

TOWN OF BAYSIDE, TEXAS
P.O. BOX 194
909 1ST ST. CITY HALL BUILDING
BAYSIDE, TEXAS 78340
PH. (361) 529-6520 FAX 361-529-6409

COMMERCIAL BUILDING PERMIT PLAN REVIEW CHECKLIST

(RETURN WITH BUILDING PERMIT APPLICATION)

INCOMPLETE CHECKLIST WILL NOT BE ACCEPTED

PERMIT APPLICATION FOR _____
(JOB ADDRESS)

OWNER'S NAME _____ BUILDING PERMIT# _____

APPLICATION MUST BE COMPLETED IN ITS ENTIRETY INCLUDING DESCRIPTION OF PROJECT.

DESCRIPTION OF BUILDING: (Please fill-in and mark all that apply)

- ☐ RESTAURANT ☐ SERVICE STATION ☐ HOTEL/MOTEL ☐ APARTMENT BUILDING ☐ CHURCH ☐ STORE
☐ OFFICE/PROFESSIONAL ☐ AMUSEMENT/RECREATIONAL ☐ INDUSTRIAL ☐ MEDICAL BUILDING
☐ EDUCATIONAL/SCHOOL ☐ DAYCARE ☐ CARWASH ☐ JUNKYARD ☐ BED AND BREAKFAST
☐ DOG KENNELS ☐ VEHICULAR REPAIR SHOPS/GARAGES ☐ ANIMAL HOSPITAL AND/OR VETERINARY CLINIC
☐ VEHICLE SALES, RENTAL OR LEASING. ☐ OTHER: _____

PERMIT TYPE: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Replacement			
BUILDING AREA: Sq. Ft. _____		BUILDING HEIGHT: _____ Ft.	STORIES: _____
LOT SIZE: _____ Sq. Ft.		LOT DIMENSION: (Front/Side/Rear) _____	
SETBACKS: Front: _____ Ft.		Rear: _____ Ft.	Left Side: _____ Ft. Right Side: _____ Ft.
NUMBER OF BATHROOMS: _____		TOTAL NUMBER OF ROOMS: _____	
TYPE OF SEWAGE: <input type="checkbox"/> City <input type="checkbox"/> Septic Septic Tank Permit # _____ Installer _____			
WATER: <input type="checkbox"/> City <input type="checkbox"/> Well Well Permit # _____ Installer _____			
EASEMENTS: <input type="checkbox"/> YES <input type="checkbox"/> NO. _____ Is property located in wetlands or floodplain? <input type="checkbox"/> YES <input type="checkbox"/> NO. No building permit may be issued if in a flood plain without approval.			

The following checklist identifies the minimum requirements for acceptance of an application for a building permit. Should any of the following items not be provided, the application will not be accepted at the counter. The building permit application will not be considered complete until all other required land use permits have been obtained. The building permit review process will commence upon approval of required land use permits. Insufficient drawings may cause rejection and unwanted delays. Generally, projects can be plan checked by the city council within 30 working days after site is flagged and all required documents are turned in to the city office.

APPLICANT: Please mark with an "X" each box under the applicant heading to confirm that the material is included in your submittal. Write "NA" if not applicable to project. The city official will review each box to confirm that each item has been received. Please submit the number of copies indicated for each item requested.

Applicant		Staff
<input type="checkbox"/>	A COMPLETED BUILDING PERMIT APPLICATION FORM;	<input type="checkbox"/>
<input type="checkbox"/>	THE PLAN REVIEW FEE;	<input type="checkbox"/>
<input type="checkbox"/>	A COMPLETED BUSINESS APPLICATION FORM;	<input type="checkbox"/>
<input type="checkbox"/>	500 SQUARE FEET MINIMUM AREA. 1,250 SQUARE FEET MINIMUM AREA WITH OWNER/CARETAKER;	<input type="checkbox"/>
<input type="checkbox"/>	PROPERTY BOUNDARIES STAKED AND FLAGGED;	<input type="checkbox"/>
<input type="checkbox"/>	PROPOSED EXTERIOR DIMENSIONS OF THE PROJECT ARE STAKED AND STRING LINED WHERE THE STRUCTURE WILL BE LOCATED;	<input type="checkbox"/>
<input type="checkbox"/>	911 ADDRESS POSTED ON THE SITE (4" MIN. LETTERS)	<input type="checkbox"/>
<input type="checkbox"/>	CULVERT PERMIT (IF APPLICABLE);	<input type="checkbox"/>
<input type="checkbox"/>	TOILET FACILITIES ON-SITE, FOR CONSTRUCTION WORKERS;	<input type="checkbox"/>
<input type="checkbox"/>	WATER METER. IF NOT WITHIN 200 FEET OF CITY WATER LINE, A WATER WELL PERMIT IS REQUIRED;	<input type="checkbox"/>

<input type="checkbox"/>	SEWER CONNECT. IF NOT WITHIN 200 FEET OF CITY SEWER LINE, A PERMIT IS REQUIRED FROM THE REFUGIO COUNTY COURTHOUSE FOR SEPTIC TANK;	<input type="checkbox"/>
<input type="checkbox"/>	ELECTRICAL PERMIT;	<input type="checkbox"/>
<input type="checkbox"/>	PLUMBING PERMIT;	<input type="checkbox"/>
<input type="checkbox"/>	MECHANICAL PERMIT;	<input type="checkbox"/>
<input type="checkbox"/>	PROOF OF PROPERTY OWNERSHIP - (RECORDED DEED OR TAX STATEMENT FROM REFUGIO COUNTY) OR NOTORIZED LETTER OF PERMISSION FROM PROPERTY OWNER;	<input type="checkbox"/>
<input type="checkbox"/>	PARKING CALCULATION AND PARKING LAYOUT;	<input type="checkbox"/>
<input type="checkbox"/>	A COMPLETED SIGN PERMIT APPLICATION FORM.	<input type="checkbox"/>

CONSTRUCTION PLANS. TWO SETS OF BUILDING PLANS, DRAWN TO SCALE. RESIDENTIAL PLANS FOR ANY BUILDING TWO STORIES AND OVER AND/OR ALL STRUCTURES OVER 3,500 SQUARE FEET REQUIRE ALL STRUCTURAL DRAWINGS AND DETAILS TO BE SEALED, SIGNED, AND DESIGNED BY A STATE OF TEXAS REGISTERED ENGINEER OR ARCHITECT (EXCEPT FOR PRE-ENGINEERED SYSTEMS) STATING COMPLIANCE WITH THE CITY BUILDING CODE. THE SEAL AND SIGNATURE MUST BE ORIGINAL ON ALL SETS. CONSTRUCTION PLAN (DRAWING) MUST INCLUDE:

Applicant		Staff
<input type="checkbox"/>	TITLE BLOCK WITH NAME, ADDRESS AND PHONE NUMBER OF PERSON OR FIRM PRIMARILY RESPONSIBLE FOR DRAWING AND PROJECT NAME;	<input type="checkbox"/>
<input type="checkbox"/>	SCALE - ALL SITE DRAWINGS SHALL BE OF A CONSISTENT SCALE. UNLESS SITE DICTATES A DIFFERENT SCALE, SITE DRAWINGS ARE PREFERRED TO BE AT A SCALE OF 1" = 20' OR 1" = 30'; ARCHITECTURAL PLANS AND ELEVATIONS SHALL BE 1/4" = 1';	<input type="checkbox"/>
<input type="checkbox"/>	SITE PLAN;	<input type="checkbox"/>
<input type="checkbox"/>	FLOOR PLANS;	<input type="checkbox"/>
<input type="checkbox"/>	FOUNDATION PLANS;	<input type="checkbox"/>
<input type="checkbox"/>	ELEVATIONS;	<input type="checkbox"/>
<input type="checkbox"/>	PARKING LOT PLAN;	<input type="checkbox"/>
<input type="checkbox"/>	ELECTRICAL PLAN. MAY BE DRAWN ON FLOOR PLAN;	<input type="checkbox"/>
<input type="checkbox"/>	PLUMBING PLAN. GREASE TRAPS, INTERCEPTORS, OR OIL WATER SEPARATORS ARE REQUIRED WHERE GREASE, FATS, CHEMICALS, OR OILS ARE PROCESSED OR USED. (FOOD SERVICE ESTABLISHMENTS);	<input type="checkbox"/>
<input type="checkbox"/>	BACKFLOW PREVENTER (PLUMBING MODIFICATIONS).	<input type="checkbox"/>

