

# RESIDENTIAL BUILDING PERMIT

## APPLICATION GUIDELINES

November 2010



## CONTRACTOR INFORMATION - RESIDENTIAL

### APPLICATION FOR PERMIT:

All applications for permit must include the following:

1. Permit application filled out completely - *leave nothing blank*.
2. One copy of engineer's letter on any post tension foundation.
3. Electrical, mechanical, and plumbing contractors are required to be registered with the City of Lewisville prior to a permit being issued.
4. Two copies of the plot plan. The plot plan must include property lines, footprint, front, and rear building lines, sideyard setbacks, and lot, street, alley, and proposed finished floor elevations.
5. One set of architectural plans. To include foundation, structural drawings and elevation drawings with brick coverage calculations (80% minimum brick or stucco coverage required; no side less than 60% coverage). Two more sets of plans are required upon permit approval, prior to the permit being issued.
6. Energy code compliance data to be compiled by architect or engineer.
7. The City of Lewisville is currently under the 2006 IBC and 2005 NEC.

### OTHER INFORMATION:

***All architectural plan reviews may take up to ten (10) working days. After the review period, the person named on the application as contact person will be called. This contact person should insure all City requirements are met prior to the issuance of the building permit (i.e. subcontractor registrations, miscellaneous information, etc).***

***Permit fee*** information is located in the ***building permit application guidelines*** and may be ***obtained from Building Inspection Administration located in City Hall at 151 W. Church St.***

All foundation forms must be certified in writing by a registered surveyor as to setback and finished floor elevations **before** inspection is made or any concrete is poured. **The certification must post-date the plumbing underground approval.**

All trees as required by the City landscape ordinance have to be installed prior to requesting a building final.

A permit is required for all irrigation systems. The state licensed irrigator must submit a completed permit application, copy of state license and 2 sets of plans that show all heads, water meter, double check valve assembly and freeze sensor. After permitting, a double check valve and freeze sensor inspection is required.

A permit is required for all fence installations and upgrades/changes. The fence contractor is required to submit a completed permit application and two (2) plot plans of the property showing fence and gate locations the Building Inspection Division. The fence contractor must be registered with the city prior to permit issuance.

All new, upgraded, or replaced electrical service conductor installations must be underground.

Any lots with drainage culverts must have those culverts and ditches certified by a registered surveyor before a certificate of occupancy may be issued.

## **RESIDENTIAL INSPECTION REQUIREMENTS**

Please find below a listing of the required inspections and documents that are to be made and submitted on residential projects prior to requesting building finals/Certificate of Occupancy.

1. Temporary Pole
2. Plumbing Rough
3. Sewer Line
4. Slab (Form Survey Required in Bldg. Insp. Office *Prior to Request of Inspection-Survey Must Be Dated After Plumbing Rough Approval*)
5. Flatwork (i.e. City Sidewalks, Driveway Approaches, Lead-walks, Driveways)
6. Framing/Brick Ties, Electrical Rough, A/C Duct Rough, Plumbing Top Out, Gas (All Done at Same Time)
7. Sheetrock Inspection
8. Electric Meter Release Inspection
9. Double check valve assembly (For permitted irrigation system or well water use.)
10. Plumbing Service Inspection Certification by Master Plumber (Has to be in Building Inspection office prior to requesting building final)
11. Final Grade Survey (For Front Entry Driveway Lots with private Drainage Easements.)
12. All trees as required by the City landscape ordinance have to be installed prior to requesting a building final.
13. Electric Final, Plumbing Final, A/C Final, and/or Building Final prior to Certificate of Occupancy

**The time frame for the field inspector to make an inspection will be as follows:**

**INSPECTIONS WILL BE DONE THE NEXT WORKING DAY AFTER REQUESTED.**

**INSPECTIONS REQUESTED ON THE AUTOMATED LINE CAN BE DONE PRIOR TO 7:00 AM FOR THE SAME BUSINESS DAY.**

**INSPECTIONS CAN ONLY BE REQUESTED BETWEEN 8:00AM-5:00PM ON BUSINESS DAYS THROUGH THE PERMITTING DEPARTMENT.**

### **INSPECTORS:**

Jim Estep; Chief Building Inspector, Building Inspection Division - 972-219-3781  
David Dowlen; Building Inspector, Building Inspection Division - 972-219-3476  
Mark Coats; Plumbing Inspector, Building Inspection Division - 972-219-3475  
Jimmy Vaughn; Electrical/HVAC Inspector, Building Inspection Division - 972-219-3474  
Richard Dallof; Building Inspector, Building Inspection Division - 972-219-5029  
Juan Orta; Plans Examiner, Building Inspection Division - 972-219-3472  
Eric Schrack; Chief Inspector; Engineering Division - 972-219-3495  
Greg Rowlett; Chief Sanitarian, Health and Code Enforcement Division - 972-219-3776

**BUILDING INSPECTORS ARE ONLY IN THE OFFICE FROM 8:00 AM THROUGH 9:00 AM AND 4:00 PM THROUGH 5:00 PM. PLEASE DIRECT INQUIRIES TO THE INSPECTORS DURING THIS OFFICE TIME.**

