

Town of Bayside, Texas  
909 1st Street City Hall Building  
Bayside, Texas 78340

PH. (361) 529-6520 FAX (361) 529-6409

**BUILDING PERMIT APPLICATION  
STORAGE BUILDING PERMIT CHECKLIST**

Building Permit #		Owners Name	
PERMIT APPLICATION FOR: (Address)			
Total Square Feet		Email	
Block		Lot(s)	
Zoning code (R-C-I)			
TAX PARCEL NUMBER (On Property Tax bill)			
Total Project Cost (Does not include land)			

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

Name of Property Owner					
Address		City		State	
Zip code		Telephone Number			

Name of Contractor					
Address		City		State	
Zip code		Telephone Number			

Name of Engineer					
Address		City		State	
Zip code		Telephone Number			
STATE LICENSE #					

<b>Main Structure</b>	DESCRIPTION OF PROPOSED WORK: (PLEASE CHECK ALL THAT ARE APPLICABLE)		
	RESIDENTIAL-NEW CONSTRUCTION		
	NON-RESIDENTIAL-NEW CONSTRUCTION		
	ADDITION TO EXISTING BUILDING		DUPLEX
	MANUFACTURED HOME		MOVING BUILDING

	ENCLOSED PORCH		OTHER
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Accessory Structure		DESCRIPTION OF PROPOSED WORK: (PLEASE CHECK ALL THAT ARE APPLICABLE)					
	STORAGE BUILDING					DECK	
	UNENCLOSED PORCH					TERRACE	
	GARAGE		CARPORT		LANDING		OTHER

Foundation & Slab			NEW		EXISTING	
Material:		CONCRETE		WOOD		NONE

Building:		HEIGHT		SQFT		STORIES
	# BEDROOMS		# BATHROOMS			# ROOMS

Easements on Property?		YES		NO
Floodplain?		YES		NO

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 reviewed for approval.

<b>Applicant:</b> 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"/> PROPERTY BOUNDARIES STAKED AND FLAGGED	<input type="checkbox"/>
<input type="checkbox"/> PROPOSED EXTERIOR DIMENSIONS OF THE PROJECT ARE STAKED WHERE	<input type="checkbox"/>
<input type="checkbox"/> THE STRUCTURE WILL BE LOCATED	<input type="checkbox"/>
<input type="checkbox"/> THE PLAN REVIEW FEE (25% - 100% OF TOTAL PERMIT COST)	<input type="checkbox"/>

<b>SITE PLAN.</b> SUBMIT TWO (2) COPIES EACH: THE SITE PLAN MUST BE DRAWN TO SCALE ON A MINIMUM 8 ½" X 11" SIZE PAPER SHOWING THE PROPOSED AND EXISTING STRUCTURES IN THE PLAN REVIEW INDICATING:	
Applicant	Staff

	EXISTING STREETS, STREET RIGHT OF WAYS AND ALLEYS SURROUNDING THE PROPERTY	
	NORTH ARROW AND THE SCALE USED	
	SETBACKS: SHOW FRONT, SIDE, REAR AND SIGHT TRIANGLE SETBACKS (IF APPLICABLE).	
	DESIGNATE WHICH ARE THE FRONT, SIDE AND REAR PROPERTY LINES	
	PROPERTY LINES, DIMENSIONS OF THE LOT/LOTS	
	STRUCTURES: SHOW ALL STRUCTURES DIMENSIONS. LABEL EXISTING OR PROPOSED.	
	DISTANCES FROM THE PROPOSED STRUCTURE TO THE PROPERTY LINES AND OTHER	
	BUILDINGS ON SITE.	
	DRIVEWAYS AND PARKING: LABEL AND SHOW LOCATION OF ON-SIGHT PARKING AND	
	DRIVEWAYS.	
	LOCATION OF EXISTING AND PROPOSED EASEMENTS (IF APPLICABLE)	
	LOCATION OF WATER METER AND SEWER CONNECT OR WATER WELL LOCATION AND SEPTIC	
	TANK, DRAIN FILL OR SEWER LINES	

ELEVATION PLANS. ELEVATION PLAN (DRAWING) MUST INCLUDE:		
Applicant		Staff
	SHOW ELEVATIONS: INCLUDE FRONT, REAR, LEFT AND RIGHT ELEVATIONS. SHOW MAXIMUM	
	BUILDING HEIGHT.	
	ROOF: SHOW ROOF OVERHANGS AND INDICATE PITCH OF ROOF	
	SIDING: NOTE EXTERIOR SIDING AND ROOF COVERING	
	OPENINGS: SHOW DOORS AND WINDOWS	