SITE PLAN. SUBMIT TWO (2) COPIES EACH: THE SITE PLAN MUST BE DRAWN TO SCALE ON A MINIMUM 8 1/2" X 11" SIZE PAPER SHOWING THE PROPOSED AND EXISTING STRUCTURES IN THE PLAN VIEW INDICATING:

Applicant		Staff
<input type="checkbox"/>	EXISTING STREETS, STREET RIGHT OF WAYS, AND ALLEYS SURROUNDING THE PROPERTY;	<input type="checkbox"/>
<input type="checkbox"/>	ASSESSOR'S PARCEL NUMBER;	<input type="checkbox"/>
<input type="checkbox"/>	NORTH ARROW AND THE SCALE USED;	<input type="checkbox"/>
<input type="checkbox"/>	SETBACKS: SHOW FRONT, SIDE, REAR, AND SIGHT TRIANGLE SETBACKS (IF APPLICABLE). DESIGNATE WHICH ARE THE FRONT, SIDE AND REAR PROPERTY LINES;	<input type="checkbox"/>
<input type="checkbox"/>	LABEL AND DIMENSION REQUIRED AND PROPOSED FRONT, SIDE AND REAR YARDS;	<input type="checkbox"/>
<input type="checkbox"/>	PROPERTY LINES, DIMENSIONS OF THE LOT/LOTS AND SQUARE FOOTAGE OF LOT/LOTS;	<input type="checkbox"/>
<input type="checkbox"/>	SQUARE FOOTAGE OF TOTAL BUILDING;	<input type="checkbox"/>
<input type="checkbox"/>	LOCATION OF SIGNS AND SETBACKS;	<input type="checkbox"/>
<input type="checkbox"/>	STRUCTURES: SHOW ALL STRUCTURES, THEIR DIMENSIONS AND FLOOR AREA, LABEL WHETHER EXISTING OR PROPOSED, LABEL THEIR USES;	<input type="checkbox"/>
<input type="checkbox"/>	DISTANCES FROM THE PROPOSED STRUCTURE TO THE PROPERTY LINES AND OTHER BUILDINGS ON SITE;	<input type="checkbox"/>
<input type="checkbox"/>	LOCATION OF EXISTING AND PROPOSED EASEMENTS;	<input type="checkbox"/>
<input type="checkbox"/>	LOCATION OF WATER METER AND SEWER CONNECT OR WATER WELL LOCATION AND SEPTIC TANK, DRAINFIELD OR SEWER LINES;	<input type="checkbox"/>
<input type="checkbox"/>	SHOW THE LOCATION, HEIGHT, SIZE AND TYPE OF EXTERIOR LIGHTS.	<input type="checkbox"/>

PARKING LOT LAYOUT. SHOW ACCESS TO ADJOINING ROADWAYS, LIMITS OF PAVING, DIMENSIONS OF AISLES AND STALLS, AND INDICATE HANDICAP PARKING STALLS, LOADING BERTHS AND REFUSE COLLECTION AREAS. DIMENSION ALL PARKING, ROADS, AND MANEUVERING AREAS. THE PARKING AREA MUST BE DRAWN TO SCALE ON A MINIMUM 8 1/2" X 11" SIZE PAPER SHOWING THE PROPOSED AND EXISTING STRUCTURES IN THE PLAN VIEW INDICATING:

Applicant		Staff
<input type="checkbox"/>	TOTAL PARKING AREA IN SQUARE FEET;	<input type="checkbox"/>
<input type="checkbox"/>	TOTAL NUMBER OF PARKING SPACES REQUIRED AND PROVIDED (SHOW CALCULATIONS);	<input type="checkbox"/>
<input type="checkbox"/>	MARKED PARKING SPACES SHOWING WIDTH, DEPTH AND LAYOUT DIMENSIONS;	<input type="checkbox"/>
<input type="checkbox"/>	DRIVEWAY LINE MARKINGS AND WHEEL STOP LOCATIONS;	<input type="checkbox"/>
<input type="checkbox"/>	PARKING STALLS MARKED AND DESIGNATED FOR HANDICAPPED PERSONS, LOCATION OF RAMPS PER ADA CODE;	<input type="checkbox"/>
<input type="checkbox"/>	LOCATIONS AND SIZE OF LOADING AREAS (CANNOT USE REQUIRED PARKING AREAS);	<input type="checkbox"/>
<input type="checkbox"/>	TYPE OF SURFACING TO BE USED. ALL PARKING/DRIVING AREAS MUST BE PAVED;	<input type="checkbox"/>
<input type="checkbox"/>	TRASH RECEPTACLE LOCATION.	<input type="checkbox"/>

FLOOR PLANS. SUBMIT TWO (2) COPIES EACH. THE FLOOR PLAN MUST BE DRAWN TO SCALE ON A MINIMUM SHEET SIZE 18X18", 18X24", 24X36"; FLOOR PLAN (DRAWING) MUST INCLUDE:

Applicant		Staff
<input type="checkbox"/>	SQUARE FOOTAGE FOR EACH FLOOR, INCLUDING DECKS, PORCHES AND GARAGES;	<input type="checkbox"/>
<input type="checkbox"/>	FLOOR LAYOUT: SHOW ARRANGEMENTS OF WALLS; NOTE PROPOSED USE AND DIMENSIONS OF ALL ROOMS; SHOW STAIRS, HALLWAYS, RESTROOMS, AND DECKS;	<input type="checkbox"/>
<input type="checkbox"/>	WINDOWS AND DOORS: SHOW LOCATION AND DIMENSIONS OF ALL WINDOWS AND DOORS AND INDICATE OPENING DIRECTION AND SIZE. LABEL LOCATION OF EXIT SIGNS;	<input type="checkbox"/>
<input type="checkbox"/>	FIXTURE LOCATION: SHOW LOCATIONS OF HOT WATER HEATER, SMOKE DETECTORS, BATHROOM FIXTURES, MECHANICAL EQUIPMENT, ETC.;	<input type="checkbox"/>
<input type="checkbox"/>	SHOW HANDICAP RAMP DETAILS AND HANDICAP SIGNAGE;	<input type="checkbox"/>
<input type="checkbox"/>	KITCHEN AREA AND SEATING IN RESTAURANTS (IF APPLICABLE);	<input type="checkbox"/>
<input type="checkbox"/>	SERVICE BAYS (IF APPLICABLE).	<input type="checkbox"/>

ELEVATION PLANS. ELEVATION PLAN (DRAWING) MUST INCLUDE:

Applicant		Staff
<input type="checkbox"/>	SHOW ELEVATIONS: INCLUDE FRONT, REAR, LEFT, AND RIGHT ELEVATIONS. SHOW MAXIMUM BUILDING HEIGHT;	<input type="checkbox"/>
<input type="checkbox"/>	ROOF: SHOW ROOF OVERHANGS AND INDICATE PITCH OF ROOF;	<input type="checkbox"/>
<input type="checkbox"/>	SIDING: NOTE EXTERIOR SIDING AND ROOF COVERING;	<input type="checkbox"/>
<input type="checkbox"/>	OPENINGS: SHOW DOORS AND WINDOWS.	<input type="checkbox"/>

STRUCTURAL CROSS SECTIONS AND DETAILS. STRUCTURAL CROSS SECTIONS AND DETAILS (DRAWING) MUST INCLUDE:

