

Village of Volente

Single Family Residential Site Development and Building Permits Application (Residential Only)

GENERAL

1. Several applications and permits may be required to obtain approval for your construction project (ref. Article. 9.05 Site Development Regulations). Approvals will be provided in the following order:
 - a. Concept plan (zoning changes)
 - b. Zoning;
 - c. Subdivision;
 - d. Site plan;
 - e. Site development permit and nonpoint source pollution control permit.
 - f. Building permit.

An applicant may concurrently file applications for the above approvals, if acceptable to the Village. The acceptability will be determined at the Pre-Application Conference. All updates required to obtain site development approvals and permits shall be submitted to the village no later than one hundred eighty (180) days from the date of initial submittal of the complete application. A one hundred eighty (180) day extension may be granted by the village, if the request is made by the applicant, in writing, prior to the deadline

2. If a petition for variance from the Village ordinances is required to carry out a construction project, a **Variance Application** must be submitted in writing by the applicant before requests for application approvals or permits are submitted for the consideration of the Village. The petition shall state fully the justifications for the application, and all of the facts relied upon by the petitioner.
3. **Single Family Residential Site Development and Building Permits.** No construction, site clearance, excavation, grading, or land fill or cut and fill on public or private land shall commence unless all applicable permits shall have first been issued for such work inside of incorporated limits of the Village of Volente. Please submit a completed application to Village of Volente Office at 16100 Wharf Cove. Office hours are Monday to Friday 9:00 a.m. – 3:00 p.m. The village is not required to act upon a permit application until it is deemed by the village to be administratively complete.
4. Residential construction is limited to construction of a single-family residence. This includes new homes, septic installation, driveways/culvert, decks, pools, garages, accessory structures, barns, etc. *Though the construction of subdivisions, streets, drainage is ultimately for residential use, it is considered non-residential construction.* If there is any uncertainty contact the Village Office. 512-250-2075.
5. All **Single Family Residential Site Development and Building Permit Applications** include a notarized **Authorized Agent Affidavit**, if applicable and **Permission to Inspect and Enter Property Form**.
 - a. Provide the correct legal description of the property. If it is a lot in a Subdivision give the Subdivision Name, Lot #, Block, and phase and section, if applicable. If the property is raw acreage, provide the name and number of the survey, the acreage and most importantly, the **Tax Parcel Identification Number**. If the correct legal description is unknown, **contact Travis Central Appraisal District**

PRECONSTRUCTION

PRE-CONSTRUCTION MEETING

Builders are required to have a pre-construction meeting with the Development Engineer prior to issuing a development permit. The pre-construction meeting will cover rules for trash, portable restrooms, erosion & sedimentation controls, construction entrance, and posting of the house address.

PRECONSTRUCTION INSPECTION:

- Verification that all fees have been paid.
- Setbacks clearly marked on lot.
- Job-site address must be visible from street with one builder sign allowed.
- All temporary Erosion and Sedimentation controls are installed per approved Site Plan.
- Tree Protection installed per approved Site Plan.
- Port-a-let properly installed and out of Right-of-Way.
- Construction Entrance installed per approved Site Plan.
- Trash receptacle in place.
- Plans available upon request.
- Building Permit must be posted in visible location.
- Verification that on-site wastewater (septic) permit application has been submitted with appropriate jurisdiction.

Village of Volente

Single Family Residential Development Requirements

Application Requirements for Residential Site Development/Building Permit Approval