STRUCTURAL CROSS SECTIONS AND DETAILS. STRUCTURAL CROSS SECTIONS AND DETAILS (DRAWING) MUST INCLUDE:		
Applicant		Staff
	SHOW A TYPICAL WALL SECTION WITH ALL MATERIALS LABELED; INDICATED SIZE AND SPACING OF ALL	
	MEMBERS; INCLUDE ALL DIMENSIONS; SHOW INSULATION, SHEATHING, CONNECTIONS, SIDING, ETC.	
	SHOW TYPICAL ROOF SECTION WITH ALL MATERIALS LABELED; INDICATE SIZE AND SPACING OF ALL	
	MEMBERS; INCLUDE ALL DIMENSIONS, VENTING, INSULATION AND CONNECTION.	
	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 AND SLAB THICKNESS.

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.

It is understood and agreed by the undersigned 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 DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Owner /Agent \_\_\_\_\_ Date \_\_\_\_\_

Contractor:(if other than the home owner) \_\_\_\_\_ Date \_\_\_\_\_

**INSPECTIONS:**

- \* No work shall be covered or concealed in any matter 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 \$100.00 per inspection.
- \* NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ANY / ALL ASPECTS OF ANY BUILDING AND / OR CONSTRUCTION PROJECT. IT IS UP TO THE PERSON RESPONSIBLE TO OBTAIN ALL PERMITS BEFORE ANY WORK IS STARTED.

PLAN REVIEW FEE - 25% OF THE TOTAL ASSESSED PERMIT FEE PAYABLE UPON SUBMITTAL WHICH WILL BE CREDITED TOWARDS THE TOTAL BUILDING PERMIT FEES UPON ISSUANCE.

\* Generally all plans can be checked and reviewed within 30 working days if the site is properly flagged and **ALL** drawings are properly drawn to scale with **ALL** required information documented as stated in the permit. Any/All other permits required for this project must also be **filled out 100%** with appropriate documentation required.

\* This permit become NULL and VOID if work or construction authorized is not commenced within 180 days. At least one (1) inspection must have been called for to prove activity.

\* Any 180 days of inactivity after work has started will also cause permit to be NULL and VOID.

\* Any exterior portion of a building project which is visible to the public and which is not completed within the 12 month period shall constitute a public nuisance & shall be declared substandard. Any extension must be approved by City Council

\* Two (2) six month extensions will be allowed with no fee if requested before current permit is expired and for good cause

\* An expired or revoked permit may be renewed upon written request for a fee of fifty percent (50%) of the original permit fee not later than 45 days after a permit has been revoked or expired. The new application and plans shall be required to meet all regulations in effect as of the date of application.

#### RESPONSIBILITIES OF APPLICANT

\* It is the legal responsibility of the person responsible to call for the required inspections before any work is covered up or concealed. Any work found to be concealed will have to be unconcealed and an additional fee for that permit will be assessed.

\* Before any concrete is poured it needs to be inspected for dimensions and reinforcement. No permit will be approved if concrete is poured before it is inspected and passed.

\* 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.

#### HOMEOWNER AFFIDAVIT

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 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 (Copy of tax statement, assessment notice, deed, title insurance, etc....)

AUTHORIZED AGENT FOR OWNER (if other than the homeowner)

(A notarized owner/applicant affidavit form is required. Form provided by 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 \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**HOMEOWNER CLAUSE:** AS THE HOME 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.

**HOMEOWNER 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 RESIDENTIAL 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.

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

*OFFICE USE ONLY*	PLAN REVIEW FEE		BUILDING PERMIT FEE	
Building Permit #		EXPIRATION DATE		
1ST EXTENSION DATE		2ND EXTENSION DATE		
SETBACK FORM		APPROVED		DENIED
CITY OFFICIAL SIGNATURE				DATE

CHECKLIST/PERMIT		APPROVED		DENIED
CITY OFFICIAL SIGNATURE				DATE
CHECKLIST/PERMIT		APPROVED		DENIED
CITY OFFICIAL SIGNATURE				DATE

### CERTIFICATE OF OCCUPANCY

CITY OFFICIAL SIGNATURE						
Paid Plan Fee	Check #		Amount		Receipt #	
Difference owed	Check #		Amount		Receipt #	
Total Permit Fee	Check #		Amount		Receipt #	

TOWN OF BAYSIDE  
**BUILDING PERMIT REQUIREMENTS**

This material will assist you in obtaining a permit and answers many of the general questions asked each day in the City Office. Careful reading and review should provide the information you need to prepare acceptable plans and obtain your building permit. If you have questions or need additional information, feel free to contact the City Secretary located in the City Hall located at 909 First St. or call (361) 529-6520. Please refer to all applicable ordinances for complete details.