**CITY OF LEWISVILLE BUILDING PERMIT FEES EFFECTIVE 10/01/10**

<b>PERMIT TYPE</b>	<b>PERMIT FEE</b>	<b>PLAN REVIEW FEE</b>	<b>NOTES</b>
New Commercial	\$0.29 per sq. ft.	50% of Permit Fee	Includes MEP
New Residential	\$0.29 per sq. ft.	50% of Permit Fee	Includes MEP
Shell Building	\$0.13 per sq. ft.	50% of Permit Fee	Includes MEP
Interior Finish Out	\$0.16 per sq. ft.	50% of Permit fee	Includes MEP
Construction Trailer	\$100.00 Flat Fee	----	Includes MEP
Carport/Canopy/Patio Cover	\$ 85.00 Flat Fee	----	----
Accessory Building	\$0.13 per sq. ft.	50% of Permit Fee	----
Swimming Pool	\$375.00 Flat Fee	----	Includes MEP
Fence (New/Repair)	\$0.50 per ln. ft.	50% of Permit Fee	\$25.00 Min/\$175.00 Max
Demolition (Comm./Res.)	\$50.00 Flat Fee	----	----
Irrigation (Comm./Res.)	\$80.00 Flat Fee	----	----
Roofing (Comm./Res.)	\$0.035 per sq. ft.	----	\$25.00 Minimum
Sign	\$0.45 per sq. ft.	50% of Permit Fee	\$30.00 Minimum
Electrical Stand Alone	\$0.035 per sq. ft.	----	\$30.00 Minimum *
Mechanical Stand Alone	\$0.035 per sq. ft.	----	\$30.00 Minimum *
Plumbing Stand Alone	\$0.035 per sq. ft.	----	\$30.00 Minimum *
Miscellaneous	\$30.00 Flat Fee	50% of Permit Fee	----
Banners/Group Signs	\$25.00 Flat Fee	----	----
Fence Contractor Registration	\$80.00	----	----
Sign Contractor Registration	\$80.00	----	----
General Contractor Registration	\$80.00	----	----

Plan Review Fee is in addition to the Building Permit Fee.

\*Mechanical/Electrical/Plumbing Stand Alone fee cannot exceed \$500.00

**ORDINANCE NO. 3431-04-2007**

Adopted April 2007

Effective May 1, 2007

CITY OF LEWISVILLE

CAPITAL RECOVERY PROGRAM

EXHIBIT "A"

THE CITY OF LEWISVILLE SHALL ASSESS A CAPITAL RECOVERY FEE FOR WATER AND SEWER IN ASSOCIATION WITH NEW DEVELOPMENT AND CONSTRUCTION. IF MODIFICATION OF AN EXISTING UNIT INCREASES THE POTENTIAL FOR USE OF WATER AND SEWER SERVICES, A FEE SHALL BE ASSESSED. THE FEE SHALL BE CALCULATED BY THE LIVING UNIT EQUIVALENT METHOD (OR LUE) IN WHICH WATER AND SEWER USAGE IS DETERMINED BY A FACTOR RELATIVE TO ONE SINGLE FAMILY RESIDENCE. THE CAPITAL RECOVERY FEE FOR WATER AND SEWER SHALL BE PER THE SCHEDULE SHOWN BELOW. THE FOLLOWING GUIDELINE HAS BEEN ESTABLISHED TO PROVIDE A STANDARD FOR THE CAPITAL RECOVERY FEE DETERMINATION.

The meter equivalence shall be determined by the size of the required water meter at the City's delivery point.

**CITY OF LEWISVILLE  
METER EQUIVALENT FORMAT**

<u>Meter Size</u>	<u>Equivalent Factor In LUEs</u>
3/4	1.00
1	1.70
1 1/2	3.30
2	6.70
3	16.00
4	28.00
6	61.30
8	106.70
10	166.70

**FORMULAS FOR DETERMINING CAPITAL RECOVERY FEES**

Water Capital Recovery Fee =  
Meter Equivalent Factor in LUE for specific water meter size X Fee Per LUE from Schedule

Sewer Capital Recovery Fee =  
Meter Equivalent Factor in LUE for specific water meter size X Fee Per LUE from Schedule

**SCHEDULE OF CAPITAL RECOVERY FEES  
PER LUE**

<u>YEAR</u>	<u>WATER</u>	<u>SEWER</u>
2006	\$ 1,795	\$ 1,530
2007	\$ 2,002	\$ 1,580
2008	\$ 2,209	\$ 1,630
2009	\$ 2,417	\$ 1,681
2010	\$ 2,624	\$ 1,731
2011	\$ 2,831	\$ 1,781

