



V I L L A G E O F  
**VOLENTE**

**VOV USE  
ONLY:**

Date Submitted:

\_\_\_\_\_

Amount Rec'd:

\_\_\_\_\_

Receipt No.

\_\_\_\_\_

Date Approved  
by Engineer:

\_\_\_\_\_

**APPLICATION FOR BUILDING PERMIT**

**Applicable for any activity regulated by Village construction codes**

Includes new construction, accessory structures, additions, remodels, pools, demolition, carports, patios, decks, driveways, relocation, etc., as defined in Art 9.05.068 of the Volente code.

Project Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Owner Name(s): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*\*Authorized Agent form must be completed if applicant is not owner*

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Zoning: \_\_\_\_\_ Gross Acres: \_\_\_\_\_ Project Valuation: \_\_\_\_\_

Brief Description of Proposed Work: \_\_\_\_\_

**The following items or information must be submitted along with this application:**

- Description:** Provide a accurate written description of the project. Describe in as much detail as possible the existing and proposed uses of the property. Use additional pages as necessary for a full description.
- Plans:** 2 sets of site and building plans (as applicable), a 24x36" and 11x17" size printed and electronically submitted to the Village of Volente.
- Deposit:** provide payment to the Village of Volente in the amount required.
- Tax Receipt, Closing Statement or Deed, Authorized Agent Form, & Variance Application and Permission to Inspect and Enter Property, as applicable.
- OSSF:** Provide LCRA permit.

**SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION**

That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I agree to compliance with all applicable codes and ordinances of the Village. I authorize the Village or their representatives to visit and inspect the property for which this application is being submitted. I further understand that Village Staff review time may take up to ten (10) business days per review.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

STAFF:  
\_\_\_\_\_

*The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.*

**§ 9.05.068 Application for building permit approval.**

- (a) Purpose. The purpose of the building permit is to ensure that all building of structures is in compliance with this article and with all applicable construction codes of the village.
- (b) Applicability. Unless a construction code or this article exempts an activity from the building permitting process, building permit review and approval shall be required for all residential and nonresidential building activities as follows:
- (1) Any activity regulated by the building code;
  - (2) Any activity regulated by the plumbing code;
  - (3) Any activity regulated by the mechanical code;
  - (4) Gas code;
  - (5) Fire code;
  - (6) Any activity regulated by the currently adopted housing code;
  - (7) Any activity regulated by the currently adopted unsafe building code;
  - (8) Any activity regulated by the electrical code;
  - (9) Constructing, altering, or repairing a sidewalk, curb, gutter, or driveway approach on property under a person's control or in the public right-of-way adjoining property under a person's control;
  - (10) Making an addition to an existing building or structure or to building service equipment;
  - (11) Demolishing all or part of an existing structure where such demolition is part of the constructing, altering, or repairing of an existing building or structure for which building permit approval is required;
  - (12) Remediating asbestos, lead, mold or other contaminations;
  - (13) Relocating an existing building from one (1) site to another or along a public right-of-way;
  - (14) Changing, restoring or moving an exterior architectural feature of a designated historic landmark;
  - (15) Construction, remodeling or converting for use as a food products or food service establishment;
  - (16) Erecting, constructing or structurally altering a swimming pool.
- (c) Exemptions and exceptions. A building permit application shall not be required for the following building construction activities:
- (1) Making minor additions, alterations or repairs to existing building service equipment in accordance with the construction codes in effect at the time the equipment was originally installed;
  - (2) Using, maintaining or repairing building service equipment that was lawfully in existence at the time of adoption of the village construction codes in accordance with the original design if the building service equipment does not create a hazard to life, health, or property;

- (3) Using the type of materials used in the original construction of an existing building or structure to make a nonstructural alteration or repair if the alteration or repair does not adversely affect a structural member or the required fire resistance of a part of the building or structure, except a person shall comply with requirements for new installations when installing or replacing glass;
  - (4) Making minor additions, alterations, or repairs to existing buildings or structures that are lawfully in existence at the time of adoption of the village construction codes, and that were originally constructed in compliance with construction codes in existence at the time the buildings or structures were constructed, and are not in unsafe or unsound conditions;
  - (5) Constructing new buildings or structures or making additions, alterations or repairs to existing buildings or structures that are owned by the State of Texas or United States governments;
  - (6) Relocating buildings that are specifically designed and constructed to be portable;
  - (7) Relocating buildings that have a loaded height of not more than 12 feet and a loaded width of not more than 12 feet.
- (d) Restrictions. No building permit shall be issued for a lot, building site, building or use unless the lot or building site has been officially recorded by a final plat approved by the council, and unless all public improvements, as required by this article for final plat approval, have been completed, except as may be permitted below:
- (1) A building “foundation/only” permit may be issued for a nonresidential or multifamily development provided that a preliminary plat has been recommended by the commission and been approved by the village and provided that the site development permit has been approved by the village. However, the building permit shall not be issued and building construction shall not be allowed to surpass the construction of fire protection improvements. In other words, the building shall not proceed above the slab level until all required fire lanes have been completed, and until all water lines serving fire hydrants, when present or proposed, have been completed, inspected and tested.
  - (2) The village may release some residential building permits for not more than ten percent (10%) of the lots within a new residential subdivision, provided that a preliminary plat has been recommended by the commission and approved by the council and the site development permit has been approved by the village and provided that all public improvements have been completed for that portion of the development including, but not limited to, those required for fire and emergency protection, such as streets providing at least two (2) points of emergency access, alleys, water lines serving fire hydrants, and other similar required public safety improvements.
  - (3) Except as provided in subsection (c) above, a person shall comply with this article and with the village’s construction codes for new facilities when making an addition or repair to a building or structure or to building service equipment.
  - (4) A person shall not create a condition in an existing building or structure or in existing building service equipment that violates the village’s construction codes as a result of an addition or an alteration.
  - (5) A person shall not create an unsafe condition in an existing building or structure or in existing building service equipment as a result of an addition or repair. An unsafe condition exists if an addition or alteration:
    - (A) Causes the existing building or structure to become structurally unsafe;