No building or other structure shall be erected, moved, added to or structurally altered without a permit issued by the city official. No building permits shall be issued except in conformity with the zoning ordinance, unless written order is received from the city council in the form of a variance as provided by the zoning ordinance.

**WHEN DO YOU NEED A PERMIT?**

A building permit is needed whenever you plan to:

- Build a house or other building.
- Move a building.
- Building accessory buildings, decks, swimming pools below ground, signs and fences.

In brief, you need a permit for any work that physically changes exiting structures to your property. When it doubt, give us a call.

**WHY DO YOU NEED A PERMIT?**

The easiest answer to this question is simply "for you own protection." The city official will inspect all setback requirements and the building inspector may discover shoddy work, faulty materials, deviations from construction documents and violations of the codes that may result in unsafe or hazardous conditions. Another consideration is that it is a violation of the City Code not to have a building permit when the work being performed requires one. Failure to obtain the necessary building permits may result in prosecution in the Municipal Court with a maximum possible fine of \$2,000.00 The purpose of a building permit is to assure that construction complies with the codes adopted by the Town of Bayside. The building permit is based on requirements of the International Building Code and the National Electrical Code. These codes have been enacted by our City Council after careful consideration, to protect health, general welfare and your investment in your property. The evidence of a building permit is often necessary to obtain financing from lending agencies.

To obtain a building permit, a permit application (available in the city office) must be completed and accompanied by a site plan, floor plan, and construction details with enough detail and clarity to convey to the plans examiner/ technician all work to be accomplished as specified in the *International Building Code*.

The Following Permits Are Required:

- Building Permit;
- Electrical Permit;
- Plumbing Permit;
- Mechanical Permit;
- Structure Moving Permit.

EFFECTIVE JULY 11, 2006

THE DEADLINE FOR PERMITS TO BE  
APPROVED BY THE CITY COUNCIL IS 3  
BUSINESS DAYS BEFORE COUNCIL  
MEETING

Building Permits Are Required For The Following:

- New buildings and buildings moved into or within the City;
- Manufactured homes;
- Additions and porches (enclosed and unenclosed);
- Accessory structures, garages, carports, greenhouses and gazebos and similar structures;
- Prefabricated structures;
- Temporary buildings;
- Fences;
- Foundations, Electrical, Plumbing, or Mechanical systems;
- Miscellaneous for residential (underground pools, fences, etc.);
- Decks and terraces as defined and similar platforms;
- Concrete Driveways, walkways and sidewalks on city right of way;
- Re-building an existing structure;
- Culverts.

**Work Exempt From Permit Fees and Permits.**

Building Permits With No Permit Fee Are Required For:

- Re-building an existing structure as long as square footage remains unchanged but inspections and inspection fees are required.
- Concrete Driveways, walkways and sidewalks on city right of way. Provided, that the city reserves the right to remove such walkways or landing strips in order to service water mains, sewer service lines, valves, hydrants or other utilities and it shall be the responsibility of the property owner to replace concrete surfaces at his own expense.
- Terraces as defined and similar platforms that are not more than twelve inches (12") above grade;
- Landings as defined;



- Non-commercial temporary greenhouses less than 300 square feet.

#### **Building Permits Are Not Required For:**

- Remodeling, re-roofing, wallpapering, painting, replacing faucets, replacing light fixtures, or similar work;
- Outdoor canopies, temporary boat, car, equipment and material covers and similar storage structures and covered with plastic, canvas or a similar material;
- Patios as defined, sidewalks, walkways on ground surface and driveways having a base floor area at or below natural grade and open to the sky which is without roof or walls;
- Prefabricated swimming pools in which the pool walls are entirely above the adjacent grade;
- Children's playhouses and tree houses provided the floor area does not exceed thirty-two (32) square feet and meets all accessory structure requirements.
- Fences that are not over six feet (6') erected inside an enclosed fenced area of a residence or business provided all requirements of the City Fence Ordinance are met.
- Swings, and other playground equipment accessory to one and two-family dwellings;
- Buildings, structures, or land used by the State, County or City for governmental purposes.

