



CITY OF CUERO

Single Family Residential Site and Building Permit Application (Residential Only)

GENERAL

1. Several applications and permits may be required to obtain approval for your construction project. Approvals will be provided in the following order:
 - a. Zoning;
 - b. Subdivision;
 - c. Site Plan;
 - d. Site development permit and Building permit.

An applicant may concurrently file applications for the above approvals, if acceptable to the City. The acceptability will be determined at the Pre-Application conference.

Items Needed for Pre-Application Meeting: Title Survey, tree and topo, proposed site layout (even if it is a napkin sketch) on the survey, estimated size, impervious cover and fees.

2. If a petition for variance from the City ordinances is required to carry out a construction project, a **Variance Application** must be submitted in writing by the applicant before requests for application approvals or permits are submitted for the consideration of the City. The petition shall state fully the justifications for the application, and all of the facts relied upon by the petitioner.
3. **Single Family Residential Site and Building Permits.** No construction, site clearance, excavation, grading, or land fill or cut and fill on public or private land shall commence unless all applicable permits shall have first been issued for such work inside of incorporated limits of the City of Cuero. Any owner may make minor improvements and ordinary repairs on any building or structure without a permit provided that such improvements and repairs conform to the provisions of the Site Development Ordinance. Please submit a completed application to City of Cuero Office at 212 E. Main St. Office hours are Monday to Thursday 7:30 a.m. – 5:00 p.m. Friday 7:30 a.m.-11:00 a.m. The City is not required to act upon a permit application until it is deemed by the City to be administratively complete.
4. Residential construction is limited to construction of a single family residence. This includes new homes, driveways, decks, pools, garages, small storage buildings, barns, etc. *Though the construction of subdivisions, streets, drainage is ultimately for residential use, it is considered non-residential construction.* If there is any uncertainty contact the City Office. 361-275-6114 ext. 133.
5. All **Single Family Residential Site and Building Permit Applications** include a notarized **Authorized Agent Affidavit**, if applicable and **Permission to Inspect and Enter Property Form**.
 - a. Provide the correct legal description of the property. If it is a lot in a Subdivision give the Subdivision Name, Lot #, Block, and phase and section, if applicable. If the property is raw acreage, provide the name and number of the survey, the acreage and most importantly, the **Tax Parcel Identification Number**. If the correct legal description is unknown, **contact DeWitt County Appraisal District at (361)-275-5753 or <http://www.dewittcad.org>**. Without the correct subdivision name or correct Tax Parcel I.D. # the application cannot be processed.

1. Double Permit Fees will be charged for any work started before signing the permit or if the building is occupied before a Certificate of Occupancy is granted. No new permits will be issued until all permit fees have been paid.
2. All Inspections must be complete and passed before a Certificate of Occupancy is granted..
3. The applicant shall be responsible for all professional service and administrative surcharges that exceed the deposit scheduled.
4. Fees charged by the City's attorney as a result of an application or permit shall be charged to the applicant at one hundred percent (100 %) of the fees incurred.
5. Any unpaid or uncollected fees incurred herein shall be paid prior to city issuance of any final inspections or certificates of occupancy or acceptance of any subdivision.
6. Applications will not be accepted unless permit fees are paid at the time of submission. The City accepts Cash, Credit Cards, Money Orders or Checks Only. All returned checks will incur a \$35.00 fee.

PRECONSTRUCTION

PRE-CONSTRUCTION MEETING

Builders are required to have a pre-construction meeting with the City Inspector prior to issuing the building permit. The pre-construction meeting will cover rules for trash, portable restrooms, erosion & sedimentation controls, construction entrance, and posting of the house address.

PRECONSTRUCTION INSPECTION: To Be Performed by City Inspector

- Verification that all fees have been paid.
- Setbacks clearly marked on lot.
- Job-site address must be visible from street with one builder sign allowed.
- All temporary Erosion and Sedimentation controls are installed per approved Site Plan.
- Tree Protection installed per approved Site Plan.
- Port-a-let properly installed and out of Right-of-Way.
- Construction Entrance installed per approved Site Plan.
- Trash receptacle in place.
- Plans available upon request.
- Building Permit must be posted in visible location.
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CITY OF CUERO

Single Family Residential Development Requirements

(Release: October 1, 2016)

Application Requirements for Residential Site Development/Building Permit Approval