- (B) Overloads or exceeds the capacity of building service equipment;
- (C) Results in inadequate egress or obstructs existing exits;
- (D) Creates a fire hazard;
- (E) Reduces fire resistance; or
- (F) Creates a health hazard or a condition dangerous to human life.

(e) Temporary building permit.

- (1) The village may issue a temporary building permit to authorize construction of a portion of a building, structure, or building service equipment before the building plans and specifications for the entire project have been submitted or approved if the applicant files information and detailed statements describing the activity to be performed and the village determines that the activity complies with this article.
- (2) The applicant under a temporary building permit proceeds with construction at the applicant's risk. A temporary building permit shall not guarantee that a permit for the entire building or structure will be approved. An applicant shall not acquire vested rights under a temporary building permit.

(f) Asbestos survey required for certain activities.

- (1) In this section, "asbestos survey" means an inspection by an individual licensed by the state to perform the inspection of a building or facility to determine the location, quantity, and condition of asbestos-containing material in the building by taking samples for analyses and by visual inspections.
- (2) The village may not issue a permit to a person for the alteration or renovation of a building or structure unless an asbestos survey has been conducted of the areas of the building or structure affected by the proposed alteration or renovation. A person seeking a permit shall provide evidence of the survey to the village.
- (3) This subsection (f) does not apply to:
  - (A) A building owned by the state or federal government;
  - (B) An industrial facility to which access is limited primarily to employees of the facility because of processes or functions that are hazardous to human safety or health;
  - (C) A manufacturing facility or building that is limited to workers and invited guests under controlled conditions;
  - (D) A building, or any portion of a building or a structure, that a professional engineer, a registered architect, or a village or state government official determines to be structurally unsound and in danger of imminent collapse; or
  - (E) A single-family dwelling.
- (4) A person who obtains a survey of a building in its entirety is not required to obtain additional surveys for subsequent alterations or renovations of the building or structure.
- (5) A person commits an offense if the person begins, conducts, or continues alteration or renovation operations without an asbestos survey required by this section. A culpable mental state is not

required, and need not be proved, for an offense under this section. Each instance of a violation under this section is a separate offense. Each day that a violation continues is a separate offense.

- (g) Payment of all indebtedness attributable to subject property. No person who owes delinquent taxes, fees, delinquent paving assessments, impact fees, or any other delinquent debts or obligations to the village and which are directly attributable to a piece of property shall be allowed to submit an application for a building permit until the taxes, fees, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner shall have been first fully paid, or until an arrangement in form satisfactory to the village has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence or proof that all taxes, debts and obligations owing to the village have been paid.
- (h) Application process for building permit approval.**
- (1) Applicant (or applicant's land planner, engineer, or surveyor) attends a pre-application meeting with village official(s).
  - (2) Applicant submits the application to the village, and the village conducts an application submittal completeness review.
  - (3) Village deems completeness of application. If the application is incomplete, notice thereof shall be provided to the applicant and the applicant shall be required to submit additional necessary or required documents and information according to the process provided in section **9.05.064(f)** and the application shall expire on the same terms and conditions as provided in such section **9.05.064(f)**.
  - (4) The village conducts a sixty (60) calendar day technical review of the application submittal following submission of all necessary and required documents and information and distributes the application to other appropriate entities for technical review.
  - (5) Applicant must submit to the village a corrected building permit application submittal, in response to village review comments, no later than thirty (30) days upon receipt of the village's review comments.
  - (6) Village will conduct a second review of the application resubmittal, if required, within a thirty (30) calendar day review period.
  - (7) The village will approve or disapprove the permit application, based upon the permit application's compliance with the village Code of Ordinances. The village will issue the building permit upon approval of the permit application.
  - (8) If the village disapproves the building permit application, the applicant may file a "Notice of Appeal" in accordance with the village Code of Ordinances.
- (i) Completeness of application for building permit approval. Building permit applications which do not include all required information and materials will be considered incomplete, and will not be accepted for official submission by the village until the proper information is provided to the village. For an application to be considered complete, the following information shall be included in the application:
- (1) Ten (10) copies of the application;
  - (2) Identification of project, developer, engineer, architect, landowner, and builder;
  - (3) Notarized signature of the landowner or his/her designated representative or agent;