#### **NECESSARY DRAWINGS AND DOCUMENTS**

The following is a general outline of drawings and documents necessary for plan review (Building Inspection may request additional information if necessary).

- A completed Building Permit;
- A completed Permit Checklist that identifies the minimum requirements for acceptance of an application for a building permit;
- Site Plan. Site drawings are preferred to be at a scale of 1" = 20' or 1" = 30' on a minimum 8 1/2" x 11" size paper. Must include North arrow. This plan should show Dimensions of the lot;
- Floor plan;
- Electrical plan (may be combined with floor plan);
- Plumbing plan (may be combined with floor plan);
- Total project cost (does not include land).

Residential and Commercial structures must also have:

- Exterior elevations and structural plans that include: construction details, foundation plan and details, and second floor framing plan (when applicable);
- If the house is on a septic tank, show proof of permit from the Refugio County Courthouse;
- A water well permit is required if not connected to the city water system.
- Plans for accessory structures two hundred (200) square feet and under are not required to be scaled but must have accurate dimensions.

**PROFESSIONAL LICENSE:** Structures with two stories and more 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 (except for pre-engineered systems) stating compliance with the City Building Code. The seal and signature must be original on all sets.

#### **EXPIRATION OF BUILDING PERMITS**

If the work described in any building permit for new construction has not begun within 180 days from the date of issuance thereof, the permit shall expire and be canceled and voided by the city secretary and written notice thereof shall be given to the persons affected.

If the work described in any building permit for new construction has not been completed within 1 year of the date of issuance thereof, the permit shall expire and be canceled by the city secretary unless otherwise extended by the City Council; and written notice thereof shall be given to the persons affected, together with notice that further work as described in the canceled permit shall not proceed unless and until a new building permit has been obtained.

Any exterior portion of a building project which is visible to the public and which is not completed within the allotted 1-year period shall constitute a public nuisance and shall be declared substandard.

That any Building Permit may be voided for cause at any time after 180 days from date of issue, at the discretion of the designated City Official of the Town of Bayside, if in his judgment no significant portion of the work authorized under the Building Permit has been accomplished, or in the event actual progress toward completion of said authorized work appears to have ceased.

It is unlawful for a person to commence but fail to complete all work during the time in which the permit is valid. In administering the provisions of this section, consider that its intent is to avoid the unnecessary continuation of hazardous conditions which frequently surround construction sites; the intent is not that of placing a burden on the person, firm or corporation involved in performing the work authorized under the Building Permit and intending in good faith to complete it in a manner not abnormal for the type construction involved.

The time limit specified in this section may be extended for good and sufficient cause by written order of the city council. Extensions must be submitted in writing prior to permit expiring and must include a valid reason for the delay of the project. Only two 6-month extensions may be granted for each Building Permit. However, such extensions shall be granted upon inspection and evaluation of the construction progress and the completion schedule for the proposed facility. The Building Permit must be renewed if construction is not completed with a fee set by the city council.

#### HOW MUCH DOES THE PERMIT COST?

There is no single fee for a building permit. The fee schedule is reviewed and adopted by the City Council on a yearly basis. The building permit fee will be collected at the time the building permit is issued. Where work for which a permit is required is started prior to obtaining said permit, a penalty equal to the building permit fee shall be assessed. The city has a refund policy for any refund.

#### WHAT IS PLAN CHECKING?

Plan checking is a function performed prior to the issuance of a building permit and assures you that to the best of our ability your plans meet the Building Codes. Some major projects may be plan checked by an outside consultant if approved by the City Council. However the majority of plans are checked by the City Officials.

#### HOW SOON CAN I GET A PERMIT?

When you submit your plans, you will be told approximately when the plan check will be completed. Generally, projects 200 square feet and under can be plan checked in 5 to 10 working days. A detailed plan check for projects over 200 square feet will include a review by City Officials and the City Council and can be plan checked within 30 working days after site is flagged and all required documents are turned in to the city office. Plans are reviewed on a first come, first served bases. A Building permit will not be issued until all requirements are met.

