



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

When is a Permit Required?

A Building Permit Application must be submitted, and issued prior to the 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 KITCHES 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. 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. Foundation plans, 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 the project and bill of materials.
10. 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 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 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;



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INSPECTION HOTLINE (940) 521-0470

ADDITIONS OR REMODELING
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Continued

- 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.



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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:

- 2015 International Building Code
- 2015 International Residential Code
- 2015 International Energy Conservation Code
- 2015 International Fuel Gas Code
- 2015 International Mechanical Code
- 2015 International Plumbing Code
- 2015 International Existing Building Code
- 2015 International Fire Code
- 2017 National Electrical Code
- City of Oak Point Code of Ordinances
 - Chapter 3 (Building Regulations)
 - Chapter 10 (Subdivision Regulations)
 - Chapter 14 (Zoning)



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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:		ZONING:	
	FRONT BUILDING LINE		EASEMENTS	
	1 ST FLOOR SQ. FT.		PATIO SQ. FT.	
	PORCHES 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	
	PLUBMING 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: _____