- (4) Verification that all taxes and assessments owing to the village on the subject property have been paid;
  - (5) Verification that utilities for the proposed building(s) are available;
  - (6) Architectural, structural, civil, electrical, mechanical, plumbing, fire protection, landscaping, accessibility, lighting, utility, surface coatings, materials, engineering and construction drawings and other engineering and construction drawings as are required by the village's construction codes;
  - (7) Building permit report if required by the village's construction codes;
  - (8) Project registration confirmation as required by the state department of licensing and regulation, architectural barriers;
  - (9) Approved preliminary permit;
  - (10) Approved final plat, if applicable;
  - (11) Approved site plan, if applicable;
  - (12) Approved site development permit, if applicable;
  - (13) Asbestos survey, if applicable;
  - (14) Any additional information requested by the village at the pre-application meeting.
- (j) Additional information in application for residential building permit approval. The following information shall be provided in the building permit report as part of the application for residential building permit approval:
- (1) Primary project data: Service address; tax parcel number; legal description of building lot; description of the proposed work as residence, duplex, garage (attached or detached), carport (attached or detached), pool; description of the proposed type of work as new, remodel, addition, or other; zoning; height of building; number of floors; cut or fill in excess of four feet (4'); street frontage; right-of-way access;
  - (2) Valuations for remodels only: Estimated value of labor and materials for building, electrical, mechanical, plumbing, driveway and sidewalks, on-site sewage and/or water;
  - (3) Data for new construction or additions only: Lot size; total job valuation of labor and materials;
  - (4) Valuations for remodels and additions: Total job valuation of labor and materials;
  - (5) Owner and builder information: Owner and builder name, telephone (home, cell, work, pager, FAX), company name, contact name;
  - (6) Building coverage: Tabulation of existing and new/addition area of a lot covered by buildings or roofed areas, but not including incidental projecting eaves and similar features, or ground level paving, landscaping, or open recreational facilities, including first floor conditioned area, second floor conditioned area, basement, garage, carport, wood decks (counted at 100%), breezeways, covered patios, covered porches, balconies, swimming pools (pool surface area), other building or covered area(s);
  - (7) Impervious coverage: Tabulation of all building-related impervious cover including building cover,

sidewalks, driveway, walkway, uncovered patios, uncovered wood decks, air conditioner pads, concrete decks, other identified cover as defined in the village's nonpoint source pollution control ordinance.

- (k) Additional information in application for multifamily and nonresidential building permit approval. The following information shall be provided in the building permit report as part of the application for multifamily and nonresidential building permit approval:
  - (1) Primary project data: Identification if on former landfill site or within floodplain; service address; tax parcel number; legal description of building lot; subdivision name; dates of site plan approval and expiration; current and proposed use; description of the proposed work; building square footage (new and/or remodel) of the area within the surrounding exterior walls of a building or portion thereof exclusive of open courts and the floor area of a building, or portion thereof, not provided with surrounding exterior walls but under the horizontal projection of the roof or floor above; number of building floors; number of dwelling units or office units; number of parking spaces provided; use of hazardous materials; generation of hazardous waste materials; disturbance of asbestos; fire sprinklers; fire alarm system; existing underground storage tanks;
  - (2) Valuations: Total job valuation of labor and materials;
  - (3) Calculations: Lighting and thermal; electrical service load;
  - (4) Construction specifications.
- (l) Expiration and extension of building permit.
  - (1) A building permit expires if work authorized by the permit does not begin before the one hundred eighty-first (181st) calendar day after the permit is issued. The village may grant a single one hundred eighty (180) calendar day extension of the building permit if the applicant requests the extension in writing before the permit expires and demonstrates good cause for the extension.
  - (2) A building permit expires if work authorized by the permit begins before the one hundred eighty-first (181st) day after the permit is issued but is abandoned or suspended for more than one hundred eighty (180) calendar days. The village may grant a single one hundred eighty (180) calendar day extension of the building permit if the applicant requests the extension in writing before the permit expires and demonstrates good cause for the extension.
  - (3) After a building permit expires, a person shall not perform work for which the permit is required.

**(Ordinance 2004-O-36, sec. 33.320, adopted 10/26/04; Ordinance 2007-O-75, sec. 3, adopted 4/1/07; Ordinance adopting Code)**