#### POSTING OF PERMIT

Before any inspections can be made the 911 address (4" min. letters) must be posted on the site. Work requiring a permit shall not commence until the permit holder or his agent posts the Building Permit and Inspection Placard in a conspicuous place at the front of the premises where the permitted work is to be done, accessible and readable from the public right-of-way. The permit shall be protected from the weather and located in such a position as to allow the city official or representative to conveniently make required entries thereon. The permit and placard should remain in place until all required final building and system inspections have been approved and signed off as ready for occupancy and use. The permit holder is responsible for maintaining the yard placard by protecting it from the weather. Damaged, lost or stolen permit yard placards must be replaced before further inspections can be made. Not having a Building Permit Yard Placard posted will result in the cancellation of further inspections until such time as the card is replaced. The permit holder shall maintain the permit card in such a position until the final inspection. The city official or building inspector will collect the Inspection Placard after the final inspection is approved.

#### WHEN ARE INSPECTIONS REQUIRED?

A general rule to remember is that before any phase of construction is covered or concealed by a subsequent phase of construction, an inspection is required.

#### WHAT DOES THE INSPECTOR DO?

The city official checks all setbacks and for compliance of city ordinances and the city building inspector checks the work that is being done for compliance with the approved plans and applicable codes. He will inspect each phase of the job and will approve it before the next part of the job begins. The job card lists the inspections which must be made on your project. As each inspection is made and approved, the job card will be signed and dated. On new construction the inspections might follow this pattern.

#### REQUIRED INSPECTIONS

The following is a list of required inspections. Some may or may not apply depending on the type of construction. In addition to this list of inspections, the building inspector, based on the type of construction may require other inspections not specifically noted on this list.

- **SETBACKS.** Made after the property boundaries are staked and proposed exterior dimensions of the building are staked and string lined where the building will be located on your property and map and plats of proposed work verifying property boundaries have been submitted to the city secretary.
- **FOOTING/FOUNDATION.** Made after the forms and reinforcing bars are in place and prior to concrete being placed. Sewer drain line must be in place. Rough plumbing and electrical must be inspected before covering with dirt or concrete.
  - **Footing.** After the footing excavation is completed and reinforcement is in place you must call for an inspection before any concrete is placed.
  - **Slab.** Before concrete is poured for a slab you must have an inspection of the area to be poured. In many instances the footing and slab are placed monolithically. Both are poured simultaneously. In these instances both inspections can be performed at one time. A slab inspection will not be performed until all underground plumbing and, in some cases, underground mechanical and electrical have been inspected and approved. Any plumbing, mechanical and/or electrical rough-in ditches must be filled and compacted prior inspection. All vertical anchoring devices if not already in place, shall be on site and have placement location identified on form boards. Elevation certificate required if in a flood zone.
  - **Floor Joists And Insulation.** Made before the subflooring is installed. All anchoring devices installed at piers and continuous walls to floor assembly. All vertical piers and continuous wall assemblies shall be in place and anchoring devices on site.
- **FRAMING.** Made after all framing, including doors and windows, is completed. All exterior wall sheathing and roof framing members anchoring devices installed, (exposed for inspection).
- **ELECTRICAL.** All wiring to be concealed in ceiling or wall membranes shall be installed. To be done after roof, framing, fire blocking and bracing is in place and prior to being covered by any subsequent work.

- \* **PLUMBING.** All plumbing stub outs complete. After the roof, framing, fire blocking and bracing are in place and prior to being covered by any subsequent work.
- \* **MECHANICAL (HVAC Rough-In).** All ductwork and electrical wiring for heating and air to be installed prior to this inspection and prior to being covered by any subsequent work.
- \* **FINAL.** Made when all areas of the project are completed.

The following violations will be an automatic red tag with a possible re-inspection fee:

- \* Inspection called in and all work is not completed or not in compliance with Ordinances or Building Code;
- \* Building Permit or Inspection Placard not on site at inspection;
- \* Brick ties not on house at frame inspection;
- \* Houses locked on final inspection.

#### **INSPECTING POLICY**

**Green Tag:** A green tag will be issued when all requirements of the code have been met, pertaining to your inspection.

**Red Tag:** A red tag will be issued when there are violations to the code that require a re-inspection. Each item will be listed separately. If the inspector feels that the job is not ready for inspection then a not ready tag will be issued.

**Re-inspection Fees:** A fee will be assessed when it is obvious that no attempt has been made to walk the house before calling for inspection, or if the items noted on a previous red tag have not been completed.

#### **SPECIAL ATTENTION:**

An address shall be posted at all times during construction; failure to have the address posted will result in the inspection not being made.

