



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 + \$0.04/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 + \$.0.02/sq. ft.
Carpport, 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.