

# **CITY OF AUSTWELL**

**P.O. Box 147**

**108 S. Gisler St.**

**Austwell, Texas 77950**

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**Phone: 361-349-1399**

## **PERMIT INSTRUCTIONS FOR CONSTRUCTION, DEMOLITION, AND BUILDING MOVE/IMPORT**

The City of Austwell and Building Official business hours are 8:00 AM to 1:00 PM. Monday, Wednesday, and Friday. The City of Austwell is closed on Tuesday and Thursday, as well as all major holidays.

In order to begin the process of permitting, Homeowner or General Contractor must submit a Statement of Intent outlining a detailed description of the proposed work to be completed and available drawings. All new buildings to be built must also be accompanied by windstorm engineered drawings.

The City of Austwell Building Official will review the Statement of Intent and determine whether a permit is required to complete the work, what types of permits are required, and how many will be needed. The City of Austwell Building Official will communicate this information to the City Secretary via Determination of Permit. The purpose of the Determination of Permit is to instruct the City Secretary which permits will be required based on the planned construction, and by referring to the inspection schedule, how many inspections for each trade are planned (if there are no failed inspections). The City Secretary will accordingly calculate the applicable fees for the Application for Building Permit and inform the Homeowner or General Contractor. The Determination of Permit will also outline the need for Water and Sewer taps and the corresponding cost for connection where applicable. Please note that the City of Austwell requires 10 workdays to respond to the Statement of Intent in the event of a new build. For more minor projects, the City of Austwell requires 72 hours for response.

The Homeowner or General Contractor will complete the Application for Building Permit, The General Contractor and each individual contractor (electrical, mechanical, plumbing/fuel) will register with the City of Austwell by completing a Contractor's Registration Application regardless of whether a permit is needed or not. Contractor's and Master's licenses, driver's licenses, and proof of insurance will be provided to the City Secretary. General Contractors will pay the \$25 application fee. All other Contractors are not required to pay.

Each individual contractor will submit the corresponding Application for work to be completed (Application for Demolition of Structure or Building, Application for Electrical Permit, Application for HVAC Permit, Application for Mobile Home Permit, Application for Moving a Building/Industrialized House, Application for Plumbing Permit, Application for Demolition Permit).

Homeowners will be allowed to complete work provided they have obtained the appropriate permits and have been determined by the Building Official to be capable of completing the work to appropriate code requirements. If the Homeowner is acting as the Contractor, they will be issued permits and be held to the same inspection criteria as other General Contractors or Subcontractors. The Homeowner may not hire any General Contractor or Subcontractors to complete the work once given approval.

Please note that if a homeowner is to act as General Contractor, he will be held responsible for ensuring that all sub-contractors are registered with the City of Austwell and have approved permits for the work to be completed. Otherwise, the General Contractor will be held responsible for ensuring that all subcontractors are registered with the City of Austwell and have approved permits for the work to be completed.

Permits must be issued prior to the start of any work. Any construction work completed in the absence of a granted permit will have a fee twice that of normal permits and, until paid, will cause utility turn offs until satisfactory compliance.

The City of Austwell must be notified of the inspections needed and given 48 hours to inspect. Upon completion of the inspection(s), the Building Official will submit an Inspection Report to the City Secretary outlining that the work passes

code or detailing issues for improvement. The City Secretary will make a copy and file in both address and specific contractor type file and provide it to Contractor. Building Official will provide the Inspection Report Form at the site of inspection for review by the Homeowner, General Contractor or Subcontractor.

Any work performed that does not meet the City Ordinance Building Code will be corrected.

Homeowner, General Contractor or Subcontractor will pay re-inspection fee upon correction of work. Please note this will also require an additional 48 hours to inspect. Upon successful correction, General Contractor, Homeowner or Subcontractor will notify the City of Austwell. Notice of satisfactory completion of work must be obtained by the Building Official before work can continue.

Any disagreement or dispute between the Homeowner and the Building Official will be escalated to the City Council of Austwell. If there is a regularly scheduled meeting within 14 days of disagreement, it will be heard at that regular meeting. If no regular meeting is scheduled within 14 days, a special meeting will be scheduled to resolve the grievance. All decisions by the City Council of Austwell are final.

Prior to completing the final inspection, The City of Austwell requires a copy of the Texas Department of Insurance (WPI-8/WPI-8-E) or Texas Windstorm Insurance Association (WPI-8-C) certification.

Upon completion of all inspections, for transfer of power, or to activate power, property owner will complete Application for Power/Work Request.

Upon completion of all inspections, Building Official will issue the Certificate of Occupancy to the City Secretary. The City Secretary will in turn issue the Certificate of Occupancy Refugio County Tax Office, Homeowner, and General Contractor.