#### **HOW DO I CALL FOR AN INSPECTION?**

Telephone the city secretary during normal office hours. Except for scheduled concrete inspections, all inspections will be made within 3 working days if possible.

If you have questions after reviewing the sample drawings, please call us. An important thing to remember is that plans are very easily changed in the early stages when compared to the time and cost involved in changing the actual construction.

#### **FLAGGING A SITE**

**What Is Meant By Flagging A Site?**

Flagging a site involves placing indicator flags or surveying tape in key locations on your site. The flags allow city staff visiting your undeveloped site to easily and correctly identify where your property boundaries are located and where proposed access and structures, etc. will be constructed.

**Why Is Site Flagging Required?**

During review of your permit, staff typically will visit your project site to ensure that the project will be in compliance with city Zoning and Building Codes. It can be extremely difficult to determine where proposed development will be located, especially on completely undeveloped lots. By flagging your site, review staff will spend less time trying to locate your site and proposed development locations. We will have a more complete and accurate view of what your development goals are; therefore, we will be able to serve you more efficiently.

**How Do I Flag My Site?**

Small flags with thin metal posts (for cleared areas), wooden stakes, or stakes with survey tape (for non-cleared areas) work best for ground markers. Next, label the flags and stake them in their respective locations on your site. Be sure to use a waterproof marker for your labels.

**Property Corners:** Mark each property corner. For large lots, additional flagging along the property lines will clarify actual property boundaries.

**Access/driveway entry point(s) and driveway(s):** Clearly mark all new/proposed access point(s) to your site. In addition, create a site location sign for undeveloped lots. This sign should include the site address (if known). This sign should be placed at the access point of the lot, and should be highly visible.

**Proposed structures:** Mark the corners of all proposed structures. The flag labels should indicate the structure (house, garage, etc.).

**Water Meter:** Flag and label the water meter location. If you are proposing to install a new well, flag the approved drilling location. You do not need to flag the radius.

**Sewer Connection:** Flag and label the sewer connection location. For septic tank, flag and label the septic tank location and mark the corners and/or boundaries of the existing and/or proposed drainfield location.

#### **CERTIFICATE OF OCCUPANCY**

Building must meet all requirements and pass all inspections for immediate occupancy.

#### **PENALTY**

Failure to obtain a building permit or starting work before a permit is issued will result in double permit fees and may result in fines up to \$2,000 per day.

TOWN of BAYSIDE  
RESIDENTIAL STRUCTURE GUIDELINES

This handout is provided for your convenience only, and is not intended to replace the city Building Code, Town zoning regulations or other legal documents. Please refer to all applicable ordinances for complete details

PERMITS

All new construction will need the following permits:

- An approved Building Permit;
  - An approved Residential Permit Checklist;
- City Building Code: 2000 IRC (International Residential Code)

MINIMUM LOT AREAS AND WIDTHS.

- FR and ER - Lot Width 75 Ft; Minimum Lot Area 11,250 Sq. Ft.; Minimum Floor Area 600sq. Ft.
- R and R2 - Lot Width 50 Ft; Minimum Lot Area 6,250 Sq. Ft.; Minimum Floor Area 600sq. Ft.
- Two-Family Minimum Lot Area: FR and ER - 22,500 Sq. Ft.; R and R2 - 12,500 Sq. Ft.

Unsewered Lots. In areas where connection to the City's sewage collection system is not available in accordance with the City sewer Ordinance, the lot size shall be determined in accordance with the requirements of the Refugio County and State of Texas regulations. This is allowable building site if engineered septic system and Health Department approved. Required area shall automatically reduce if Public Sewer becomes available.

Development Across Multiple Lots. For redevelopment containing more than two lots and having structures constructed across platted lot lines, the original lot lines shall be respected through building articulation.

- There shall be a break in the building and roof planes at each original lot line, which shall be equal to or greater than the combined side yard setbacks that would be required for each lot.
- Both the width and depth of the break shall be equal to or greater than the dimension of the combined side yard setbacks.

Combined Lots or Parcels. Upon approval of the City Council, lots/parcels may be deed restricted to combine lots to form one building lot. In such cases, the designated lots/parcels shall be duly platted and evidenced in the public records by a deed showing a single legal description in the office of the Refugio County Recorder before a building permit may be issued. If combined lots/parcels have two or more different zoning designations, the uses and regulations of the most restrictive zone will apply. Once two or more Lots have been so combined to form a combined Lot, they shall remain as such and the Owner thereof shall not be permitted at any time to rent, sell or otherwise transfer or convey less than all of such Combined Lot.

