

# NEW CONSTRUCTION PACKET

## Residential & Commercial

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WORK MAY NOT BEGIN *UNTIL* APPLICATION HAS BEEN APPROVED

1. Building Permit Application
2. Tap Fee Request
3. Building Codes and Inspections
4. Must submit a plot plan
5. Must submit a full set of plans
6. Must submit a list of contractors expected to work on project
7. All contractors must be registered with the City
8. Silt fencing must be installed on site and maintained until vegetation has been properly established and silt fence removal has been approved by staff
9. Portable Restrooms must be on site
10. Water meter must be set and protected from damage with appropriate staking and flagging. Can not be covered by construction materials. Any damage done will be repaired at the contractor's expense.

**§ 3.600. Building Code Fees.**

(a) Permit Fees.

- (1) Commercial Dwelling: \$900.00 up to 10,000 sq. ft. + \$0.10 each additional sq. ft. under roof. Includes fees for electrical, plumbing and HVAC.
- (2) Single-family dwellings: Building permit fee (Effective 10/1/2019):

0–1,999 sq. ft.	\$900.00
2,000–2,999 sq. ft.	\$1,100.00
3,000–3,999 sq. ft.	\$1,400.00
4,000 sq. ft. & over	\$1,700.00

- (3) HUD-code manufactured homes: \$450.00.
- (4) Townhouses: \$475.00 per dwelling unit.
- (5) Apartments, multifamily: \$475.00 per dwelling unit.
- (6) Remodel/alteration: \$250.00.
- (7) (Reserved)
- (8) Additions:

0–499 sq. ft.	\$250.00
500–999 sq. ft.	\$350.00
1,000–1,999 sq. ft.	\$700.00
Additions over 1,999 sq. ft.	\$1,000.00

- (9) Single fee items:
  - (A) Fence: \$50.00.
  - (B) In ground swimming pool: \$250.00.  
Aboveground pool over 5,000 gal.: \$75.00.
  - (C) Reroofing (exceeding 1 square): \$50.00.
  - (D) Structure moving permit: \$50.00.
  - (E) Demolition permit: \$50.00.
  - (F) Residential accessory structures:

120 sq. ft. or less	\$25.00
In excess of 120 sq. ft.	\$100.00 + \$0.20 additional sq. ft.

(G) Sign structure:

32 sq. ft. or less	\$50.00
In excess of 32 sq. ft.	\$100.00
Billboard	\$250.00

(H) Spa: \$50.00.

(I) Lawn irrigation/sprinkler:

Residential	\$75.00 per backflow device
Commercial	\$125.00 per backflow device

(J) Hot water heater replacement: \$50.00.

(K) Underground gasoline storage tank: \$250.00.

(L) Inspection fee: \$50.00.

(M) Reinspection fees: \$50.00.

(N) Duplicate permit: \$10.00.

(O) Certificate of occupancy: \$50.00.

(P) Afterhours or weekend inspection: \$100.00.

(Q) Electrical, gas, plumbing, HVAC: \$90.00 per trade permitted.

(R) Customer service inspection: \$100.00.

(S) Approach inspection: \$50.00.

(Ordinance 1148 adopted 9/5/06; Ordinance 1418 adopted 9/10/18; Ordinance 1425 adopted 2/4/19; Ordinance 1432 adopted 7/1/19; Ordinance 1434 adopted 8/5/19; Ordinance 1443 adopted 1/6/20)

# BUILDING CODES & INSPECTIONS

## INSPECTIONS REQUIRED

Plan Review  
Site Inspection  
Temporary Electrical Pole  
Plumbing in Slab  
Slab  
Plumbing Rough In  
Electrical Rough In  
Framing Rough In  
Mechanical Rough In  
Gas Piping  
Sewer Line Connection  
Final Plumbing  
Final Framing  
Final Electrical-for Permanent Meter  
Final Mechanical  
Driveway, Walks and or Extensions  
Approach  
Customer Service Inspection  
Fire Inspection  
Final Owners Certificate of Occupancy (**will not be issued until Final Inspections are complete**)

## **SECTION 1909: SLAB ON GROUND**

**1909.1 Minimum thickness.** The minimum thickness of concrete floor slabs supported directly on the ground shall be not less than 3 1/2 inches (89 mm) unless designed by an architect or engineer.

**1909.2 Vapor retarder.** A vapor retarder consisting of 6 mil (0.152 mm) minimum polyethylene with joint lapped 6 inches (152 mm) and sealed, or other approved materials having a maximum perm rating of 0.5 (2.876 E-11kg/(Pa.s.m2) shall be installed underneath the slab.