**CAPITAL RECOVERY FEE SCHEDULE 2010**

<b>Meter Size</b>	<b>*Water Impact Fee</b>	<b>**Sewer Impact Fee</b>	<b>Water Admin Fee</b>	<b>Sewer Admin Fee</b>	<b>***Meter Cost</b>	<b>Deposit</b>	<b>Total Water and Sewer</b>	<b>****Irrigation Only (No Sewer Fees)</b>
.75	\$ 2,624.00	\$ 1,731.00	\$ 25.00	\$ 15.00	\$ 44.00	\$ 50.00	\$ 4,486.10	\$ 2,740.10
1	\$ 4,460.80	\$ 2,942.70	\$ 25.00	\$ 15.00	\$ 67.00	\$ 50.00	\$ 7,560.55	\$ 4,602.85
1.5	\$ 8,659.20	\$ 5,712.30	\$ 25.00	\$ 15.00	\$ 677.00	\$ 125.00	\$ 15,213.50	\$ 9,486.20
2	\$ 17,580.80	\$ 11,597.70	\$ 25.00	\$ 15.00	\$ 988.00	\$ 350.00	\$ 30,556.50	\$ 18,943.80
3	\$ 41,984.00	\$ 27,696.00	\$ 25.00	\$ 15.00	N/A	\$ 500.00	\$ 70,220.00	\$ 42,509.00
4	\$ 73,472.00	\$ 48,468.00	\$ 25.00	\$ 15.00	N/A	\$ 500.00	\$ 122,480.00	\$ 73,997.00
6	\$ 160,851.20	\$ 106,110.30	\$ 25.00	\$ 15.00	N/A	\$ 550.00	\$ 267,551.50	\$ 161,426.20
8	\$ 279,980.80	\$ 184,697.70	\$ 25.00	\$ 15.00	N/A	\$ 875.00	\$ 465,593.50	\$ 280,880.80
10	\$ 437,420.80	\$ 288,557.70	\$ 25.00	\$ 15.00	N/A	\$ 1,200.00	\$ 727,218.50	\$ 438,645.80

The meter equivalence shall be determined by the size of the required water meter at the City's delivery point.

\* Water Impact Fee is calculated by multiplying the LUEs by the 2010 Water Rate of \$2,624.00.

\*\*Sewer Impact Fee is calculated by multiplying the LUEs by the 2010 Sewer Rate of \$1,731.00.

\*\*\*N/A = ¾" – 2" meters are to be purchased from the City. Contractors must provide 3" and larger meters.

\*\*\*\*Sewer Impact Fee and Sewer Administration Fee have been deducted from the total for Irrigation Only.

**CITY OF LEWISVILLE  
ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: DEVELOPMENT**  
**TOPIC: PROCEDURE FOR WATER METER INSTALLATION BY LICENSED PLUMBERS**  
**REFERENCE: 5.3**

**PURPOSE**

- 5.3.1 The purpose of this policy is to establish a streamlined procedure to allow licensed plumbers to set water meters after payment of appropriate fees to the City.

**POLICY**

- 5.3.2 The City Council desires to provide a means by which builders or homeowners, etc. (hereinafter called "customer") would no longer schedule with the City for a water meter set for new construction. Instead, Council has authorized a policy to be established to allow a customer to obtain a water meter up to 2" at the time the appropriate fees are paid, and to allow for installation of that meter by a licensed plumber, instead of by City employees.

**PROCEDURE**

- 5.3.3.1 The customer will be requested to obtain all necessary permits and pay all necessary fees for each specific address, as established in the Code of Ordinances. Applications and information may be obtained at the Community Development Central Permitting Counter, Second Floor, Lewisville City Hall, 151 W. Church Street.
- .2 The Community Development Code Enforcement/Permits Division will issue the customer a permit and work order for each address.
- .3 The customer shall take the permit and receipt to the Public Works Department, located at 1100 N. Kealy Street, between the hours of 8:00 AM and 5:00 PM.
- .4 The Public Works Representative will verify the address for each work order and permit. The Representative will issue all water meters 5/8" X 3/4" or 3/4" X 3/4" to the customer, and will log the meter number for each specific address on the work order, which is retained by Customer Service. Upon verification, the permit will be returned to the applicant. The water meter number will be noted in the meter account upon activation. For water meters greater than 3/4" X 3/4", the Representative shall advise the customer on the procedure to obtain these water meters.
- .5 The water meter must be installed by a licensed plumber. The plumber must have completed an inspection of the service lines prior to installation of the water meter to prevent any damage or contamination to the City Water System. It is required that the plumber install the correct water meter at the address on the corresponding meter account, a fifty dollar (\$50) administration fee will be charged for reassignment of the water meter number in the City records. This fee shall be due with the next water billing cycle.
- .6 All approved backflow devices, if required, must be permitted and authorized by the Permit Division prior to the installation of the water meter. Upon installation, all approved backflow devices must be tested in accordance with the Code of Ordinances.
- .7 The installation must be permanent in nature. Temporary connections or other fraudulent connections will not be tolerated.
- .8 If an unauthorized meter is used, the customer and the property owner shall be in violation of the Code of Ordinances and shall be subject to all fines, penalties, and associated fees as may be required to connect a proper City-issued meter in place of the illegal meter.