

**RESIDENTIAL
BUILDING PERMIT APPLICATION
GUIDELINES**

MAY 2007



.151 W. Church Street
Lewisville, Texas 75057
Phone: 972-219-3470
Fax: 972-219-3772

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. Three (3) 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. Three (3) sets 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).
6. Energy code compliance data to be compiled by architect or engineer (zone 5B).
7. The City of Lewisville is currently under the 2003 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 this packet and also in the "***Building Permit Application Guidelines***" at www.cityoflewisville.com and may be ***obtained from the Building Inspection Dept. 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 must 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 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.

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.

INSPECTORS:

Matt Cross; 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
Greg Rowlett; Chief Sanitarian, Health and Code Enforcement Division - 972-219-3776

CITY OF LEWISVILLE BUILDING INSPECTION FEES EFFECTIVE 9/14/94

<u>BUILDING PERMIT</u>	<u>VALUATION</u>
\$1.00 - \$1,000	\$20.00
.....	
.....	
\$1,001 - \$2,000	\$20.00 for the first \$1,000 plus \$2.00 for each additional \$100 or
.....	fraction thereof, to and including \$2,000
.....	
\$2,001 - \$25,000	\$40.00 for the first \$2,000, plus \$6.00 for each additional \$1,000 or
.....	fraction thereof, to and including \$25,000
.....	
\$25,000 - \$50,000	\$178.00 for the first \$25,000, plus \$5.00 for each additional \$1,000
.....	or fraction thereof, to and including \$50,000
.....	
\$50,000 -	\$303.00 for the first \$50,000, plus \$3.00 for each additional \$1,000
\$100,000	or fraction thereof, to and including \$100,000
.....	
\$101,000 and up	\$453.00 for the first \$100,000, plus \$2.00 for each additional
.....	\$1,000 or fraction thereof
.....	

Plan Review Fifty percent (50%) of the Building Permit Fee;
Additional Plan Review -- \$33.00/hour (minimum of one (1) hour)

Electrical Permit \$.022 per square foot of floor area,
(Minimum \$20.00)

Mechanical Permit \$.022 per square foot of floor area,
(Minimum \$20.00)

Plumbing Permit \$.022 per square foot of floor area,
(Minimum \$20.00)

Miscellaneous Based on total valuation of construction, and the fees are the
same as for Building

Permit -- One
Trade Only Permits

Miscellaneous Re-inspection Fees -- \$33.00/hour (minimum of one (1) hour)

Inspection Fee

Inspections for which no fee is specifically indicated -- \$33.00/hour
(minimum of one (1) hour)

**Master
Electrician
License**

Initial Fee -- \$100.00, Expires January 1
Renewal Fee -- \$75.00, if renewed by January 31

**Journeyman
Electrician
License**

Initial Fee -- \$27.00, Expires January 1
Renewal Fee -- \$13.00, if renewed by January 31

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	
Equivalent Factor	
<u>Meter Size</u>	<u>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

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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

The maximum water impact fee per LUE, as determined in the April 2007 Five Year Water and Wastewater Impact Fee Review, is \$3,713.10. The maximum wastewater impact fee per LUE as determined in the October 2001 Five Year Water and Wastewater Impact Fee Review, is \$2,118.10.

CAPITAL RECOVERY FEE SCHEDULE 2007

Meter Size	*Water Impact Fee	**Sewer Impact Fee	Water Admin Fee	Sewer Admin Fee	***Meter Cost	Deposit	Total Water and Sewer	****Irrigation Only (No Sewer Fees)
.75	\$ 2,002.00	\$ 1,580.00	\$ 25.00	\$ 15.00	\$ 41.10	\$ 50.00	\$ 3,713.10	\$ 2,118.10
1	\$ 3,403.40	\$ 2,686.00	\$ 25.00	\$ 15.00	\$ 67.05	\$ 50.00	\$ 6,246.45	\$ 3,545.45
1.5	\$ 6,606.60	\$ 5,214.00	\$ 25.00	\$ 15.00	\$ 677.00	\$ 125.00	\$ 12,662.60	\$ 7,433.60
2	\$ 13,413.40	\$ 10,586.00	\$ 25.00	\$ 15.00	\$ 988.00	\$ 350.00	\$ 25,377.40	\$ 26,715.40
3	\$ 32,032.00	\$ 25,280.00	\$ 25.00	\$ 15.00	N/A	\$ 500.00	\$ 57,852.00	\$ 32,557.00
4	\$ 56,056.00	\$ 44,240.00	\$ 25.00	\$ 15.00	N/A	\$ 500.00	\$ 100,836.00	\$ 56,581.00
6	\$ 122,722.60	\$ 96,854.00	\$ 25.00	\$ 15.00	N/A	\$ 550.00	\$ 220,166.60	\$ 123,297.60
8	\$ 213,613.40	\$168,586.00	\$ 25.00	\$ 15.00	N/A	\$ 875.00	\$ 383,114.40	\$ 214,513.40
10	\$ 333,733.40	\$263,386.00	\$ 25.00	\$ 15.00	N/A	\$ 1,200.00	\$ 598,359.40	\$ 334,958.40

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 2007 Water Rate of \$2,002.00.

**Sewer Impact Fee is calculated by multiplying the LUEs by the 2007 Sewer Rate of \$1,580.00.

***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, 1197 West Main 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 work order downstairs to the Customer Service desk, First floor, Lewisville City Hall, 1197 West main Street.
- .4 The Customer Service 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.