#### PERMITS/INSPECTIONS REQUIRED:

##### ITEMS WHICH DO NOT NEED A PERMIT

- 1) Repairs to roof coverings if less than 100 square feet and no structure is needed
- 2) Repairs to gutter
- 3) Door replacement if no framing is involved
- 4) Repair to wheelchair ramps or hand railings
- 5) Fascia replacement or repair
- 6) Repairs to steps
- 7) Concrete flatwork (sidewalks and driveways) must end at your property and do not need a permit. Culverts require permits and drawings to ensure that grade and drainage are maintained.
- 8) Protective measurements before a storm
- 9) Leveling and repairs to an existing slab on grade, foundation, unless wall anchorage is being altered or repaired.
- 10) The leveling of pier and beam foundations must be permitted and inspected because when the structure is lifted the bond and anchorage are broken, and the structure must be tied back down. Also, the plumbing will need to be reconnected, if more than just a short piece of drainpipe is needed to tie back a plumbing permit will also be needed.
- 11) Fence repair
- 12) Painting, carpet, and sheetrock repair
- 13) Plumbing
  - a) Toilets
  - b) Sinks
  - c) Water heaters (if no additional piping is needed)
  - d) Repairs to water service or water lines outside the structure in the meter box
- 14) HVAC (replacement of filters and grills)
- 15) Electrical
  - a) Replacement of switches, receptacles, breakers, fuses, light fixtures, lamps if there is no wiring change

All other repairs and improvements must have a complete application with explanation of work to be completed. Performing any work other than mentioned above without application and decision can result in a fine and or double permit fees.

- Building Permit Base (UP to 600 Sq Ft)      \$25.00      \$ \_\_\_\_\_
- 601 – 1599 Sq Ft      \$100.00      \$ \_\_\_\_\_
- 1600 – 2599 Sq Ft      \$200.00      \$ \_\_\_\_\_
- 2600 – 3599 Sq Ft      \$300.00      \$ \_\_\_\_\_
- 3600 Sq Ft And Above      \$400.00      \$ \_\_\_\_\_

**\*\* BASE BUILDING PERMIT FEE COVERS 600 SQUARE FEET. ADDITIONAL SQUARE FOOTAGE CALCULATION IS ABOVE**

- Pre-Pour Foundation Rough Inspection      \$95.00      \$ \_\_\_\_\_
- Building Rough Inspection      \$95.00      \$ \_\_\_\_\_
- Final Inspection      \$95.00      \$ \_\_\_\_\_

**BUILDING PERMIT AND INSPECTION SUBTOTAL**      \$ \_\_\_\_\_

- Electrical Permit      \$25.00      \$ \_\_\_\_\_
- Temporary Power      \$95.00      \$ \_\_\_\_\_
- Pre-Pour Foundation Rough Inspection      \$95.00      \$ \_\_\_\_\_
- Building Rough Inspection      \$95.00      \$ \_\_\_\_\_
- Final Inspection      \$95.00      \$ \_\_\_\_\_

**ELECTRICAL PERMIT AND INSPECTION SUBTOTAL**      \$ \_\_\_\_\_

- HVAC Permit      \$25.00      \$ \_\_\_\_\_
- Pre-Pour Foundation Rough Inspection      \$95.00      \$ \_\_\_\_\_
- Building Rough Inspection      \$95.00      \$ \_\_\_\_\_
- Final Inspection      \$95.00      \$ \_\_\_\_\_

**HVAC PERMIT AND INSPECTION SUBTOTAL**      \$ \_\_\_\_\_

- Plumbing Permit      \$25.00      \$ \_\_\_\_\_
- Pre-Pour Foundation Rough Inspection      \$95.00      \$ \_\_\_\_\_
- Building Rough Inspection      \$95.00      \$ \_\_\_\_\_
- Final Inspection      \$95.00      \$ \_\_\_\_\_

**PLUMBING PERMIT AND INSPECTION SUBTOTAL**      \$ \_\_\_\_\_

- Building Demolition Permit      \$25.00      \$ \_\_\_\_\_
- Final Inspection      \$95.00      \$ \_\_\_\_\_

**DEMOLITION PERMIT AND INSPECTION SUBTOTAL**      \$ \_\_\_\_\_

- Culvert Installation Permit      \$25.00      \$ \_\_\_\_\_
- Final Inspection      \$95.00      \$ \_\_\_\_\_

**CULVERT INSTALLATION SUBTOTAL**      \$ \_\_\_\_\_

\_\_\_\_\_ Water Present      \_\_\_\_\_ Sewer Present

- New Tap for Water      \$4000.00      \$ \_\_\_\_\_
- New Tap for Sewer      \$4000.00      \$ \_\_\_\_\_
- Deposit Fee      \$200.00      \$ \_\_\_\_\_

**WATER AND SEWER TOTAL**

\$ \_\_\_\_\_

**TOTAL FEES**

\$ \_\_\_\_\_

BUILDING OFFICIAL: \_\_\_\_\_