Applicant		Staff
<input type="checkbox"/>	SHOW A TYPICAL WALL SECTION WITH ALL MATERIALS LABELED; INDICATE SIZE AND SPACING OF ALL MEMBERS; INCLUDE ALL DIMENSIONS; SHOW INSULATION, SHEATHING, CONNECTIONS, SIDING, ETC.;	<input type="checkbox"/>
<input type="checkbox"/>	SHOW TYPICAL ROOF SECTION WITH ALL MATERIALS LABELED; INDICATE SIZE AND SPACING OF ALL MEMBERS; INCLUDE ALL DIMENSIONS, VENTING, INSULATION, AND CONNECTION;	<input type="checkbox"/>
<input type="checkbox"/>	SHOW TYPICAL FOUNDATION AND FLOOR SECTION WITH ALL MATERIALS LABELED; SHOW SIZE AND SPACING OF ALL MEMBERS; ALL DIMENSIONS, WALL THICKNESS, REINFORCING BAR SIZE AND SPACING, REINFORCING BAR CLEARANCE, FOOTING DEPTH BELOW GRADE, CLEARANCE BETWEEN GRADE AND SILL PLATE, MAXIMUM WALL HEIGHT, CONNECTIONS, ANCHOR BOLT SIZE AND SPACING, CONNECTION BETWEEN FLOOR AND FOUNDATION, SLAB THICKNESS;	<input type="checkbox"/>
<input type="checkbox"/>	PROVIDE FOUNDATION PLAN FOR PROPOSED STRUCTURE. IF CONCRETE, SHOW SIZE OF FOOTER, DIMENSIONS OF SLAB, AND ALL REINFORCEMENT. INDICATE WIRE MESH OR FIBER MESH AND CONCRETE STRENGTH AND THICKNESS. IF FRAME, PROVIDE FLOOR FRAMING PLAN INDICATING SIZE, TYPE AND SPAN OF ALL LUMBER. IDENTIFY ALL CONNECTORS AND FASTENERS INCLUDING SIZE AND SPACING.	<input type="checkbox"/>

General Contractor	NAME	PHONE #
	ADDRESS	CITY ST
	STATE LICENSE #	
Architect	NAME	PHONE #
	ADDRESS	CITY ST
	STATE LICENSE #	
Engineers	NAME	PHONE #
	ADDRESS	CITY ST
	STATE LICENSE #	
Electrical	NAME	PHONE #
	ADDRESS	CITY ST
	STATE LICENSE #	
Plumber	NAME	PHONE #
	ADDRESS	CITY ST
	STATE LICENSE #	
Mechanical HVAC	NAME	PHONE #
	ADDRESS	CITY ST
	STATE LICENSE #	

I certify the information furnished by me is true and correct and that I am the owner of the subject property or I have been given express permission by the owner of the subject property, to submit this application for permit. It is understood and agreed by the undersigned applicant, owner or agent and contractor (if applicable) that the approval of this application does not constitute a privilege to violate the building code, zoning ordinance, or other ordinances of the Town of Bayside, and that any omission of or misrepresentation of fact with or without intention of the undersigned, or any alteration or change from this application without the approval of the City Official shall constitute ground for the revocation of any permit issued which was based on the approval of this application. The Owner will be held responsible for insuring that all permits have been obtained and that all required inspections have been made. The Owner will be held legally liable for any violations that may occur with or without his knowledge. The owner shall be allowed to request a Certificate of Occupancy when all inspections have been approved. I hereby certify that I have read and examined the Town of Bayside business guidelines.

I do hereby swear that the information contained herein and the attachments hereto are true and accurate to the best of my knowledge.

Property Owner(s): _____ Date: _____
 Applicant (if other than the owner): _____ Date: _____
 Contractor (if other than the owner): _____ Date: _____

PROPERTY OWNER CLAUSE: AS THE PROPERTY OWNER, YOU HAVE THE OPPORTUNITY TO BE YOUR OWN CONTRACTOR PROVIDED THE FOLLOWING CONDITIONS ARE TRUE: (1) YOU ARE THE PROPERTY OWNER; (2) THE CONSTRUCTION WILL BE INSPECTED PRIOR TO COVERING, I.E., INSULATION, DRYWALL, ETC., AND UPON COMPLETION OF THE CONSTRUCTION PRIOR TO OCCUPANCY AND PERMANENT UTILITIES; (3) ALL CONSTRUCTION WORK WILL BE DONE IN ACCORDANCE WITH THE TOWN OF BAYSIDE RESIDENTIAL BUILDING CODE.

PROPERTY OWNER AFFIDAVIT: I HEREBY CERTIFY THAT THE CONSTRUCTION WORK DESCRIBED ON THIS PERMIT SHALL BE CONSTRUCTED BY MYSELF. ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF BAYSIDE BUILDING CODE AND SHALL NOT BE ENCLOSED, COVERED UP, OR PUT INTO OPERATION UNTIL IT HAS BEEN INSPECTED AND APPROVED BY THE BUILDING INSPECTOR. I WILL COOPERATE WITH THE BUILDING INSPECTOR AND ASSUME ALL RESPONSIBILITY TO ARRANGE FOR ALL NECESSARY INSPECTIONS AND CORRECTIONS REQUIRED.

 Property Owner(s) Signature

 Date

OFFICE USE ONLY

CHECKLIST: ☐ APPROVED ☐ DENIED

 City Official Signature

 Date

Permit # _____

TOWN OF BAYSIDE, TEXAS
P.O. BOX 194
909 1ST ST. CITY HALL BUILDING
BAYSIDE, TEXAS 78340
PH. (361) 529-6520 FAX. 361-529-6409

BUILDING PERMIT APPLICATION

***INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED FOR APPROVAL ***

Applicants are requested to provide a current driver's license as proof of identification and provide name of their building contractor. A COPY OF THIS PERMIT MUST BE POSTED AT THE CONSTRUCTION SITE.

Please print clearly and fill in all that apply:

DESCRIPTION OF PROJECT: _____ _____	
BLOCK: _____ LOT: _____ ZONING CODE _____	TOTAL PROJECT COST (does not include land): \$ _____
TAX PARCEL NUMBER (obtained from property tax statement or from assessor's office). _____	
STREET ADDRESS OF PROJECT: _____	TOTAL SQUARE FEET: _____ SF.
<input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ARCHITECT <input type="checkbox"/> DESIGNER <input type="checkbox"/> ENGINEER	
NAME OF APPLICANT: _____ ADDRESS: _____	
CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: (____) _____	
NAME OF PROPERTY OWNER: _____ ADDRESS: _____	
CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: (____) _____	
NAME OF CONTRACTOR: _____ ADDRESS: _____	
CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: (____) _____	
STATE CONTRACTORS LICENSE #: _____	
DESCRIPTION OF PROPOSED WORK: (PLEASE CHECK <u>ALL</u> THAT ARE APPLICABLE)	
MAIN STRUCTURE: <input type="checkbox"/> RESIDENTIAL NEW CONSTRUCTION <input type="checkbox"/> NON-RESIDENTIAL NEW CONSTRUCTION <input type="checkbox"/> MOVING BUILDING <input type="checkbox"/> MANUFACTURED HOME <input type="checkbox"/> DUPLEX <input type="checkbox"/> ADDITION TO EXISTING BUILDING <input type="checkbox"/> ENCLOSED PORCH <input type="checkbox"/> OTHER _____	
ACCESSORY STRUCTURE: <input type="checkbox"/> STORAGE BUILDING <input type="checkbox"/> GARAGE <input type="checkbox"/> CARPORT <input type="checkbox"/> UNENCLOSED PORCH <input type="checkbox"/> DECK <input type="checkbox"/> TERRACE <input type="checkbox"/> LANDING <input type="checkbox"/> SWIMMING POOL (underground) <input type="checkbox"/> OTHER _____	
<input type="checkbox"/> ELECTRICAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> MECHANICAL (HVAC) <input type="checkbox"/> CULVERT <input type="checkbox"/> FENCE <input type="checkbox"/> CONCRETE DRIVEWAY ON RIGHT OF WAY	
INSPECTIONS: <ul style="list-style-type: none"> ▪ No work shall be covered or concealed in any manner whatsoever without first obtaining the written approval of the building inspector or his authorized representative. ▪ The person responsible for the construction project is responsible for contacting the city office to schedule all inspections. ▪ No permanent utilities will be connected until final inspection is approved. ▪ Re-inspections are \$55.00 ^{\$90.00} per inspection. <i>\$90.00 PER INSPECTION.</i> ▪ NOTICE: Separate permits required for electrical, plumbing, HVAC, culverts and concrete driveways on right of way, wells and installation of septic systems. 	
<div style="display: flex; justify-content: space-between;"> *CULVERT SIZE IS 15" MINIMUM* *DO NOT DISTURB NATURAL DRAINAGE* </div>	
PLAN REVIEW FEE – 25% OF THE ASSESSED PERMIT FEE PAYABLE UPON SUBMITTAL. 25% TO BE CREDITED UPON ISSUANCE OF BUILDING PERMIT.	
<p>*Generally, projects 200 square feet and under can be plan checked in 5 to 10 working days and projects over 200 square feet can be plan checked by the city council within 30 working days after site is flagged and all required documents are turned in to the city office. This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. You must do enough work within this period of time to call for an inspection to prove activity. Any exterior portion of a building project which is visible to the public and which is not completed within the allotted 12-month period shall constitute a public nuisance and shall be declared substandard. Any extension must be approved by the city council. An expired or revoked permit may be renewed upon written request filed not later than 45 days after a permit has expired or been revoked for a fee of fifty percent (50%) of the original permit fee with a minimum of \$25. The new application</p>	

and plans shall be required to meet all regulations in effect as of the date of such new application.

