

Application Fee: \$ _____

Date Paid: _____

Permit #: _____

Building Official: _____



City of El Campo
 Inspections &
 Planning Department
 315 E. Jackson St.
 El Campo, Texas 77437
cityofelcampo.org

BUILDING PERMIT APPLICATION

DATE _____

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials, and signatures are complete and accurate. Additional information may be requested depending on the type of work to be conducted. If the application is incomplete or inaccurate, your permit(s) will be delayed until corrections and/or additions are received. Please submit complete application to Permit Clerk in person at City Hall (315 E. Jackson St., El Campo, TX 77437) or online at <https://elcampo.portal.iworq.net/portalhome/elcampo>.

Physical Location of Property: _____ **Business Name (if applicable):** _____

Applicant

Name: _____ Complete Mailing Address: _____

Phone: _____ Email: _____

Property Owner - Check if same as Applicant

Name: _____ Complete Mailing Address: _____

Phone: _____ Email: _____

Current Property Use: _____ **Current Zone:** _____

Property Type Residential-Single Family to Fourplex Commercial/Industrial/Residential (5+ units)

Project Type New Construction Remodel/Renovation/Repair Demolition Mobile Home Placement

| Project Scope | FOR RESIDENTIAL 1-4 UNITS: | FOR COMMERCIAL/INDUSTRIAL/RESIDENTIAL 5+ UNITS: |
|---------------|---|--|
| | <input type="checkbox"/> Roof <input type="checkbox"/> Shed /Storage Structure <input type="checkbox"/> Fence <input type="checkbox"/> Garage/Carport <input type="checkbox"/> Pool <input type="checkbox"/> 1-4 Residential Unit Structure <input type="checkbox"/> Driveway <input type="checkbox"/> Patio/Porch Deck or Cover only <input type="checkbox"/> Sidewalk <input type="checkbox"/> Patio/Porch Deck & Cover <input type="checkbox"/> Foundation <input type="checkbox"/> Other: _____ <input type="checkbox"/> Addition <input type="checkbox"/> Other: _____ >new sq. ft. _____ | <input type="checkbox"/> Retail <input type="checkbox"/> Manufacturing Facility <input type="checkbox"/> Restaurant <input type="checkbox"/> Agriculture Facility <input type="checkbox"/> Office <input type="checkbox"/> 5+ Residential Unit Structure <input type="checkbox"/> Warehouse <input type="checkbox"/> Other: _____ Sprinklers?: <input type="checkbox"/> YES <input type="checkbox"/> NO Percent: _____ Type: _____ TDLR Project #: _____ <input type="checkbox"/> Exempt |

Total Valuation of Project: _____ **Project Square Footage:** _____ **Flood Zone:** _____

Description of Work: _____

NOTE: Some developments involving new construction and/or major improvements may require consultation with City staff prior to issue of building permits. Please contact the City's Inspections & Planning Department at 979-541-5020 for questions and additional information.

In making this application, I, or we, profess to be familiar with all applicable state laws, ordinances, and rules & regulations of the City of El Campo relating to buildings and premises and agree to abide by the same, and all lawful decisions of the City Inspection & Planning Department, its' representatives, the Planning & Zoning Commission and the Board of Adjustments made with reference to questions arising about work done or to be done, or undertaken under permit here applied for, if same is issued, and further agree to be responsible for full compliance with same by me or our employees or associates in such work.

 Applicant Name

 Applicant Signature

 Date

 Owner Name

 Owner Signature

 Date



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IF PRLIMINARY SITE PLAN SKETCH REQUIRED, IN THE GRID AREA: USING THE SAMPLE SITE PLAN – DRAW DETAILS OF YOUR PROJECT. ADD A NORTH ARROW, AND PROJECT ADDRESS AND LEGAL DECIPTION (LOT, BLOCK SUBDIVISION, ETC.).

IMPERVIOUS AREA: SQUARE FOOTAGE FOR EACH DISTURBED AREA AND TOTAL
BUILDING COVERAGE: BUILDING SQUARE FOOTAGE

| <u>IMPERVIOUS AREA</u> | <u>BUILDING COVERAGE</u> | <u>LOT AREA</u> |
|-----------------------------|--------------------------|-----------------|
| DRIVEWAY _____ | BUILDING FOOTPRINT _____ | LOT AREA _____ |
| PATIO _____ | | |
| SIDEWALK _____ | | |
| ROOF AREA _____ | | |
| <u>(INCLUDING OVERHANG)</u> | | |
| TOTAL _____ | | |

| | | | |
|---|--|--|-----------|
| <p><u>SITE PLAN</u></p> <p>SCALE: 1" = 10'</p> | <p><u>PROJECT LEGAL</u></p> <p>_____</p> <p>_____</p> <p>_____</p> | <p><u>PROJECT ADDRESS</u></p> <p>_____</p> <p>_____</p> <p>_____</p> | NORTH |
|---|--|--|-----------|



SUBMITTAL REQUIREMENTS

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the Zoning Ordinance, subdivision regulations, and other development related ordinances of the City of El Campo.