YARD REQUIREMENTS FOR RESIDENTIAL HOMES.

- Front Yards. In all R Districts, there shall be a front yard of at least 25'.
- Side Yards. In all Districts, there shall be a minimum side yard of 5' on one side of the building and a minimum side yard of 8' on the opposite side of the building. A side yard adjacent to a side street shall not be less than 15'.
- Rear Yards. In all R Districts, there shall be a minimum rear yard of 20'.
- Sight triangle requirements on corner lots at street intersections are required in all districts. On any corner lot on which a front, rear or side yard is required, nothing shall be erected, placed, planted or allowed to grow over 3' in the sight triangle in such a manner as to materially impede vision.
- Eave and roof extensions may project into the required front and rear yard for a distance not to exceed 4'. Eave and roof extensions may project into the required side yard for a distance not to exceed 2'.
- Attached accessory buildings, porches, landings, patios, decks and additions are deemed a part of the main building and require the same yard space as the main building.
- Front yards shall be used only for landscaping, sidewalks and walkways, light standards and driveways necessary for access to the parking area. Detached private garages that have a minimum floor area of 240 square feet, carports, decks, landings and patios are allowed in front yards provided they meet all required front and side yard setbacks.
- Maximum impervious surface coverage of all driveways, walks, patios, etc. may not exceed 50% of required front yard.
- Residential Parking. Whenever a structure is erected or converted for single family or multiple family dwelling units, 2 off-street parking spaces shall be provided on the lot for each dwelling unit in the structure. Driveways may be used for parking spaces for single-family dwellings.

### MINIMUM RESIDENTIAL SETBACK REQUIREMENTS

- Minimum Front Yard Setback: The minimum front yard setback for properties in the Residential District shall not be less than 25' from the front lot line.
- Minimum Rear Yard Setback: The minimum rear yard setback for properties in the Residential District shall not be less than 20' from the rear lot line.
- Minimum Side Yard Setback: The minimum side yard setback for properties in the Residential District shall be as follows:
  - o Principal structures and accessory structures shall not be closer than 5' from one side lot line and shall not be closer than 8' from the opposite side lot line.
  - o If adjacent to a side street the side yard setback shall not be less than 15'.
- Setback from Buildings. Accessory buildings or structures shall be at least five feet 5' from the main building and any other accessory building or structure on the lot.
- Uncovered steps and handicap ramps giving access to the first floor and fire escapes may project into any yard setback but shall not exceed 10' nor be closer than 5' to any lot line.

### HEIGHT REGULATIONS

In the R Districts, 35' and accessory buildings 15', excluding private garages. Detached private garages may not be higher than the main structure.

### PLAN REVIEW

The completed building permit application is submitted to the city officials, which will confirm compliance with Town zoning and Building regulations. Your application will be reviewed for code compliance and set back requirements. You will be notified when the permit is ready to be picked up.

### INSPECTIONS

The City Official and Building Inspector perform all necessary inspections. Inspections may include Building Setbacks, Foundation, Tie-Down, Framing, Electrical, Plumbing, Mechanical and Final.

Please have your job ready for inspection; do not assume that your job is ready.

#### REQUIRED INSPECTION

The following list of inspections are those that will be required for all single family dwellings within the Town of Bayside:

- Foundation Inspection: Slab forms/steel, Plumbing and Electrical Rough-In;
- Framing Inspection (including, Plumbing Top Out, Electrical Rough-In, and Mechanical Rough-In);
- Building Final (including Plumbing Final, Electrical Final, And Mechanical Final)

All of the above construction phases of inspections must receive a green tag approving that particular phase by the inspection department. If a red tag should be issued for any of the above areas of construction, correction must be made and re-inspection for code compliance before continuing on to the next phase. The inspector upon inclement weather conditions may cancel the above inspection. If you did not receive a green or red tag, then please call the city office. All construction phases will be subject to the construction site requirements as described in the building code.

### INSPECTION PHASE REQUIREMENTS

The following list of requirements only pertains to conventional residential construction. Although each phase of construction will be discussed, the following is not a complete requirement outline, but only areas of concern to help assist you with particular city codes.

A posted address and Building Inspection Placard must be on site for an inspection. Check to make sure building meets all setbacks.