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any plumbing, electrical, mechanical or building permits. Prior to pouring any concrete, the City Official will check dimensions and reinforcement. Under no circumstances will concrete be poured until all concealed work is approved. No permit will be approved if concrete is poured before inspections. Blueprints and drawings must contain sufficient detail to perform a plan review for conformance with the City Building Codes. Use and occupancy without Town of Bayside approval will be declared a violation of City Code and will result in municipal infractions and fines being issued.

I certify that I have read and examined this application and the information furnished is true and correct and that I am the owner of the subject property. All provisions of laws and ordinances governing this permit will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law, ordinance, or regulation. The issuance of a permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and or state or federal laws, whether herein specified or not. Any deviations from approved construction plans must have the prior written approval of the City Official. The City Official, Building Inspector or city council may, in writing, suspend or revoke a permit whenever it is determined that the permit was issued in error, or on the basis of incorrect information supplied, or when it is determined that the building, a portion of the building or structure is in violation of any ordinance, regulation, or provision of the building codes.

I hereby certify that the work described above shall be installed in accordance with the local code and shall not be enclosed, covered up or put into operation until it has been inspected and approved by the inspector. I will cooperate with the inspector and assume the responsibility to arrange for necessary and timely inspections.

I hereby certify that I have read, examined and agree to the terms of the city Permit Fee Refund policy.

I/we, the owner of this property and undersigned do hereby certify that the information and statements given on this application, drawings, and specifications are to the best of their knowledge, true and correct. The owner of the property and undersigned acknowledge that it is their responsibility to schedule all required inspections.

Property Owner's Signature (REQUIRED FOR APPROVAL) _____ Date _____

Please provide proof of ownership (provide copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...)

APPLICANTS/AGENTS/CONTRACTORS AFFIDAVIT (if other than the homeowner): A notarized owner/applicant affidavit form is required. Form provided by the city.

I hereby certify that the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his authorized agent and I hereby certify that I have read, examined and agree to the terms of this application.

Title: _____

Applicants Signature: _____ Date: _____

*****OFFICE USE ONLY*****

PLAN REVIEW FEE \$ _____ BUILDING PERMIT FEE: \$ _____

BUILDING PERMIT EXPIRATION DATE: _____

REQUEST FOR EXTENSION OF CONSTRUCTION TIME. NEW EXPIRATION DATE: _____

SETBACKS: ☐ APPROVED ☐ DENIED _____
City Official Signature Date

CHECKLIST: ☐ APPROVED ☐ DENIED _____
City Official Signature Date

PERMIT: ☐ APPROVED ☐ DENIED _____
City Official Signature Date

APPROVED CERTIFICATE OF OCCUPANCY _____
City Official Signature Date

Permit #

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MECHANICAL PERMIT APPLICATION

APPLICANTS ARE REQUESTED TO PROVIDE A CURRENT DRIVER'S LICENSE AS PROOF OF IDENTIFICATION
ALONG WITH A COPY OF THEIR STATE LICENSE.

(Please be complete and specific. Failure to do so will cause a delay in the issuance of a permit)

PLEASE PRINT

Property Owner Name: _____ Phone Number: _____

Address: _____ City, State, Zip: _____

Project Address: _____

LEGAL DESCRIPTION OF PROPERTY: Block _____ Lot _____ Zone _____

Mechanical Contractor's Firm Name _____ Phone Number: _____

Licensed Contractors Name: _____

Address: _____ City, State, Zip: _____

***State License Number: _____ Expiration Date _____

Check mark (☒) the box or boxes that best describe the installation:

☐ Residential ☐ Commercial

Describe work: _____

Has a Building Permit Been Obtained for this Project? ☐ Yes ☐ No ☐ Not Required. Building Permit No. _____

FEE: INCLUDES 1 INSPECTION-----^{90.00}~~\$125.00~~ ^{90.00}~~\$125.00~~ FOR EACH RE-INSPECTION. NO FEE WHEN INCLUDED IN BUILDING PERMIT.

- THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK. IF WORK IS BEGUN PRIOR TO THE ISSUANCE OF A PERMIT, A PENALTY FEE IN ADDITION TO THE PERMIT FEE SHALL BE ASSESSED. THE PENALTY FEE SHALL BE EQUAL TO THE PERMIT FEE.
- ALL MECHANICAL WORK MUST COMPLY WITH THE TOWN OF BAYSIDE MECHANICAL CODE.
- THE APPLICANT SHALL BE RESPONSIBLE FOR INFORMING THE CITY SECRETARY AND THE CITY BUILDING INSPECTOR FOR INSPECTIONS, INSPECTION REQUESTS MAY BE MADE BY CALLING (361)529-6520.
- THIS PERMIT WILL EXPIRE AND BECOME NULL AND VOID IF WORK DOES NOT COMMENCE WITHIN 180 DAYS OR IF WORK IS DISCONTINUED AT ANYTIME FOR A PERIOD OF 180 DAYS
- PERMIT FEES MUST BE PAID PRIOR TO INSPECTION(S).
- NO REFUND AFTER THE CITY BUILDING INSPECTOR HAS MADE A FIELD INSPECTION. THERE SHALL BE NO REFUNDING OF ANY FEE PAID EXCEPT ON WRITTEN APPLICATION FILED BY THE ORIGINAL PERMITTEE NOT LATER THAN 180 DAYS AFTER THE DATE OF FEE PAYMENT. NO REFUND SHALL BE MADE OF AN AMOUNT LESS THAN \$25.

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 ABOVE DESCRIBED 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 PERMIT, TO PERFORM INSPECTIONS IN CONNECTION WITH THE ISSUED PERMIT, AND TO INVESTIGATE CODE ENFORCEMENT ISSUES TO THIS PROPERTY.

I, THE APPLICANT FOR THIS PERMIT, WARRANT THE TRUTHFULNESS OF ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION AND UNDERSTAND THAT IF ANY OF THE INFORMATION PROVIDED IS INCORRECT, THE PERMIT MAY BE REVOKED BY THE BUILDING OFFICIAL.

APPLICANT'S SIGNATURE _____ DATE _____

LICENSE HOLDERS SIGNATURE _____ DATE _____

** HOMEOWNER CLAUSE: AS THE HOMEOWNER, YOU HAVE THE OPPORTUNITY TO PERFORM YOUR OWN MECHANICAL WORK PROVIDED THE FOLLOWING CONDITIONS ARE TRUE: (1) YOU ARE THE PROPERTY OWNER AND THIS PROPERTY IS NOT FOR SALE OR RESALE, IS NOT RENTAL PROPERTY WHICH IS OCCUPIED OR IS TO BE OCCUPIED BY TENANTS FOR LODGING, EITHER TRANSIENT OR PERMANENT; AND IS NOT GENERALLY OPEN TO THE PUBLIC. (2) THE MECHANICAL SYSTEM WILL BE INSPECTED PRIOR TO COVERING, I.E., INSULATION, DRYWALL, ETC. (3) ALL ELECTRICAL WORK WILL BE DONE IN ACCORDANCE WITH THE TOWN OF BAYSIDE MECHANICAL CODE. Under State law, work that deals with refrigerants and equipment containing refrigerants may require additional certificates or licenses that are not waived under this permit provision.*

HOMEOWNER AFFIDAVIT: I HEREBY CERTIFY THAT THE MECHANICAL WORK DESCRIBED ON THIS PERMIT SHALL BE INSTALLED BY MYSELF IN MY OWN HOME IN WHICH I AM LIVING OR ABOUT TO OCCUPY. ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF BAYSIDE MECHANICAL CODE AND SHALL NOT BE ENCLOSED, COVERED UP, OR PUT INTO OPERATION UNTIL IT HAS BEEN INSPECTED AND APPROVED BY THE BUILDING INSPECTOR. I WILL COOPERATE WITH THE BUILDING INSPECTOR AND ASSUME ALL RESPONSIBILITY TO ARRANGE FOR ALL NECESSARY INSPECTIONS AND CORRECTIONS REQUIRED.

