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| CITY OF CRYSTAL CITY Crystal City, Texas | BUILDING, PLUMBING, ELECTRICAL, MECHANICAL & GENERAL PERMIT CHECKLIST |

**DO NOT START ANY PROJECTS/CONSTRUCTION UNTIL THIS FORM HAS BEEN APPROVED BY THE CITY**

Will project be **□ Residential □ Commercial**

Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contractor Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Comm. Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property Owner Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Est. Cost of Project: \_\_\_\_\_\_\_\_\_\_\_ Sq. Ft. of addition: \_\_\_\_\_\_\_\_\_\_

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| **Permit Type**  □ New Construction - (**check all services that will be needed below)**  □ Remodel/Repair □ Addition □ Duplex/Apartment □ Portable Bldg.  □ Garage/Carport □ Patio/Porch □ Canopy/Cover □ Storage Room □ House Moving  □ Decks □ Roof/Reroof □ Slab □ Signs □ Swimming Pool □ Ramps □ Fence  □ Tanks □ Driveways/Sidewalks □ Demolition □ Parking Lots □ Tree Removal |

**Descriptions of project** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Plumbing (All new plumbing including, sewer, waste and vents must be tested via a water column).**  □ House Sewer/Replacement □ Fixtures \_\_\_\_\_\_ □ Water Pipes/Repair/Replacement \_\_\_\_\_\_  □ Drainage & Vents/Repair/Replacement \_\_\_\_\_\_ □ Water Heater \_\_\_\_\_\_  □ Gas Lines/Repair/Replacement □ Gas Test □ Backflow \_\_\_\_\_\_ □ Backflow Testing  □ Irrigation Pipes/Repair/Replacement (Fire Main/ Lawn) Sprinkler Heads \_\_\_\_\_\_\_ |

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| **Electrical**  **ESID: 100-327-894- \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_- \_\_ \_\_**  □ Meter Loops □ Temporary Pole □ Outlets \_\_\_\_\_\_\_\_ □ 220 Breakers \_\_\_\_\_\_\_\_\_ |

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| **Mechanical**  Number of units \_\_\_\_\_\_\_\_ □ Tonnage \_\_\_\_\_\_\_\_ □ 220 Breakers \_\_\_\_\_\_\_\_\_  ***(All mechanical installations must have a Load/Spec. sheet.)*** |

The following rules are just a few of the requirements that the City of Crystal City has in place. The City of Crystal City follows the 2015 ICC Codes, for detailed ordinances visit **www.cityofcc.com**. Contact the Code Enforcement department if you have any other questions at (830) 374-3477 ext. 7213.

* **Any Remodeling/Demolition of a commercial building requires an Asbestos check prior to the start of construction.**
* **A set of plans must accompany your request for a new structure including additions.**
* **Any New Construction/Additions/Carports/Garages/Fences close to the vicinity of the adjacent property will require a visual inspection of a survey marker.**
* **Corner lots are considered having double setbacks.**
* **You are only allowed to have one structure/residence per lot; Garage/Storage/Shed cannot be converted or used as a dwelling.**
* **All electrical, mechanical and plumbing work must be done by licensed contractor, unless it is a plumbing permit on a homestead done by the owner.**
* **All permits are good for six months.**
* **A 24-hour turnaround will be allowed between Checklist Inspection and actual Issuing of Permit, once a permit has been issued you must call city hall to schedule any inspection. Inspections must be scheduled by 3:00 pm one business day before the requested inspection. Inspections are performed between 8:00 am and 4:00 pm, Monday through Friday. The required inspections will vary for each project.**
* **Do not order any concrete until your project/rebar/foundation has be approved by the city.**
* **Be aware that any work being done without required permits will result in doubling of ALL permit fees as stated in Title 15 of the Building and Construction codes.**
* **When a building permit is issued either due to a misrepresentation by the applicant or due to an error by the city, that permit can be revoked and a “stop work” order can be issued by the building official/plumbing inspector/code enforcement officer.**
* **The City of Crystal City and its employees will not be involved in any disputes between Contractors and Home Owners, or involved in any property disputes pertaining to encroachment of property between neighbors.**

By signing below, you agree that all the information provided is true and accurate to the best of your knowledge and that all requirements will be met per Building and Construction codes.

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Owner/Contractor Date

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| For Office Use Only  Zoning: □ R1 □ R2 □ R3 □ R4 □ R5 □ R6 □ B1 □ B2 □ B3 □ Industrial  Setbacks: Front \_\_\_\_\_ Back \_\_\_\_\_ Side \_\_\_\_\_ Zoning Met: □ Yes □ No  Easements/Right-A-Ways: □ Yes □ No Survey Markers: □ Yes □ No Lot Size: \_\_\_\_\_\_\_\_  In the Floodplain: □ Yes □ No □ Unsure Commercial Asbestos Survey: □ Yes □ No  Inspected on: \_\_\_\_\_\_\_\_\_\_\_\_\_ Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved: □ Yes □ No |