<u>Completeness Checklist</u>	
1.	Pre-Application Meeting
2.	Site Development and Building Application
	- Authorized Agent Affidavit (notarized), if applicable
	- Site Development and Building Permit applications
	- Site Development Permit engineering report
	- Permission to Inspect and Enter Property Form
	- Variance Application, if any; justification and documents listed below, as indicated (1). Property owner notifications and Public hearings may apply.
3.	Development Fee Deposit – all fees are payable in advance. Unused deposits are refunded.
4.	Tax and Assessment Payment Verification
5.	Final Plat or Legal Lot Status
6.	Project Cover Sheet; data sheet, legal description, water source and wastewater disposal
<p>Base information on each sheet to include: Project address; north arrow; engineering scale shall be 1"=20'; 1"=30' or 1"=40'; seal and signature of the Engineer, Architect or Surveyor who prepared plans, and the date the plans were signed; blank space (approval space) in the lower right hand corner, at least 5"x3".</p> <p>One full set of the following documents are to be submitted with the application and one full set is to be submitted electronically (thumb drive preferred).</p>	
7.	Property Boundary Survey, showing property lines, setbacks and easements (1)
8.	Site Plan – an accurate Site Plan drawn to scale and/or dimensioned on the Property Boundary Survey must show lot dimensions, footprint of existing and proposed improvements, and distance from property lines, platted building lines, driveways/culverts, all easements and the address and legal description of the lot. one 24x36" and 11x17" set (1)
9.	Impervious Cover Calculation (existing and proposed, calculated to contour 681) (1)
10.	Erosion and Sediment Control Plan; depict elevation contours of site, locate silt fencing, etc.
11.	Tree Protection Plan – 6" in caliper size and larger; identify and location of protection
12.	Water Quality Control Plan (use Highland Lakes Watershed Ordinance for planning)
13.	Landscape, Drainage and Grading Plans
14.	Construction Notes (as requested)
15.	Topographical Survey prepared by a licensed Surveyor (construction on slopes greater than 10% only) 1' increments (1)
16.	Building plans with specifications (Stamped by Licensed Engineer or Architect); scale shall be 1/4"=1' one 24x36" and 11x17" set
	- Foundation Plan and Design Letter (Stamped by a State of Texas Licensed Engineer)
	- Floor Plan (must show all dimensions, rooms, size and type windows and doors, cabinets and fixtures and ceil heights)
	- Structural Plan (must show second floor, ceiling, roof framing and headers and beams)
	- Electrical Plan (w/ floor plan OK; including light fixtures switching, data and power)
	- Plumbing Plan (w/ floor plan OK)
17.	Res Check; compliance with the International Energy Compliance
18.	Any addition information requested at the Pre-Application Meeting

Village of Volente Fee Provisions

ALL ADMINISTRATIVE FEES ARE NON-REFUNDABLE AND DUE AT THE TIME OF SUBMITTAL OF AN APPLICATION

All fees and deposits are due at the time of submittal unless otherwise noted. Fees and any costs incurred against deposits for the benefit of the applicant's application are nonrefundable. Excess deposits will be refunded once the project is complete, and the final inspection has occurred and/or the certificate of occupancy has been issued.