Owner Signature

Date

OFFICE USE ONLY

BUILDING PERMIT NO. _____

PERMIT EXPIRATION DATE: _____ ☐ **REQUEST FOR EXTENSION. NEW EXPIRATION DATE:** _____

PERMIT: ☐ **APPROVED** ☐ **DENIED**

City Official Signature

Date

FEE: \$ _____

Permit # _____

PLUMBING PERMIT APPLICATION

APPLICANTS ARE REQUESTED TO PROVIDE A CURRENT DRIVER'S LICENSE AS PROOF OF IDENTIFICATION ALONG WITH A COPY OF THEIR STATE PLUMBER'S LICENSE.

(Please be complete and specific. Failure to do so will cause a delay in the issuance of a permit)

PLEASE PRINT

Property Owner Name: _____ Phone Number: _____

Address: _____ City, State, Zip: _____

Project Address: _____

LEGAL DESCRIPTION OF PROPERTY: Block _____ Lot _____ Zone _____

Plumbing Contractor's Firm Name _____ Phone Number: _____

Licensed Plumber Contractors Name: _____

Address: _____ City, State, Zip: _____

***State License Number: _____ Expiration Date _____

Check mark (☒) the box or boxes that best describe the plumbing installation:

- ☐ New ☐ Residential ☐ Manufactured home ☐ Modular home ☐ Remodel ☐ Commercial ☐ Service only
☐ Addition ☐ Temporary construction service ☐ Other

Describe work: _____

Occupancy Type: ☐ Private ☐ Rental ☐ Public ☐ Commercial ☐ Industrial

Explain the current and/or future use of building or space _____

Has a Building Permit Been Obtained for this Project? ☐ Yes ☐ No ☐ Not Required. Building Permit No. _____

FEE: INCLUDES 1 INSPECTION—~~\$125.00~~ ^{90.00} ~~\$125.00~~ ^{90.00} FOR EACH RE-INSPECTION. NO FEE WHEN INCLUDED IN BUILDING PERMIT.

- THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK. IF WORK IS BEGUN PRIOR TO THE ISSUANCE OF A PERMIT, A PENALTY FEE IN ADDITION TO THE PERMIT FEE SHALL BE ASSESSED. THE PENALTY FEE SHALL BE EQUAL TO THE PERMIT FEE.
- ALL PLUMBING WORK MUST COMPLY WITH THE TOWN OF BAYSIDE PLUMBING CODE.
- THE APPLICANT SHALL BE RESPONSIBLE FOR INFORMING THE CITY SECRETARY AND THE CITY BUILDING INSPECTOR FOR INSPECTIONS, INSPECTION REQUESTS MAY BE MADE BY CALLING (361)529-6520.
- THIS PERMIT WILL EXPIRE AND BECOME NULL AND VOID IF WORK DOES NOT COMMENCE WITHIN 180 DAYS OR IF WORK IS DISCONTINUED AT ANYTIME FOR A PERIOD OF 180 DAYS
- PERMIT FEES MUST BE PAID PRIOR TO INSPECTION(S).
- NO REFUND AFTER THE CITY BUILDING INSPECTOR HAS MADE A FIELD INSPECTION. THERE SHALL BE NO REFUNDING OF ANY FEE PAID EXCEPT ON WRITTEN APPLICATION FILED BY THE ORIGINAL PERMITTEE NOT LATER THAN 180 DAYS AFTER THE DATE OF FEE PAYMENT. NO REFUND SHALL BE MADE OF AN AMOUNT LESS THAN \$25.

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 ABOVE DESCRIBED 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 PERMIT, TO PERFORM INSPECTIONS IN CONNECTION WITH THE ISSUED PERMIT, AND TO INVESTIGATE CODE ENFORCEMENT ISSUES TO THIS PROPERTY.

I, THE APPLICANT FOR THIS PERMIT, WARRANT THE TRUTHFULNESS OF ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION AND UNDERSTAND THAT IF ANY OF THE INFORMATION PROVIDED IS INCORRECT, THE PERMIT MAY BE REVOKED BY THE BUILDING OFFICIAL.

APPLICANT'S SIGNATURE _____ DATE _____

LICENSED PLUMBER'S SIGNATURE _____ DATE _____

* HOMEOWNER CLAUSE: AS THE HOMEOWNER, YOU HAVE THE OPPORTUNITY TO PERFORM YOUR OWN PLUMBING PROVIDED THE FOLLOWING CONDITIONS ARE TRUE: (1) YOU ARE THE PROPERTY OWNER AND THIS PROPERTY IS NOT FOR SALE OR RESALE, IS NOT RENTAL PROPERTY WHICH IS OCCUPIED OR IS TO BE OCCUPIED BY TENANTS FOR LODGING, EITHER TRANSIENT OR PERMANENT; AND IS NOT GENERALLY OPEN TO THE PUBLIC. (2) THE PLUMBING WILL BE INSPECTED PRIOR TO COVERING, I.E., INSULATION, DRYWALL, DIRT, ETC. (3) ALL PLUMBING WORK WILL BE DONE IN ACCORDANCE WITH THE TOWN OF BAYSIDE PLUMBING CODE.

HOMEOWNER AFFIDAVIT: I HEREBY CERTIFY THAT THE PLUMBING WORK DESCRIBED ON THIS PERMIT SHALL BE INSTALLED BY MYSELF IN MY OWN HOME IN WHICH I AM LIVING OR ABOUT TO OCCUPY. ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF BAYSIDE PLUMBING CODE AND SHALL NOT BE ENCLOSED, COVERED UP, OR PUT INTO OPERATION UNTIL IT HAS BEEN INSPECTED AND APPROVED BY THE BUILDING INSPECTOR. I WILL COOPERATE WITH THE BUILDING INSPECTOR AND ASSUME ALL RESPONSIBILITY TO ARRANGE FOR ALL NECESSARY INSPECTIONS AND CORRECTIONS REQUIRED.

Owner Signature

Date

OFFICE USE ONLY BUILDING PERMIT NO. _____ PLUMBING PERMIT NO. _____

PERMIT EXPIRATION DATE: _____ ☐ REQUEST FOR EXTENSION. NEW EXPIRATION DATE: _____

PERMIT: ☐ APPROVED ☐ DENIED _____
City Official Signature Date

FEE: \$ _____

Permit # _____

TOWN OF BAYSIDE, TEXAS
P.O. BOX 194
909 1ST ST. CITY HALL BUILDING
BAYSIDE, TEXAS 78340
PH. (361) 529-6520 FAX. 361-529-6409

ELECTRICAL PERMIT APPLICATION

APPLICANTS ARE REQUESTED TO PROVIDE A CURRENT DRIVER'S LICENSE AS PROOF OF IDENTIFICATION ALONG WITH A COPY OF ELECTRICAL LICENSE.

(Please be complete and specific. Failure to do so will cause a delay in the issuance of a permit)

PLEASE PRINT

Property Owner Name: _____ Phone Number: _____

Address: _____ City, State, Zip: _____

Project Address: _____

LEGAL DESCRIPTION OF PROPERTY: Block _____ Lot _____ Zone _____

Electrical Contractor's Firm Name _____ Phone Number: _____

Licensed Electrical Contractors Name: _____

Address: _____ City, State, Zip: _____

***State License Number: _____ Expiration Date _____

Check mark (☒) the box or boxes that best describe the electrical installation:

- ☐ New ☐ Residential ☐ Manufactured home ☐ Modular home ☐ Remodel ☐ Commercial ☐ Service only
☐ Addition ☐ Temporary construction service ☐ Other

Describe work: _____

Occupancy Type: ☐ Private ☐ Rental ☐ Public ☐ Commercial ☐ Industrial

Explain the current and/or future use of building or space: _____

Has a Building Permit Been Obtained for this Project? ☐ Yes ☐ No ☐ Not Required. Building Permit No. _____

FEE: INCLUDES 1 INSPECTION---~~\$125.00~~ ^{90.00} ~~\$125.00~~ ^{90.00} FOR EACH RE-INSPECTION. NO FEE WHEN INCLUDED IN BUILDING PERMIT.