**Exception:** The vapor retarder may Be omitted

1. from detached structures accessory to one

**\*\*\*Structures may not be occupied until a signed CO has been issued.**

**\*\*\*Please note that the City Inspector has up to 48 hours from the time of request, to complete an inspection.**

**\*\*\* Inspection requests must be made by contacting the Inspector, 903-271-3336 or [eynes@cityofpottsboro.com](mailto:eynes@cityofpottsboro.com).**

**\*\*All Plumbing and Irrigation Contractors must have a copy of their state license on file at the Pottsboro City Hall before they begin any work within the City limits.**

**\*\*Electrical Contractors are required to keep an Electrician's License with the City of Pottsboro**

**\*\*All dumpsters used for new construction (or any type of construction trash and debris collection and removal) must be acquired exclusively through Waste Connections (893-1936) as stated per contract between The City of Pottsboro and Waste Connections. The City of Pottsboro, Texas has adopted the International Building Code (2009) for the construction and remodeling of any structure inside the City limits. A reference of this code is kept at all times and is available for viewing at the Pottsboro City Hall.**

## **Approach**

Approach from street to property  
Curb to be cut with concrete saw  
Expansion joint on property line  
Expansion drilled for eighteen (18) inches long steel dowels #3  
two (2) feet centers  
Steel rebar #3 on twelve (12) inch centers both ways  
Concrete six (6) inch thick  
Minimum two (2) inches sand fill  
Expansion joint grade to be one (1) inch above top of curb  
Stools- chairs under rebar  
Driveways to be four (4) inches thick with #3 steel rebar on

City of Pottsboro  
P.O. Box 1089  
Pottsboro, TX 75076  
903-786-2281

## Building Permit Application

Permit #
Date issued
Fee

<b>I. LOCATION OF BUILDING</b>	<b>STREET NUMBER AND NAME</b>		<b>SUBDIVISION OR SURVEY</b>		
			LOT	BLOCK	COMPLETED BY
	CURRENT ZONING				
<b>II. TYPE AND COST OF BUILDING</b>	<b>TYPE OF IMPROVEMENT</b> 1. <input type="checkbox"/> SINGLE FAMILY HOME CONST. 2. <input type="checkbox"/> COMMERCIAL BUILDING CONST. 3. <input type="checkbox"/> ALTERATIONS/REMODELING 4. <input type="checkbox"/> GAS INSPECTION 5. <input type="checkbox"/> ELECTRICAL 6. <input type="checkbox"/> PLUMBING 7. <input type="checkbox"/> RESIDENTIAL ACCESS. STRUCTURE 8. <input type="checkbox"/> FENCE 9. <input type="checkbox"/> POOL 10. <input type="checkbox"/> DRIVEWAY 11. <input type="checkbox"/> LAWN SPRINKLER 12. <input type="checkbox"/> RE-ROOFING 13. <input type="checkbox"/> HOT WATER HEATER 14. <input type="checkbox"/> _____		<b>SITE PLAN</b>		
	COST \$ _____				
	SQ.	MAIN BLD	<b>DESCRIPTION OF REPAIRS</b>		
FT.	ACC. BLD				
<b>III. BUILDING SPECS</b>	<b>PRINCIPAL HEATING FUEL</b> <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC <b>WILL THERE BE CENTRAL AIR?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>PRINCIPAL TYPE OF FRAME</b> <input type="checkbox"/> MASONRY <input type="checkbox"/> WOOD FRAME <input type="checkbox"/> STRUCTURAL STEEL <input type="checkbox"/> REINFORCED CONCRETE <input type="checkbox"/> OTHER- _____	<b>DIMENSIONS</b> NUMBER OF STORIES _____ TOTAL SQ. FT. OF FLOOR AREA, ALL FLOORS, BASED ON EXTERIOR DIMENSIONS _____ TOTAL LAND AREA SQ.FT. _____	
<b>IV. IDENTIFI- CATION</b>	<b>PROPERTY OWNER</b>	NAME	MAILING ADDRESS	ZIP CODE	PHONE #
	<b>CONTRACTOR</b>				
	<b>ARCHITECT</b>				
	<p style="font-size: small;">This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 1 year at any time after work is suspended or abandoned for a period of one (1) year at any time after work is commenced. I here by certify that I have read and examined this application and know the same to be true and correct. All provision of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the construction or performance of construction. The owner of this building and the undersigned agree to conform to all applicable law of the City of Pottsboro.</p> <div style="border: 2px solid black; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;"> WORK MAY NOT BEGIN UNTIL APPLICATION HAS BEEN APPROVED </div>				
Signature of Permit Applicant _____		Address _____		Date _____	
<b>OFFICE USE ONLY</b>	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	DATE ____/____/____	BUILDING OFFICIAL SIGNATURE		