- (a) No permits will be issued until all fees and deposits and any other costs incurred by the village have been paid.
- (b) Double permit fees will be charged for any work started before the permit is issued or if the building is occupied before a certificate of occupancy is granted.
- (c) Professional and legal services. All professional fees are subject to a 15% administrative surcharge by the village and the applicant shall be responsible for all professional service and administrative charges that exceed the estimated fees and deposits paid.
- (d) Applicants shall be responsible for all professional service charges including fire inspections and fees incurred from the village's consultants attending public meetings in association with an application or permit.
- (e) Fees charged by the village's attorney as a result of an application or permit will be reimbursed to the village by the applicant at cost incurred plus the administrative markup.
- (f) In situations where the village administrator anticipates the village's out-of-pocket expenses for professional services related to review of an application will exceed the amount recouped by the imposition of standard fees, the village shall require the applicant to pay an additional deposit. The amount of the deposit may range from \$1,000.00 to \$10,000.00, as deemed necessary by the village administrator. Examples of projects for which an additional deposit may be warranted include (but are not limited to) subdivision plats, rezoning requests, and planned development districts. The additional deposit shall solely be applied to payment of professional services by engineers, attorneys, surveyors, architects, landscape architects, etc., that are specifically engaged by the village to consult directly on the applicant's proposed project. Payment of this deposit shall be an express condition of the village's review of and determination upon the application. Payment of the deposit does not guarantee approval of the application. Nor does payment of the deposit create a client relationship between the applicant and the professional services provider. Deposit funds shall not be expended by the village on code enforcement activities. The deposit shall be replenished by the applicant upon depletion within 30 days of being notified by the village in writing. Unused account balances shall be refunded to the applicant.
- (g) Any unpaid or uncollected fees required herein shall be paid prior to village issuance of any final inspections or certificates of occupancy or acceptance of any subdivision improvements by the village.
- (h) All costs incurred by the village in lawfully abating or authorizing abatement of conditions which are a hazard to public safety, health or welfare for properties requesting permits or approvals for development shall be paid prior to issuance of future building permits or accepting applications for subdivision platting or other development approvals.
- (i) Unless otherwise provided for in the Code of Ordinances, fees shall be collected in the amounts provided for in the schedule contained in this appendix. Any reference to fees contained in any code adopted by reference in this code or contained in any chapter of this code shall be superseded by the fees set forth in this fee schedule.
- (j) The terms and provisions of this fee schedule shall not be construed in a manner to conflict with the Texas Local Government Code, the Texas Water Code and the Texas Health

& Safety Code, and the Lower Colorado River Authority Highland Lakes Ordinance and the Highland Lakes Ordinance Technical Manual, and if any term or provision of this fee schedule shall appear to conflict with any term, provision or condition of these codes, such term or provision of this fee schedule shall be read, interpreted and construed in a manner consistent with and not in conflict with such codes, and, if possible, in a manner to give effect to both. The standard and accepted rules of statutory construction shall govern in construing the terms and provisions of this fee schedule.

Please see Appendix A Fee Schedule in our Code of Ordinances for all Village fees at the link below.

<https://ecode360.com/40815590>

Village Of Volente

BUILDING INSPECTION SCHEDULING PROCEDURES

The Village of Volente inspections are conducted by professional inspectors/surveyors. The permit issued will include information for scheduling inspections. All Inspections will be conducted in accordance with the Village's adopted building codes. The 2018 edition of the International Building Code, the International Residential Code for one- and two-family dwellings, 2018 edition of the International Plumbing Code, 2018 edition of the International Mechanical Code, 2018 edition of the International Fuel Gas Code, 2018 edition of the International Energy Code, 2018 edition of the International Energy Conservation Code, 2018 edition of the International Fuel Gas Code, 2018 edition of the International Energy Conservation Code, 2018 edition of the International Existing Building Code, 2018 edition of the Fire Code, 2018 edition of the International Property Maintenance Code, 2020 edition of the National Electrical Code, 2018 edition of the Swimming Pool and Spa Code.

It is the responsibility of the permit holder to call in inspection requests for each phase of construction prior to proceeding with construction and/or covering work. This must include the name and phone number of the permit holder, the physical address of the permitted project and the type of inspection needed. Passed inspections allow construction to proceed to the next phase. Inspections where non-compliance exists with the applicable adopted code(s) and/or ordinance(s) shall be remedied and re-inspected for compliance prior to proceeding with construction.

Inspections will be combined at stages where combining is appropriate and the completion of one stage does not interfere with the inspection of another stage. Inspections performed individually other than those listed in stages at the convenience of the permit holder or necessary due to site conditions or other unforeseeable situations will be billed separately. The following are minimum required inspections.