- This application does not constitute permission to begin work. If work is begun prior to the issuance of a permit, a penalty fee in addition to the permit fee shall be assessed. The penalty fee shall be equal to the permit fee.
- All electrical work must comply with the town of bayside electrical code.
- The applicant shall be responsible for informing the city secretary and the city building inspector for inspections, inspection requests may be made by calling (361)529-6520.
- This permit will expire and become null and void if work does not commence within 180 days or if work is discontinued at anytime for a period of 180 days
- Permit fees must be paid prior to inspection(s).
- No refund after the city building inspector has made a field inspection. There shall be no refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment. No refund shall be made of an amount less than \$25.

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 ABOVE DESCRIBED 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 PERMIT, AND TO INVESTIGATE CODE ENFORCEMENT ISSUES TO THIS PROPERTY.

I, THE APPLICANT FOR THIS PERMIT, WARRANT THE TRUTHFULNESS OF ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION AND UNDERSTAND THAT IF ANY OF THE INFORMATION PROVIDED IS INCORRECT, THE PERMIT MAY BE REVOKED BY THE BUILDING OFFICIAL.

APPLICANT'S SIGNATURE _____ DATE _____

LICENSED ELECTRICIAN'S SIGNATURE _____ DATE _____

* HOMEOWNER CLAUSE: AS THE HOMEOWNER, YOU HAVE THE OPPORTUNITY TO PERFORM YOUR OWN WIRING PROVIDED THE FOLLOWING CONDITIONS ARE TRUE: (1) YOU ARE THE PROPERTY OWNER AND THIS PROPERTY IS NOT FOR SALE OR RESALE, IS NOT RENTAL PROPERTY WHICH IS OCCUPIED OR IS TO BE OCCUPIED BY TENANTS FOR LODGING, EITHER TRANSIENT OR PERMANENT; AND IS NOT GENERALLY OPEN TO THE PUBLIC. (2) THE WIRING WILL BE INSPECTED PRIOR TO COVERING, I.E., INSULATION, DRYWALL, ETC., AND UPON COMPLETION OF THE SYSTEM PRIOR TO OCCUPANCY AND PERMANENT POWER RELEASE. (3) ALL ELECTRICAL WORK WILL BE DONE IN ACCORDANCE WITH THE TOWN OF BAYSIDE ELECTRICAL CODE.

HOMEOWNER AFFIDAVIT: I HEREBY CERTIFY THAT THE ELECTRICAL WORK DESCRIBED ON THIS PERMIT SHALL BE INSTALLED BY MYSELF IN MY OWN HOME IN WHICH I AM LIVING OR ABOUT TO OCCUPY. ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE TOWN OF BAYSIDE ELECTRICAL CODE AND SHALL NOT BE ENCLOSED, COVERED UP, OR PUT INTO OPERATION UNTIL IT HAS BEEN INSPECTED AND APPROVED BY THE BUILDING INSPECTOR. I WILL COOPERATE WITH THE BUILDING INSPECTOR AND ASSUME ALL RESPONSIBILITY TO ARRANGE FOR ALL NECESSARY INSPECTIONS AND CORRECTIONS REQUIRED.

Owner Signature

Date

OFFICE USE ONLY BUILDING PERMIT NO. _____ ELECTRICAL PERMIT NO. _____

PERMIT EXPIRATION DATE: _____ ☐ REQUEST FOR EXTENSION. NEW EXPIRATION DATE: _____

PERMIT: ☐ APPROVED ☐ DENIED

City Official Signature

Date

FEE: \$ _____

Permit # _____

Town of Bayside

361-529-6520 M-F 8:00 am TO 12:00 pm.
909 FIRST STREET P.O. BOX 194
BAYSIDE, TX 78340

DRIVEWAY/CULVERT APPLICATION

ALL PROPERTY THAT REQUIRES A CULVERT AND ALL DRIVEWAYS LOCATED ON CITY RIGHT OF WAY MUST OBTAIN A PERMIT AND ARE SUBJECT TO INSPECTIONS.

1. Address/Location of Driveway/Culvert: _____

2. Name of Property Owner: _____ Phone: _____

Mailing Address if different from above: _____

CULVERT AND DRIVEWAY MATERIALS: To be purchased by the applicant.

No culvert or structure which provides an opening smaller than fifteen (15") inches in diameter shall be used unless approved by the city council. The city official may require a larger culvert as it deems necessary for the safety of its residents, for the prevention of water damage, and for the prevention of drainage problems. There shall be a minimum distance of ten (10) feet from the edge of the roadway to the culvert and a maximum distance of ten (10) feet from the edge of the property line to the culvert except by approval from the city council.

Single Family Dwellings:

- Minimum culvert length for walkway: three (3) feet;
- Minimum culvert length for driveway: sixteen (16) feet;
- Maximum uninterrupted culvert length for driveway: twenty five (25) feet.

All Other Driveways:

- Minimum culvert length for driveway: sixteen (16) feet;
- Maximum culvert length for driveway: one hundred (100) feet.
- Five (5) foot intermediate catch basins shall be spaced at each end of thirty-six (36) feet of pipe.

The dimensions of driveways will be based on the following standards:

- That the maximum width of a driveway serving a single family dwelling or an agricultural property and on a city right-of-way shall not exceed twenty (20) feet;
- That the maximum width of a commercial driveway and on a city right-of-way shall not exceed one hundred (100) feet.
- That driveways located on the same property shall be separated by a minimum of twenty (20) feet.
- All driveway approaches shall be a minimum of twenty (20) feet apart.
- Driveways shall be located a maximum distance of twenty (20) feet from street intersections.
- Driveways shall intersect the public road at right angles, approximately ninety degrees (90°), from the property line.
- Concrete driveways must have a 36" breakout over the utility lines.
- Driveways shall be located a maximum distance of twenty (20) feet from street intersections.
- Property owner will be responsible for replacing driveway at owner's expense should driveway have to be removed for any reason per Section 3.4.
- Disposal of debris within thirty (30) days from a removed driveway will be at property owner's expense. Fee to be set by Council at a fee not to exceed the prevailing rate.

Culvert Setback: On adjoining property lines, the culvert must be a minimum of five (5) feet from the property line.

CULVERT MATERIALS ALLOWED: reinforced concrete pipe, plastic (PVC, HDPE) smooth interior, aluminum, galvanized steel pipe

BASE MATERIAL ALLOWED: asphalt - limestone - crushed asphalt - concrete.

Culvert Size: Diameter _____ Length _____ Material _____

Distance from the edge of the roadway to the culvert: _____ Distance from the edge of the property line to the culvert: _____

Driveway width on city right-of-way: _____

☐ Yes ☐ No The driveway construction area is staked and flagged;

☐ Yes ☐ No The location of the culvert is staked at the beginning and the end of the proposed culvert on the ground;

☐ Yes ☐ No The property line and property corners are staked and flagged.

- Attach a drawn diagram that shows location, roadway, dimensions and distance from property lines to proposed projects.
- Culverts installed on state highway easements, Third Street and FM 136, must have TDOT permit and meet state requirements.

Fee. The property owner shall install the culvert and be responsible for the cost thereof. There shall be no permit fee for any placement, replacement and/or modification of any culvert.

Driveway materials on city right of way will be replaced with city materials when it becomes necessary for the city to repair/replace utility lines or maintaining easements and may not be replaced with the same original material. Driveway and

private street culverts shall not cause a restriction of the flow of any adjoining street drainage system. The owners of property for which an appurtenant driveway or private street culvert causes, or contributes to, a restriction in flow of the adjoining street's drainage system shall, at their expense, maintain, clean or enlarge the existing culvert to the extent necessary to remove the restriction.

Other permanent installations, such as gates, pillars, trees, shrubbery, posts, lawn sprinkler pipes, etc. is prohibited in the public right-of-way and shall not be placed in a right-of-way.