<u>Completeness Checklist</u>	
1.	Pre-Application Meeting
2.	Site Development and Building Application
	- Authorized Agent Affidavit (notarized), if applicable
	- Site Development and Building Permit application
	- Permission to Inspect and Enter Property Form
	- Variance Application, if any; justification and documents listed below, as indicated (1). Property owner notifications and Public hearings may apply.
3.	Development Fee Deposit – all fees are payable in advance. Unused deposits are refunded.
4.	Tax and Assessment Payment Verification
5.	Final Plat or Legal Lot Status
6.	Project Cover Sheet; data sheet, legal description, water source and wastewater disposal
<p><u>Base information on each sheet to include:</u> Project address; north arrow; engineering scale shall be 1"=20'; 1"=30' or 1"=40'; seal and signature of the Engineer, Architect or Surveyor who prepared plans, and the date the plans were signed; blank space (approval space) in the lower right hand corner, at least 5"x3". <i>Two full sets of the following documents are to be submitted with the application and one full set is to be submitted electronically (thumb drive preferred)</i></p>	
7.	Property Boundary Survey, showing property lines, setbacks and easements (1)
8.	Site Plan – an accurate Site Plan drawn to scale and/or dimensioned on the Property Boundary Survey must show lot dimensions, footprint of existing and proposed improvements, and distance from property lines, platted building lines, driveways, all easements and the address and legal description of the lot. (1)
9.	Impervious Cover Calculation (existing and proposed) (1)
10.	Erosion and Sediment Control Plan; depict elevation contours of site, locate silt fencing, etc.
11.	<u>Tree Protection Plan – 6" in caliper size and larger; identify and location of protection</u>
12.	Landscape Plan
13.	Construction Notes (as requested)
14.	Building plans with specifications (Stamped by Licensed Engineer or Architect); scale shall be 1/4"=1'
	- Foundation Plan and Design Letter (Stamped by a State of Texas Licensed Engineer)
	- Floor Plan (must show all dimensions, rooms, size and type windows and doors, cabinets and fixtures and ceil heights)
	- Structural Plan (must show second floor, ceiling, roof framing and headers and beams)
	- Electrical Plan (w/ floor plan OK; including light fixtures switching, data and power)
	- Plumbing Plan (w/ floor plan OK)
15.	Res Check; compliance with the International Energy Compliance Code 2009
16.	Any addition information requested at the Pre-Application Meeting

CITY OF CUERO FEE Provisions

ALL ADMINISTRATIVE FEES ARE NON-REFUNDABLE AND DUE AT THE TIME OF SUBMITTAL OF AN APPLICATION

CITY OF CUERO

BUILDING INSPECTION SCHEDULING PROCEDURES

The City of Cuero inspections are conducted by in house inspectors/code enforcer. Inspections can be called in before 5:00 p.m. prior to the day the inspection is needed. Our office number is 361-275-6114 ext. 133. Any inspections requested after 3:00 p.m. will be scheduled for the next working. If a preference exists for either a morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be notated by the person requesting the inspection.

It is the responsibility of the permit holder to call in inspection requests for each phase of construction prior to proceeding with construction and/or covering work. This must include the name and phone number of the permit holder, the physical address of the permitted project and the type of inspection needed. Passed inspections allow construction to proceed to the next phase. Inspections where non-compliance exists with the applicable adopted code(s) and/or ordinance(s) shall be remedied and re-inspected for compliance prior to proceeding with construction.

Inspections will be combined at stages where combining is appropriate and the completion of one stage does not interfere with the inspection of another stage. Inspections performed individually other than those listed in stages at the convenience of the permit holder or necessary due to site conditions or other unforeseeable situations will be billed separately. The following are minimum required inspections.

FIRST INSPECTION: Temporary Construction Power

- Meter base and panel set per code with regard to under-ground or over-head electrical connection.
- Ground-fault circuit protection on all 120-volt receptacles and proper grounding means must be in place.
- Job-site address must be visible from street.

SECOND INSPECTION: Demolition Final of existing structures

THIRD INSPECTION: Plumbing Rough-In and Layout Inspection

- To be made after all soil, drain and waste piping is installed within the confines of a slab form and prior to any backfill or placement of concrete.
- A water test with a 10-foot head pressure or 5 PSI air test shall be performed on the entire system to verify tightness of the system.
- All pipes and fittings to be exposed for visual inspection.
- Building drain must be sleeved where passing through exterior beam.
- All drain and waste piping installed with slope required for pipe size.
- Layout inspection is provided by surveyor to verify zoning set back requirements. Documentation shall be provided to City Inspector.
- Finished floor elevation allowing proper drainage around structure.
- Verification that all temporary Erosion and Sedimentation controls are properly installed per approved Site Plan, and in working condition.
- Verification that all tree protection fencing is properly installed per approved Site Plan, and in working condition.

FOURTH INSPECTION: Sewer/Water Yard Line Inspection

- To be made after trenches are excavated, piping installed and tested, and before any backfill is placed.

- All necessary main supply shut-off valve(s) and/or back flow prevention devices installed on water supply and where necessary, any backwater prevention valve(s) installed on building sewer piping.
- Minimum buried depth of 12-inches. Trench is void of rocks, debris and bedded with sand. Sewer piping has slope required for pipe size.
- Clean-out(s) installed and tap connection complete at main.

