

**VILLAGE OF SURFSIDE BEACH \* BUILDING PERMIT APPLICATION**

**NEW CONSTRUCTION \* NON-BEACHFRONT**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED**

LEGAL OWNER NAME:
ADDRESS:
PHONE:
EMAIL:

AUTHORIZED APPLICANT (if different):
PHONE:
<b>(AUTHORIZATION REQUIRED FOR LEGAL OWNER OF LOT)</b>

**FILL OUT THE FOLLOWING QUESTIONS**

1. BCAD GEOGRAPHIC ID NUMBER:	
2. PHYSICAL ADDRESS:	
3. WILL A RE-PLAT BE REQUIRED? YES / NO	IS THIS A SINGLE LOT? YES / NO
4. FULL PROJECT SCOPE:	
5. SQUARE FT OF LOT:	
6. SQUARE FT OF LIVING SPACE (DOES NOT INCLUDE COVERED DECKS):	
7. PERCENTAGE OF LOT TO BE COVERED:	
8. ENCLOSURE UNDER HOME? YES / NO (BREAKAWAY WALL CERTIFICATION REQUIRED FROM ENGINEER UNLESS LOUVERED WALLS ARE USED, INDICATE ON THE DRAWINGS)	
9. STREET USED FOR ACCESS AND DRIVEWAY TO LOT:	
10. DRIVEWAY MATERIAL:	
11. NO. OF PARKING SPACES AVAILABLE (ONE FOR EVERY 300 SQ. FT. OF LIVING SPACE REQUIRED):	
12. MATERIAL UNDER FOOTPRINT OF HOME:	
13. NAME AND PH NO. OF OSSF INSTALLER: (IF APPLICABLE)	
14. CERTIFIED STAMPED OSSF PLAN AND DESIGN TO BE ATTACHED:	
15. WILL FILL MATERIAL BE NEEDED? YES/NO	

## **IMPORTANT NOTICES**

**BEFORE BUILDING ON OR NEAR WETLANDS, A JURISDICTIONAL DETERMINATION MAY BE REQUIRED, ALONG WITH A SURVEY SHOWING THE MEAN HIGH TIDE LINE. INITIAL \_\_\_\_\_**

**\*\* DURATION OF PROJECT: \_\_\_\_\_ MONTHS (PERMIT IS VOID AFTER SIX MONTHS IF PROJECT IS NOT STARTED) AND IS ONLY GOOD FOR TWO YEARS.**

**\*\* ONCE PROJECT IS COMPLETE, BEFORE STRUCTURE CAN BE INHABITED - A CERTIFICATE OF OCCUPANCY IS REQUIRED AND CAN BE OBTAINED FROM THE BUILDING DEPARTMENT AT CITY HALL. INITIAL \_\_\_\_\_**

**\*\* DURING THE ENTIRE DURATION OF THE PROJECT BY LOCAL ORDINANCE YOU ARE REQUIRED TO RETAIN A PORTABLE RESTROOM AND ROLL OFF, ALL MATERIAL AND DEBRIS IS TO BE CONTAINED. INITIAL \_\_\_\_\_**

**\*\* Sewer Tap - \$3000.00 \*\* Water Tap - \$1400.00 \*\* OSSF Permit \$410.00**

Will a conditional use permit be required? YES / NO

Zone Classification: RESIDENTIAL / COMMERCIAL

Were any variances required for this project? YES / NO

### **REQUIRED WITH APPLICATION:**

1. An accurate site plan by legal description indicating:

\* Location of property lines with notation of adjoining tracts and setbacks

\* Location of septic system

\* Details of foundation, driveway and culvert size

2. Initial elevation certificate (**APPLICANT AGREES TO PROVIDE CITY HALL A POST CONSTRUCTION ELEVATION CERTIFICATE**)

3. STAMPED AND SIGNED WINDSTORM ENGINEERED PROJECT plans (11" x 17" size) or electronic sent to email.

4. WPI-1 - Windstorm certificate of compliance emailed directly from engineer to Building Official. Authorized APPLICANT AGREES TO PROVIDE WINDSTORM INSPECTION REPORTS TO CITY HALL – and adhere to Texas Windstorm Building Code per local ordinance.

5. Plan and Elevation Views (architectural drawings) 11"x 17" size, or electronic sent to email.

6. REScheck or other to show compliance with the International Energy Conservation Code of the ICC.

7. Original set of OSSF plans stamped by an engineer or application for new sewer tap

8. Outdoor lighting plan, indicate fixture types and placement, must meet current Village light ordinance.

9. Culvert Request Form (Found on Village website [www.surfsidetx.org](http://www.surfsidetx.org) )

**Signature of Authorized Applicant: I understand that failing to follow all regulations can result in a HALT WORK ORDER as well as FINES AND CITATIONS:**

X \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of City Official:** \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION IS:

**APPROVED**

**DENIED**

PERMIT FEE: (.65 CENTS PER SQ. FEET PLUS OTHER LOCAL FEES) \$ \_\_\_\_\_