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections before any culvert or structural work is concealed or covered. Customer must have culvert on site and location to be installed must be staked and flagged before inspection approval.

Culverts shall not be backfilled until an inspection prior to commencement of driveway construction is conducted by the city official to determine that the elevation and grade of the culverts have been correctly set.

The Town, notwithstanding the construction of such driveway, reserves the right to make any changes, additions, repairs or relocations within the dedicated portion of the Town road or street and easement at any time, including relocation, reconstruction, widening and maintaining the street without compensating the owner of such private driveway for the damage or destruction of such private roadway and/or culvert.

If the City determines that the installation of a culvert would disrupt or otherwise impede the flow of storm water, the placement of a culvert will not be authorized. Upon violations, the Town shall have the right and privilege to remove, repair or replace any structure or culvert in any easement in order to improve drainage or eliminate problems associated with or related to drainage in the area or in case of emergency or flood

If the improvements, when inspected, are found to be in violation of the Driveway and Culvert Ordinance, I (We) understand that I (We) shall be given thirty (30) days within which to upgrade the improvements to meet the requirements of the ordinance. The property owner will be billed for cost associated with removal and installation of culverts, driveways, or any structure in violation of the city culvert ordinance. The failure to pay the bill within sixty (60) days will result in a lien against the real estate for which the work was performed. I (We) understand that if I (We) fail to acquire final acceptance of the work to acceptable standards that I (We) shall reimburse the Town of Bayside for costs including reasonable attorney's fees to collect said costs.

I certify that I have read and examined this application and the information furnished is true and correct and that I am the owner of the subject property. All provisions of laws and ordinances governing this permit will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law, ordinance, or regulation. The issuance of a permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and or state or federal laws, whether herein specified or not. Any deviations from approved construction plans must have the prior written approval of the City Official. The City Official or mayor may, in writing, suspend or revoke a permit whenever it is determined that the permit was issued in error, or on the basis of incorrect information supplied, or when it is determined that the building, a portion of the building or structure is in violation of any ordinance, regulation, or provision of the building codes.

I hereby certify that the work described above shall be installed in accordance with the local code and shall not be enclosed, covered up or put into operation until it has been inspected and approved by the city official. I will cooperate with the city official and assume the responsibility to arrange for necessary and timely inspections.

Construction pursuant to this permit will be commenced within six (6) months and be completed within one (1) year from the date of the permit.

I/we, the owner of this property and undersigned do hereby certify that the information and statements given on this application, drawings, and specifications are to the best of their knowledge, true and correct. The owner of the property and undersigned acknowledge that it is their responsibility to schedule all required inspections.

Property Owner's Signature (REQUIRED FOR APPROVAL) _____ Date _____

*** NO FEE***

OFFICE USE ONLY

CITY OFFICIAL RECOMENDATION: CULVERT REQUIRED: ☐ YES ☐ NO CULVERT DIAMETER: _____

APPLICATION: ☐ APPROVED ☐ DENIED

City Official Signature

Date

SITE INSPECTION: ☐ APPROVED ☐ DENIED

City Official Signature

Date

FINAL INSPECTION: ☐ APPROVED ☐ DENIED

City Official Signature

Date

REASON IF DENIED: _____

Permit # _____

TOWN OF BAYSIDE, TEXAS
P.O. BOX 194
909 1ST ST. CITY HALL BUILDING
BAYSIDE, TEXAS 78340
PH. (361) 529-6520 FAX. 361-529-6409

SIGN PERMIT APPLICATION

PLEASE PRINT

PROJECT ADDRESS: _____ ZONING CODE: _____ BLOCK# _____ LOT# _____

VALUE OF SIGN CONSTRUCTION: \$ _____

☐ PROPERTY OWNER ☐ TENANT ☐ CONTRACTOR

NAME OF APPLICANT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____
() _____

NAME OF PROPERTY OWNER (IF NOT APPLICANT): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: () _____

NAME OF CONTRACTOR ERECTING SIGN: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: () _____

BUSINESS NAME: _____

SIGN READS: _____

DESCRIBE PURPOSE OF SIGN: _____

BUILDING FRONTAGE (LINEAR FEET) _____ FT. STREET FRONTAGE (LINEAR FEET) _____ FT.

SIZE OF SIGN: VERTICAL _____ (x) HORIZONTAL _____ (=) SQUARE FEET OF FACE _____ SQ. FT.

(Note: The size of the sign is determined by drawing a box around all elements of the sign)

OVERALL HEIGHT OF SIGN FROM GRADE: _____ FT. MATERIAL: _____

SETBACK OF SIGN FROM PROPERTY LINES: FRONT SETBACK: _____ FT. ADJ. PROP. SETBACK: _____ FT.

NUMBER OF EXISTING SIGN(S) ON SITE AT THIS TIME: _____

EXISTING SIGN INFORMATION: ☐ PERMANENT ☐ TEMPORARY ☐ WALL SIGN ☐ ID MONUMENT ☐ FREESTANDING

OTHER TYPE: _____

TYPE OF SIGN: (check all that apply):

☐ NEW SIGN ☐ ENLARGE ☐ RELOCATE ☐ CHANGE MODIFY

☐ RESIDENTIAL ☐ COMMERCIAL ☐ INDUSTRIAL

☐ SINGLE-FACED ☐ DOUBLE-FACED

☐ PERMANENT SIGN ☐ PORTABLE ☐ HOME OCCUPATION ☐ TEMPORARY SIGN

PLACEMENT OF SIGN: ☐ ATTACHED TO BUILDING ☐ GROUND ☐ OTHER _____

FREE-STANDING SIGNS: ☐ GROUND ☐ MONUMENT ☐ POLE ☐ DIRECTIONAL

ATTACHED SIGNS: ☐ WALL ☐ ROOF ☐ CANOPY/AWNING ☐ PROJECTING

TEMPORARY SIGNS: ☐ PROMOTIONAL ☐ SEASONAL ☐ BANNER

TEMPORARY TIMEFRAME: _____ DAYS DATE: TEMPORARY SIGN PLACED / / TEMPORARY SIGN REMOVED / /

☐ OTHER _____

ELECTRIC: ☐ YES ☐ NO (If yes, a permit application for a new electric service must accompany this application)
ILLUMINATED: ☐ YES ☐ NO

PLEASE SUBMIT 2 COPIES OF FOLLOWING WITH PERMIT APPLICATION:

ATTACHED SIGNS

1. SKETCH OF SIGN WITH EXACT COPY AND ALL DIMENSIONS
2. BLDG. ELEVATION WITH ALL BUILDING DIMENSIONS AND SHOWING PLACEMENT OF SIGN.

FREE-STANDING SIGNS

1. SKETCH OF SIGN WITH EXACT COPY AND ALL DIMENSIONS AND HEIGHT OF SIGN FROM GRADE
2. SITE PLAN SHOWING PLACEMENT OF SIGN WITH MEASUREMENTS FROM 2 NEAREST INTERSECTING PROPERTY LINES.

SIGN INFORMATION

ALL FREESTANDING SIGNS ERECTED ON PROPERTY AT INTERSECTING PUBLIC STREETS OR ON PROPERTY IN WHICH PRIVATE DRIVES INTERSECT PUBLIC STREETS AND WITHIN A SIGHT TRIANGLE SHALL HAVE A VISION WINDOW OF NOT LESS THAN SEVEN FEET UNDER THE SIGN NOR MORE THAN THREE FEET ABOVE THE SIGN AS MEASURED FROM STREET LEVEL. THE SIGHT AREA IS THE AREA WITHIN A RIGHT TRIANGLE FORMED BY EXTENDING THE LINES OF INTERSECTING PROPERTY LINES FROM THE POINT OF INTERSECTION FOR A DISTANCE OF TWENTY (20) FEET TO THE HYPOTENUSE, OR FOR STREETS INTERSECTING A DRIVEWAY OR ALLEY FOR A DISTANCE OF TWENTY (20) FEET TO THE HYPOTENUSE AND EXTENDING VERTICALLY FROM A HEIGHT OF THREE (3) FEET ABOVE GRADE. NO SIGNS OTHER THAN SIGNS APPROVED BY THE CITY COUNCIL SHALL BE ERECTED ON ANY PUBLIC PROPERTY.