FIFTH INSPECTION: In-Slab Water Distribution Piping

- All rough-in plumbing, in-slab electrical or other conduit in place.
- All in-slab water distribution piping is installed within the confines of slab form and prior to any backfill or placement of concrete.
- Copper water lines shall be sleeved and protected from dissimilar metals.
- In-slab water distribution piping is insulated within 12-inches from slab exterior and pressure tested to a minimum working water pressure or for piping other than plastic, 50 PSI.
- "Ufer" ground wire bonded to reinforcing steel.

SIXTH INSPECTION: Foundation Pre-Pour by Design Engineer

- Forms erected and floated, reinforcement steel and/or post-tension cables in place, grade beams cleaned and have been properly cut, vapor barrier installed and intact. **The design engineer is required to inspect the engineered foundation.** Plans must be on-site.

SEVENTH INSPECTION: Frame Inspection, Mechanical, Electrical, Plumbing Rough-in

- To be made after the roof, all framing, fire blocking and bracing is in place, all concealingwiring, all pipes, chimneys, ducts and vents are complete.
- Provide a pre-pour certification from the foundation design engineer to the inspector.
- Construction plans, documents, and engineered product specifications are on-site.
- Electrical Rough-In Inspection - to be made after the roof, framing, fire blocking and bracing is in place and prior to the installation of batt insulation and/or sheetrock. All branch circuit and dedicated wiring, boxes, conduit, panel(s) in place and properly secured. Cold-water ground wire is installed.
- Plumbing Top-Out Inspection - to be made after the roof, framing, fire blocking and bracing is in place and all water supply, soil, waste and vent piping and gas piping is complete and tested, and prior to the installation of insulation and/or sheetrock. A full system water pressure test or 50 PSI air test is required for inspection of the water supply piping. For structures two-stories or more, tub(s) and/or shower pan(s), and drain, waste and vent piping shall have a water test performed to verify tightness of the system. Gas piping shall have a minimum 15-PSI air test performed to verify tightness.
- Mechanical Rough-In Inspection - to be made after the roof, framing, fire-blocking and bracing is in place and all ducting, and all other concealed components are complete, and prior to the installation of batt insulation and/or sheetrock.

EIGHTH INSPECTION: Re-Frame & Insulation Inspection (Energy 1)

- Correction items from previous Frame and MEP rough-in inspection(s) are complete.
- To be made after all batted insulation is in place and all exterior and plate penetrations have been sealed. Requirements of the 2000 International Energy Conservation Code for One & Two Family Dwellings are enforced.
- Verification that all temporary Erosion and Sedimentation controls are properly installed per approved Site Plan, and in working condition.
- Verification that all tree protection fencing is properly installed per approved Site Plan, and in working condition.

NINTH INSPECTION:

- To be 2018 IECC compliance inspection (Duct leakage test by qualified third party company)

TENTH INSPECTION: Wallboard

- To be made after all wallboard is installed and fastened and prior to taping/ float/ skim coats.

ELEVENTH INSPECTION: Gas Test and/or Electrical Service Inspection

- Gas piping is complete with all gas stop valves installed and all gas flex piping connected to appliance(s). Gas stop valves shall be readily accessible. A minimum 15-psi air test is conducted on gas piping to verify tightness of system.
- Electrical service wiring and main disconnect is installed and ready to be energized. Address is posted and visible from street.

TWELFTH INSPECTION: Final Inspection (Building, Mechanical, Electrical, Plumbing and Energy 2)

- To be made after the building is complete and ready for occupancy. All prior inspections have passed and re-inspection fees paid.
- Electrical Final Inspection - to be made after the building is complete, all required electrical fixtures are in place and properly secured, connected or protected, all panel(s) are labeled and system is ready to be energized.
- Plumbing Final Inspection - to be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.
- Mechanical Final Inspection - to be made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.
- Site Final Inspection - to be made after the building is complete, verification that all trees to be saved, according to approved site plan, remain and are in good condition. Site is in compliance with Landscape Ordinance. Builder must also show copy of approved OSSF Certificate of Operation.

NOTE: *The above stages are minimum requirements and are not intended to limit the appropriate use of materials, appliances, equipment or methods of design or construction. The 2018 International Building Code, 2018 International Plumbing Code, 2018 International Fuel Gas Code, 2018 International Mechanical Code, 2018 International Residential Code for 1&2 Family Dwellings, 2018 International Energy Conservation Code, 2018 National Electrical Code, 2018 International Existing Building Code and the 2018 International Fire Code, 2018 Property Maintenance Code and the adopted ordinances of the municipality shall apply to all construction within the city limits and its extra-terrestrial jurisdiction.*