# City of Pottsboro Tap Fee Request

**Water Tap - \$550.00**

**Existing Water Tap - \$325.00**

**Sewer Tap - \$470.00**

**Existing Sewer Tap - \$200.00**

The above fees are for a standard 3/4" water tap & standard 4" sewer tap. Any and all taps larger than the sized referenced here will be set rate PLUS cost of parts. Per Ordinance No. 1108 adopted 09/13/05.

Date of Request \_\_\_\_\_ Service Location: \_\_\_\_\_

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

Mailing address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile or Work Phone # \_\_\_\_\_

SS# \_\_\_\_\_ DL# \_\_\_\_\_ (attach a copy) Email: \_\_\_\_\_

### Line Extension:

**Please initial:** \_\_\_\_\_ If the utility lines need to be extended, an estimate will be provided to the customer.

### Contractor Info:

**Please initial:** \_\_\_\_\_ Service may not be transferred to new customer until CO is completed and new customer completes an Application for Water Service.

### Water Meter:

**Please initial:** \_\_\_\_\_ **Meter will not be set until the above-named person contacts Utility Clerk and requests same.** City agrees to place a water meter within seventy-two (72) business hours of such request.

### Billing Schedule:

**Please initial:** \_\_\_\_\_ **Billing for water usage will began once the water meter is placed.** To cancel the account, a cancellation form must be submitted by Signed Customer to the City of Pottsboro Water Department.

**Please initial:** \_\_\_\_\_ The Signed Customer is solely responsible for all charges to this account **until written notice to close the account has been submitted** by the Signed Customer to the City of Pottsboro Water Department.

**Please initial:** \_\_\_\_\_ The Signed Customer has received a copy of the **Building Codes & Inspections.**

\*\*\*\*\*

### City of Pottsboro Office Information:

Call 903-786-228, ext. 1, or email [mstory@cityofpottsboro.com](mailto:mstory@cityofpottsboro.com) for any questions regarding your billing.

Office Hours - Monday thru Friday - 8:00 am to 4:30 pm. Closed on Holidays.

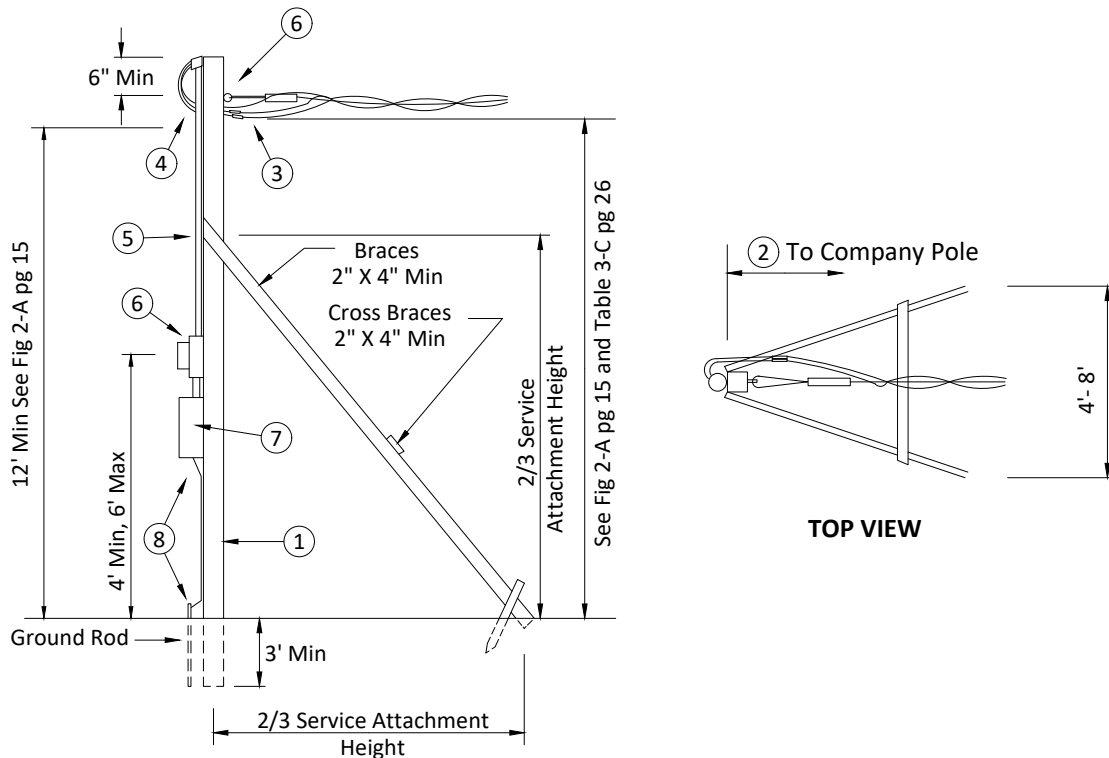
Mailing Address: P.O. Box 1089, Pottsboro, TX 75076