NOTE: *The above stages are minimum requirements and are not intended to limit the appropriate use of materials, appliances, equipment or methods of design or construction.*



VILLAGE OF VOLENTE

16201 Dodd St. Ste. 100
Volente, Texas 78641
(512) 250-2075

Rev. 12/1/2023

SITE DEVELOPMENT PLAN APPLICATION

PROJECT INFORMATION

Project Name: _____

Project Address: _____

Parcel/Tax ID# (s): _____ Property Platted: YES NO

Current Zoning: _____ Total Acreage: _____ Total Lots: _____

Project Description: _____

OWNER & APPLICANT INFORMATION

Applicant Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Owner Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

DISCLAIMER & SIGNATURE

I certify that I am the owner or owner's representative of the property (with signed letter of authorization) and that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct.

Applicant Signature

Date

Submittal Checklist

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the "Submittal Checklist" below are submitted with your application. One or more of the required documents may be waived due to the nature of the development; however, it is incumbent upon the applicant to inquire about these exceptions for your project **before** submitting an application. Answers to site development plan applications can be obtained by attending a pre-development meeting with our Development Review Committee (DRC) prior to submitting a formal application. Please call the phone number on the application to schedule an appointment. Submit application and accompanying documents to the Village office at the address above Monday through Friday between the hours of 9:00 a.m. and 3:00 p.m.



VILLAGE OF VOLENTE

16201 Dodd St. Ste. 100
 Volente, Texas 78641
 (512) 250-2075

Rev. 12/1/2023

Site Development Plan Submittal Checklist (Sec. 9.05.06X) (Applies to Single Family Residential and Commercial Projects)	Required (Please Check)
Completed Site Development Plan Application (with all signatures)	
One (1) paper copy of applications, attachments and plans, measuring 24" x 36" and an 11x17 PDF format on thumb drive containing all documents rotated and formatted in sequential order based upon cover page	
Identification of project, developer, engineer, planner, and landowner	
Verification that all taxes and assessments on the subject property have been paid	
Site Plan (dimensions and locations of existing and proposed buildings, patios, driveways, pools and other site improvements; location of the 100-year floodplains; drainage features; on-site sewage facility drain field. Show in a table format tabulation of the total area of the site, total floor area, total impervious cover, percentage of site covered by impervious cover and setbacks)	
Landscaping and irrigation plans	
Tree Removal Review application, if removing any trees	
Requested variances and their justifications	
Fee payment	
Tax plat map	
Notarized signature of the landowner or his/her designated rep or agent (if applicable)	
General layout of public improvements (if applicable)	
Site plan permit engineering report (if applicable)	
Building facade plans (if applicable)	
Nonpoint source pollution control plan and LCRA approval (if applicable)	
Site development permit engineering report (if applicable)	
Detailed construction layout of public improvements (if applicable)	
Engineer's summary report (if applicable)	
Traffic impact analysis (if applicable)	

APPLICANT CERTIFICATION

By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

 Applicant Signature

 Date



VILLAGE OF VOLENTE

16201 Dodd St. Ste. 100

Volente, Texas 78641

(512) 250-2075

Rev. 12/1/2023

LETTER OF AUTHORIZATION

Have the property owner complete and sign if applicant differs from property owner.

Owner Name

Owner Address

Owner City, State

Zip

Date

Village of Volente
16201 Dodd St. Ste. 100
Volente, Tx 78641

Dear Village of Volente,

I, _____, certify that I am the owner of the project property located at _____ and that the foregoing statements and answers made, and all data, information, and evidence herewith submitted are in all respects to the best of my knowledge and belief, true, and correct. I appoint _____ with the company _____ (if applicable) to act as my representative for this project. I agree to be responsible for payment of bills due to the Village of Volente related to this application. Furthermore, I understand that any material misrepresentation of this application, failure to comply with ordinances, and /or failure to remit payment for services can lead to delays in this project – up to and including rejecting the project and forfeiting any fees paid.

Please contact me directly at _____ if you have any questions.

Sincerely,

Owner Name _____

Owner Signature _____



VILLAGE OF
VOLENTE

**VOV USE
ONLY:**

Date Submitted:

Amount Rec'd:

Receipt No.

Date Approved
by Engineer:

BUILDING PERMIT APPLICATION

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.
- (1) 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)