A complete application must include:

- **Application Fee: See Fee Schedule**
- **See below for additional items required for Remodel/Renovation/Repair, New Construction/Additions, and/or Demolition.**

Remodel/Renovation/Repair

Defined: minor repairs/upgrades to existing structures

- **Preliminary site plan sketch included on application form showing the structure to be repaired in relation to the property lines and other structures on property**
- **Other necessary information (maps, drawings, pictures, etc.) to further explain the project**

New Construction/Additions

Defined: for residential and commercial properties that are constructing new structures & additions

- **Preliminary site plan sketch included on application form showing the existing and new structures in relation to the property lines**
- **Concept Plan, Site Plan, Construction Plan, and/or Landscape Plan – Depending on the stage of the project development**
- **Other necessary information (maps, drawings, pictures, etc.) to further explain the project**

Demolition

Defined: complete deconstruction or tearing down of a building structure

- **Other necessary information (maps, drawings, pictures, etc.) to further explain the project**

PROCESS

Building Applications will be reviewed by City staff to determine if any additional information or steps are required prior to issuing a permit. Any repairs to electrical, plumbing or HVAC require separate permits. In some cases, such as new construction residential and commercial projects, a pre-development meeting with City staff may be required. Any new construction residential/commercial applicants should contact the City of El Campo Inspections & Planning Department at 979-541-5020 to determine if applicant will be required to conduct a formal Pre-Development Meeting with City Staff.

FEE SCHEDULE

New Construction/Additions

| | | |
|--------------------|---|---------------------------------------|
| Residential | Single-Family Residential Construction Permit | \$25.00 + \$0.40/sq. ft. |
| | Residential Plan Review | <i>50% of the building permit fee</i> |
| Commercial | Commercial Construction Permit | <i>Based on project valuation</i> |
| | Commercial Plan Review | <i>50% of the building permit fee</i> |

Other

| | |
|--|--|
| Residential Driveway | \$25.00 + \$0.04/sq. ft. |
| Residential Fence | \$25.00 + \$0.04/sq. ft. |
| Residential Roof | \$25.00 + \$.02/sq. ft. |
| Carport, Canopy, Patio Cover, Decks, and porches | \$25.00 + \$0.04/sq. ft. |
| Manufactured Home Placement | \$75.00 |
| Demo of building/Structure | \$50.00 |
| Special District - Planned Development | <i>Contact City for more information</i> |
| Multi-Lot Development | <i>Contact City for more information</i> |
| Floodplain Development | <i>Contact City for more information</i> |

SETBACK REQUIREMENTS

Structures being placed or constructed and are considered 'permanent' or immobile must be within certain setback distances from property lines. These setback regulations vary for each zone- see below for a reference sheet on how far to build from property setback lines:

| ZONE | FRONT | REAR | SIDE | CORNER |
|--|---|--|--|----------------|
| (R-1E) Single-Family Residential Estate District | <i>50 feet from street right-of-way</i> | <i>50 feet</i> | <i>15 Feet</i> | <i>30 feet</i> |
| (R-1) Single Family Residential District | <i>25 feet from street right-of-way</i> | <i>20 feet</i> | <i>6 feet</i> | <i>15 feet</i> |
| (R-1S) Single-Family Small Lot Residential District | <i>20 feet from street right-of-way</i> | <i>15 feet</i> | <i>6 feet</i> | <i>15 feet</i> |
| (R-1M) Single-Family Manufactured Home Park/Subdivision | <i>25 feet from street right-of-way -OR- 20 feet from a private street easement</i> | <i>20 feet</i> | <i>10 feet</i> | <i>15 feet</i> |
| (R-2) Mixed Residential District | <i>25 feet from street right-of-way</i> | <i>20 feet</i> | <i>6 feet</i> | <i>15 feet</i> |
| (R-3) Multiple-Family Residential District | <i>25 feet from street right-of-way</i> | <i>25 feet</i> | <i>10 feet</i> | <i>20 feet</i> |
| (C-1A) Neighborhood Business District | <i>25 feet from street right-of-way</i> | <i>None -OR- 15 feet if adjacent to a residential district</i> | <i>None -OR- 6 feet if adjacent to a residential district</i> | <i>10 feet</i> |
| (C-1) Light Commercial District | <i>25 feet from street right-of-way</i> | <i>None -OR- 15 feet if adjacent to a residential district</i> | <i>None -OR- 6 feet if adjacent to a residential district</i> | <i>10 feet</i> |
| (C-2) General Commercial District | <i>25 feet from street right-of-way</i> | <i>None -OR- 20 feet if adjacent to a residential district</i> | <i>None -OR- 10 feet if adjacent to a residential district</i> | <i>10 feet</i> |
| (CBD) Central Business District | <i>Building /structures setbacks compatible with existing structures on either side or nearest structure within block</i> | | | |
| (M-1B) Industrial Business Park District | <i>25 feet from street right-of-way</i> | <i>None -OR- 20 feet if adjacent to residential district</i> | <i>None -OR- 10 feet if adjacent to a residential district</i> | <i>10 feet</i> |
| (M-1) Light Industrial District | <i>25 feet from street right-of-way</i> | <i>None -OR- 20 feet if adjacent to residential district</i> | <i>None -OR- 10 feet if adjacent to a residential district</i> | <i>10 feet</i> |
| (M-2) General Industrial District | <i>25 feet from street right-of-way</i> | <i>None -OR- 20 feet if adjacent to residential district</i> | <i>None -OR- 10 feet if adjacent to a residential district</i> | <i>10 feet</i> |

Platting/Subdivision of lots, Rezoning Requests, Special Use Permits, and/or Variance Requests, require review and/or approval by City Council, the Planning & Zoning Commission, and/or Board of Adjustments prior to submission of permit applications and project/site plans and pre-development meetings.

Failure to obtain proper permits may result in penalties starting at \$500.00 for residential lots and \$5,000.00 for commercial lots.

Please contact the City of El Campo Inspections & Planning Department at 979-541-5020 to discuss your project if you have questions.