For your convenience, a night drop-box is located on the left-hand wall beneath the bulletin board just inside the front door of the City Hall.

Signature: \_\_\_\_\_ DATE \_\_\_\_\_

# TEMPORARY SERVICE POLE FROM OVERHEAD SECONDARY

FIGURE 6-A



**Notes:**

1. Temporary service pole provided and installed by Customer. Pole must provide sufficient height for the service drop to meet minimum clearances given in Figure 2-A, page 16 (12 feet minimum). Pole to be a minimum 4 inches X 4 inches X 16 feet unspliced or 5 inch minimum diameter at top of treated pole.
2. Service pole must be within maximum distance as specified on Table 3-C, page 27. Reduced distance may be required for larger services to maintain minimum clearances.
3. Service drop conductors, service grips and service connectors owned and installed by Company.
4. Service entrance conductors (#8 Copper or #6 Aluminum minimum), provided and installed by Customer, shall extend 24 inches or the minimum length required by local ordinance outside of the service head for connection to Company service drop. Phase conductors to have black insulation and neutral conductor to be marked white or bare.
5. Service head and raceway provided and installed by Customer to protect service entrance conductors. Two or more conduit straps shall be provided to support conduit.
6. Service attachment and meter socket provided, installed and maintained by Customer. Customer installs service drop attachment of adequate strength for attachment of Company's service drop conductors. See Figure 3-B, page 26.
7. Weatherproof service switch or breaker panel provided and installed by Customer.
8. Customer's ground rod conductor (#6 Copper minimum) shall originate in the service entrance equipment and extend to a ground rod . The ground rod conductor shall not terminate within the meter socket. Company reserves the right to refuse installation of service contingent upon observing an unsafe Customer connection.
9. All other materials provided and installed by the Customer.
10. Customer shall not allow pole to be moved or tampered with as long as Company's service conductors are attached.
11. Temporary pole shall be marked to identify premise and address with a minimum of 3 inch numbers.



P.O. Box 1089 \* Pottsboro, TX 75076  
Office 903.786.2281 \* Fax 903.786.6393

**CONTRACTOR REGISTRATION FORM**

Date \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Type of Contractor    \_\_\_\_\_ **Electrical**    \_\_\_\_\_ Mechanical    \_\_\_\_\_ **Plumbing**  
   \_\_\_\_\_ Irrigation    \_\_\_\_\_ General    \_\_\_\_\_ Other

\*\*If Other, please specify \_\_\_\_\_

Company Name \_\_\_\_\_

Business Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email: \_\_\_\_\_

State License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Certificate of Insurance \_\_\_\_\_ Expiration Date \_\_\_\_\_

I hereby state that the above information is true and correct.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

***Office use only***

City Registration Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Attached \_\_\_\_\_ **Copy of Drivers License**    \_\_\_\_\_ **Copy of State License**    \_\_\_\_\_ **Copy of Certificate of Insurance**





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**SUB-CONTRACTOR FORM**

Date \_\_\_\_\_

Permit # \_\_\_\_\_

Location: \_\_\_\_\_

Name of General Contractor \_\_\_\_\_

Business #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**Sub Contractor's\***

**Electrical Contractor** \_\_\_\_\_ **Company Name** \_\_\_\_\_

**Business Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Mechanical Contractor** \_\_\_\_\_ **Company Name** \_\_\_\_\_

**Business Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Plumbing Contractor** \_\_\_\_\_ **Company Name** \_\_\_\_\_

**Business Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Irrigation Contractor** \_\_\_\_\_ **Company Name** \_\_\_\_\_

**Business Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Concrete Contractor** \_\_\_\_\_ **Company Name** \_\_\_\_\_

**Business Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

\*All sub contractors must be registered with the City of Pottsboro prior to performing work within the city limits of Pottsboro.