ALL FREE-STANDING AND MONUMENT TYPE SIGNS SHALL HAVE AND DISPLAY THE ASSIGNED STREET NUMBER, WITH LETTERING OF A MINIMUM 4" HIGH. A PERMIT DOES NOT CREATE A VESTED RIGHT TO MAINTAIN ANY SIGN WHICH VIOLATES ANY TERMS OF ORDINANCE 92 OR ANY OTHER LAW. A PERMIT ISSUED BASED ON FALSE INFORMATION AND/OR IN VIOLATION OF ORDINANCE 92 OF THE TOWN OF BAYSIDE IS VOID.

INSPECTIONS. PRE-INSTALLATION FOOTING INSPECTIONS ARE REQUIRED FOR ALL FREESTANDING SIGNS PRIOR TO THE POURING OF ANY CONCRETE TO VERIFY PROPER LOCATION OF SIGN.

ELECTRICAL INSPECTIONS ARE REQUIRED FOR ANY SIGN WITH ELECTRICAL CONNECTIONS.

THE FINAL SIGN INSPECTION IS MADE WHEN THE SIGN IS ERECTED AND ALL OTHER REQUIRED WORK, SUCH AS ELECTRICAL INSPECTIONS, HAS BEEN COMPLETED.

PERMIT HOLDER IS RESPONSIBLE FOR REQUESTING AND COMPLETING ALL REQUIRED INSPECTIONS.

PROFESSIONAL CERTIFICATION: FREESTANDING SIGNS SHALL BE ENGINEERED TO MEET APPLICABLE WIND LOADS AS PRESCRIBED BY THE INTERNATIONAL BUILDING CODE.

NO SIGN MAY EXTEND OVER A PUBLIC RIGHT-OF-WAY. ANY VIOLATION OF THIS CODE MAY RESULT IN FINES OF UP TO \$100.00 PER DAY.

AN ISSUED PERMIT BECOMES INVALID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE, OR IF THE WORK ON THE SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER THE WORK COMMENCED. ALL PERMITS REQUIRE FINAL INSPECTION.

The undersigned agrees that the proposed sign, described in this application, for which this permit is applied for will be constructed in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the ordinances, provisions and regulations of the Town of Bayside applicable thereto in force when construction is commenced and further agrees that in the event of any variance or conflict between the plans and specifications submitted herewith, and the provisions or regulations of said ordinances and/or codes pertaining to such construction, that the provisions or regulations contained in said ordinances shall govern and shall be followed.

I further certify that the information provided is true and correct to the best of my knowledge. The work shall comply with all provisions of laws and ordinances, whether specified or not. The grant of a permit does not presume to give authority to violate or cancel the provisions of any federal, state, or local law regulating construction or the performance of construction.

Signature of Applicant: _____ **Date:** _____

Signature of Property Owner (if not applicant): _____ **Date:** _____

Contact Name: _____ **Phone:** _____

FEES.

PERMANENT SIGNS: Single and Double Face: \$25.00 (Base Fee) Plus: \$.10 Sq. Ft.

HOME OCCUPATION SIGNS: \$15.00

TEMPORARY SIGNS: No Fee

ELECTRICAL PERMIT: \$55.00 FOUNDATION INSPECTION: \$55.00

*****NO REFUND*****

OFFICE USE ONLY \$25.00 Plus: \$.10 Sq. Ft. _____ x \$.10 = \$ _____

☐ Foundation Inspection: \$125.00 ☐ Electrical Permit: \$125.00

Total: \$ _____

SIGN PERMIT EXPIRATION DATE: _____

SETBACKS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	_____ City Official Signature	_____ Date
PERMIT: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	_____ City Official Signature	_____ Date

MINIMUM SIGN PERMIT APPLICATION REQUIREMENTS

Sign Permit Application Package* shall consist of:

- One Completed application form for each sign, signed, form **must** be completed with **all** the required information
- One Site Plan, no larger than 11"X17" in size, showing property boundaries with geographic information (survey) and graphically depicting the sign in the location proposed, with dimensions and geographic information from all boundary lines to the sign, and showing all other improvements on the site; including, but not limited to buildings, parking lots, landscape strips, buffers, easements, setback limits, north arrow, name of street, street address, Land, Lot, etc.,

AND,

For Ground Signs: ID Monuments, Free Standing Signs

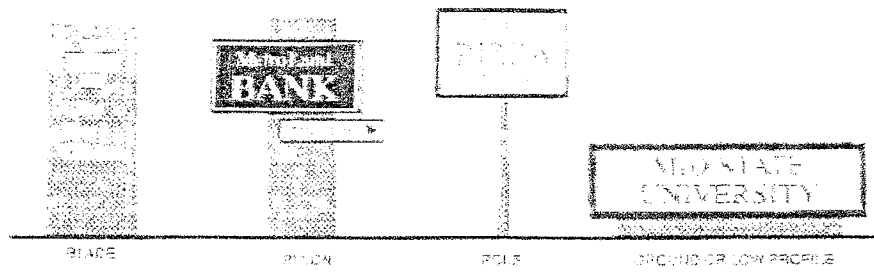
- Front and side elevation(s) of sign with dimensions
- Drawing of proposed sign area, with calculations
- Picture of all existing sign(s) referring to the business, if applicable
- Indicate sign material and color
- Indicate whether illumination is (Direct) or (Indirect)

For Wall Signs:

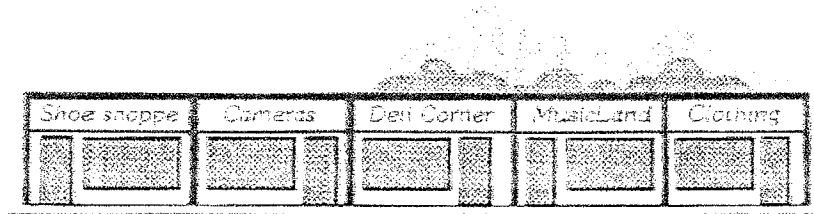
- Building elevation with dimension (not including the roof)
- Front and side elevation(s) of sign with dimensions
- Drawing of proposed signs, with dimensions and calculations
- Pictures of existing sign(s) referring to the business, if applicable
- Indicate sign material and color (no exposed neon)

For Temporary Signs:

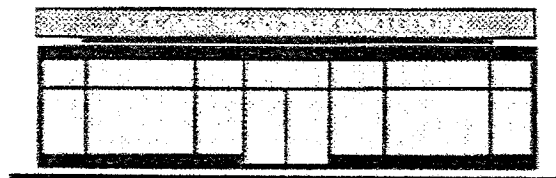
- Site plan as described above is **not** required
- Sign Contractor information is **not** required
- Drawing of proposed sign with dimensions **is** required



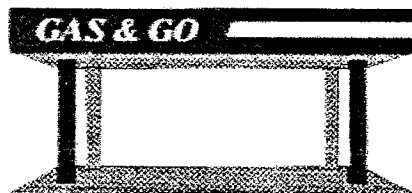
COMMON FREESTANDING SIGN TYPES



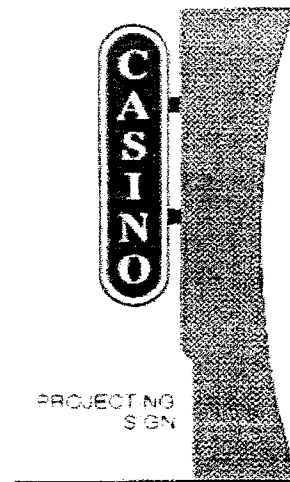
WALL OR FASCIA SIGNS ON STOREFRONTS



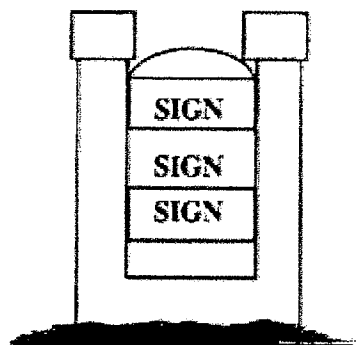
ROOF SIGN



CANOPY SIGN
ON FREESTANDING CANOPY



PROJECTING
SIGN



ID Monument sign

COMPUTATION OF AREA