT APPLICATION

This form MUST be completed for any NEW FOOD ESTABLISHMENT, OR ANY FOOD ESTABLISHMENT UNDERGOING CHANGE IN OWNERSHIP, CONCEPT OR NAME.

ALL Food Establishments applying for a Food Establishment Permit MUST submit a Food Establishment Permit Application.

Application Date:

Proposed Opening / Re-opening Date:

This Food Establishment is undergoing the following (Check all that apply):

- New Food Establishment
- Change of Name

- Change of Ownership
- Change of Concept

NAME OF STABLISHMENT: _____ STREET ADDRESS: _____
--

1. On what date did you receive an approval (“Green Tag”) for the required Health Final Inspection? _____
2. Has/Will the menu of offered foods change? _____ If so, please attach updated menu.
3. Hours/Days of Operation: _____ Seating Capacity: _____
4. Will this establishment serve any undercooked animal products? (For example: sushi; undercooked steaks, tuna steaks, or hamburgers; eggs over easy.) _____

If yes, please attach details of how required reminder / disclosure statements will be provided.
5. Grease Interceptor Size: _____ Location: _____

Contracted Servicing Company: _____ Servicing Frequency: _____

REMINDER: At least one (1) Certified Food Manager is required to be present in the establishment at all times during operation.



APPLICATION FOR ON-SITE SEWERAGE FACILITY

Property Owners Name: _____

Site Address: _____ Daytime Phone No.: _____

Builders Name and Address: _____

Property Description: Lot _____ Block _____ Section _____ Size of Lot _____

Source of Water: Private Well _____ Public Water Supply _____

TYPE OF DEVELOPMENT

Single Family Residential: No of Bedrooms _____ Living Area (sq. ft.) _____

Water Saving Devices: Yes No

Commercial/Institutional (including multi-family residential) Type: _____

Is An Organized Sewage Collection within 300 Feet: Yes _____ No _____

Person Performing Soil Analysis and Site Evaluation: _____

Address: _____ Phone No: _____

Designer: _____ License No: _____

Address: _____ Phone No: _____

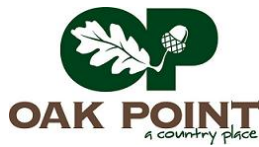
Installer: _____ License No: _____

Address: _____ Phone No: _____

A sketched map of the lot, drawn to scale, showing the size of the lot and the dimensions and the locations of all existing buildings on the lot which are intended to remain after the final inspection of the septic system is made, shall be included in this application.

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to the City of Oak Point to enter upon the above described property for the purpose of lot evaluation and inspection of on-site sewerage facilities. I understand that the approval of this application constitutes authorization for construction of the on-site sewerage facility and that a permit to operate the facility will be granted following successful inspection of the installed system which indicates that the system was installed in compliance with the commission's "Construction Standards for On-Site Sewerage Facilities".

Signature: _____ **Date:** _____



ON-SITE SEWERAGE FACILITY TECHNICAL INFORMATION

Do not begin construction prior to application approval.
 Unauthorized construction can result in higher permit fees or civil/administrative penalties.

Owners Name: _____ County: _____

Professional design required: Yes _____ If yes, professional design attached: Yes _____ No _____

1. **Sewer** (house drain):
 Type and size of pipe: _____ Slope of sewer pipe to tank: _____

2. **Septic Tank:**
 a) Type: Two Compartment _____ Two singles in series _____ Tank Const. Material _____
 b) Internal Dimensions: Round Tank Diameter: _____ Liquid Penetration depth – inlet: _____
 Liquid depth (bottom of tank to outlet): _____ Liquid penetration depth – outlet: _____
 Rectangle tank length/width: _____
 c) Capacity: Size required: _____ Proposed: _____

3. **Site evaluation:** *Note – Information worksheet must be attached for review to be completed.*
 Soil classification: _____ Performed by: _____ Phone No: _____

4. **Disposal Area:**
 Type: _____ Minimum area required: _____
 Trench width or bed size: _____ Distance between trenches/beds: _____
 Type and size of media: _____ Type and diameter of pipe: _____
 Type of barrier: _____ Trench depth: _____

5. **Plot Plan:** *Note this worksheet must be attached for review to be completed.* Two copies of the plat/plan are required. These plans MUST include the following:

a) Owners Name	f) Size (length, width and sq. ft.) of bed or trench drain-field
b) Lot size	g) Location of clean-outs
c) Property lines	h) Water wells, including neighboring wells within 150 feet
d) Septic tank(s) location	i) The following linear distances, if applicable
e) Trench and/or bed locations	j) Other, as required

From	To:	Septic Tank	Disposal Field
Water wells, underground cisterns and pump suction pipes		_____	_____
Water supply lines and property lines		_____	_____
Streams, ponds and lakes		_____	_____
Sharp, slopes, and breaks		_____	_____
Foundation, structures, and surface improvements		_____	_____
Disposal fields		_____	_____
Swimming pools		_____	_____

Date site visited: _____

 Designer Signature

 Registration No.

 Date



AFFIDAVIT TO THE PUBLIC

THE COUNTY OF DENTON
STATE OF TEXAS

Before me, the undersigned authority, on this day personally appeared:

PLEASE PRINT _____

who, after being duly sworn, upon oath states that he/she is the owner of record of that certain tract or parcel of land lying and situated in Denton County, Texas, and being more particular described as follows.

Address of Property: _____
Oak Point, Texas 75068

The undersigned further states that a surface application on-site wastewater treatment system will be installed in accordance with the permitting provision of The City of Oak Point. The undersigned has entered into a maintenance agreement, as required by the application system.

Further, the undersigned states that he/she, will upon any sale or transfer of the above-described property, request a transfer of the permit to operate such surface application system to the buyer or transferee. Any buyer or transferee is hereby notified that a maintenance contract with an approved maintenance company will be required for use of the system. For more information concerning the rules and regulations on surface application on-site wastewater treatment systems, please contact the Division of Watershed Management, Texas Natural Resource Conservation Commission, P.O. Box 13087, Austin, Texas 78711-3087.

WITNESS MY/OUR HAND(S) on this _____ day of _____, _____.

Printed Name of Homeowner

Signature of Homeowner

SWORN TO AND SUBSCRIBED BEFORE ME on this _____ day of _____, _____.

Notary Public, State of Texas

Commission Expires

This document to be recorded in Denton County:
Denton County Clerk
1450 E. McKinney Street
Denton, TX 76209
(940) 349-2012

Copy of recorded document to be sent to:
City of Oak Point
100 Naylor Road
Oak Point, TX 75068