#### PLUMBING AND ELECTRICAL ROUGH-IN

- All plumbing and electrical systems must meet all requirements of the Town of Bayside Regulations.
- Check with the inspector if you have any doubts on the building sewer lines or water supply lines size to house.
- All fittings must be fully exposed and inspected before any filling in.

#### FOUNDATION INSPECTIONS.

- Foundation 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. An approved copy of the engineered design shall be available on site for each foundation inspection.
- A registered structural engineer must seal all post tension slab designs and all slabs on a filled lot.
- Excessive dirt and water must be removed from grade beams before approval.

- \* All grade beams dimensions must match approved plans.
- \* Any holes or voids in polyethylene vapor barrier shall be repaired before inspection.
- \* Plumbing and tub boxes must be in place.
- \* Conduit for any electric rough in must be in place.
- \* String lines may be required to check slab depth.

**FRAMING INSPECTION** (including Plumbing Top Out, Electrical and Mechanical Rough). At the framing inspection all rough-in inspections will be done at the same time.

Mechanical Rough-In . Flex duct must be installed per manufactures recommendations. All duct work and units must be set and complete when inspection is requested.

#### FINAL INSPECTION

Final Inspections include foundation, framing, electrical, plumbing, mechanical and final.

Permanent address must be posted with a minimum 4" numbers and visible from street.

All buildings that exceed 5,000 square feet require a fire sprinkler system.

When code compliance is determined after the final inspection, the Code Official issues a Certificate of Occupancy. This certificate is the formal document that marks the completion of your construction project and gives you permission to occupy your building with the knowledge that it has met the safety standards in Bayside. No permanent water, electrical utility connection or garbage service shall be made to any building or structure and/or have an addition or alteration made thereto, without first obtaining a Certificate of Occupancy from the building official that a final inspection has been made on such building or structure and approval has been granted.

#### DEFINITIONS

SIGHT-TRIANGLE: A TRIANGULAR SHAPED AREA WITHIN A RIGHT TRIANGLE FORMED BY THE INTERSECTION OF THE RIGHT-OF-WAY LINES FROM THE POINT OF INTERSECTION FOR A DISTANCE OF TWENTY FEET (20') TO THE HYPOTENUSE AND EXTENDING VERTICALLY IN WHICH NOTHING IS ERECTED, PLACED, PLANTED OR ALLOWED TO GROW OVER A HEIGHT OF THREE FEET (3') ABOVE ANY PORTION OF THE CROWN OF THE ADJACENT ROADWAYS IN SUCH A MANNER AS TO LIMIT OR OBSTRUCT THE SIGHT DISTANCE OF MOTORISTS ENTERING OR LEAVING THE INTERSECTION.

YARD: AN OPEN AREA BETWEEN A LOT LINE AND A SETBACK, UNOBSTRUCTED AND UNOCCUPIED FROM THE GROUND UPWARD, EXCEPT FOR PROJECTIONS PERMITTED BY THIS ZONING ORDINANCE.

YARD, FRONT: AN OPEN AREA EXTENDING ACROSS THE FULL WIDTH OF THE LOT AND LYING BETWEEN THE FRONT LOT LINE AND THE NEAREST LINE OF THE PRINCIPAL STRUCTURE. THE LOT LINE OF A LOT ABUTTING A PUBLIC STREET SHALL BE DEEMED THE FRONT LOT LINE.

YARD, REAR: AN OPEN, UNOCCUPIED SPACE, EXCEPT FOR ACCESSORY BUILDINGS AS HEREIN PERMITTED, EXTENDING ACROSS THE REAR OF A LOT FROM ONE SIDE LOT LINE TO THE OTHER SIDE LOT LINE AND HAVING A DEPTH BETWEEN THE BUILDING AND THE REAR LOT LINE AS SPECIFIED IN THE DISTRICT IN WHICH THE LOT IS SITUATED.

YARD, SIDE: AN OPEN, UNOCCUPIED SPACE OR SPACES, EXCEPT FOR ACCESSORY BUILDINGS AS HEREIN PERMITTED, ON ONE SIDE OR TWO SIDES OF A MAIN BUILDING AND ON THE SAME LOT WITH THE BUILDING SITUATED BETWEEN THE BUILDING AND A SIDE LINE OF THE LOT AND EXTENDING THROUGH FROM THE FRONT YARD TO THE REAR YARD. ANY LOT LINE, NOT THE REAR LINE OR A FRONT LINE, SHALL BE DEEMED A SIDE YARD.