

COMMUNITY DEVELOPMENT SERVICES DEPARTMENT
108 SECOND STREET - P.O. BOX 209
PLEASANTON, TEXAS 78064
(830) 569-3867 – S.A. LINE (830) 281-8501 – FAX (830) 569-5974

WHEN IS A BUILDING PERMIT REQUIRED?

A person, firm or corporation shall not erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, convert, demolish, equip, use, occupy or maintain a structure or building service equipment without first obtaining a permit from the Community Development Department. This regulation applies to all structures or improvements, residential, commercial or industrial, temporary or permanent. The issuance of a permit does not relieve the person doing any work from obeying all state and local building codes and ordinances.

WHO CAN OBTAIN A PERMIT?

A homeowner resident may obtain a permit for his/her residence. Home Improvement or General Contractors, properly licensed, and may also obtain permits. General Contractors must obtain permits for commercial work. Master Plumbers and Master Electricians may obtain permits for work they are doing for any project.

HOW DO I OBTAIN A BUILDING PERMIT?

Complete and submit a building permit application to the Community Development Services Department. (Application forms may be obtained from the Community Development Services Department or downloaded at pleasantontx.org.)

RESIDENTIAL – Submit two (2) sets of architectural plans to include:

- Type of proposed construction.
- Type of foundation.
- Square footage of improvement.
- Elevation of improvement.
- Distance to property lines and any existing structures.
- Electrical, mechanical, plumbing plan, if applicable.
- Site plan including existing structures, property lines proposed construction, drainage plans, grading plan, and any existing utility lines, Right of ways and easements.

SECONDARY BUILDINGS – Detached garage, greenhouse, pool house, carport, tool/storage shed) submit two (2) sets of plans to include:

- Type of proposed construction.
- Type of foundation.
- Square footage of improvement.
- Elevation of improvement.
- Distance to property lines and any other structures.
- Electrical, mechanical, plumbing plan, applicable.
- Site plan including existing structures, proposed construction, drainage.
- If no site plan is available a drawing to scale will be accepted.

COMMERCIAL – Submit four (4) sets of architectural sealed/stamped plans to include the same requirements as residential, in addition to the following:

- Driveway approach/access plan.
- Parking plan with handicap parking identification.
- Asbestos inspection report, if applicable.
- Site development permits and plans

Additional information may be requested during plan review and as it may apply to the proposed project.

Plans must be drawn to scale, dimensioned and of sufficient clarity to be legible.

WATER WELL PERMIT – Submit the following:

- Driller's License
- Legal description of the property (Plat or Survey)
- Construction diagram for new well construction and/or plugging
- Warranty deed
- Copy of well log
- Site map reflecting the location of the following:

Proposed Well, Existing Wells, Property Lines, Septic Tank, Septic System Drain Field and/or Spray Area, Structures (e.g. buildings), Neighboring Septic Systems (if well is closer than 50 feet), Any Other Sources of Contamination within 50 feet

Water well permit fees:

- Drill, Repair, Deepen - \$400.00
- Plug - \$385.00
- GeoThermal - \$200.00

HOW LONG DOES IT TAKE TO OBTAIN A BUILDING PERMIT?

The amount of time varies based on the complexity of the project.

A residential addition, enclosure or remodel can be issued within two or three working days.

Plan review for new construction:

- Residential – 1 to 2 weeks.
- Commercial – 2 to 4 weeks, provided review by civil engineer is not required.

WHAT IS THE COST OF A BUILDING PERMIT?

Most permit fees are based on the value of entire project.

Plan check fee based on square footage of structure.

ARE INSPECTIONS REQUIRED?

Yes. Depending on the type and complexity of the project, there may be several inspections.

Permits are good for (6) months.

All commercial projects that include partial or total demolition of any walls, floors, ceilings or insulation must have an asbestos survey to accompany the permit application. It is the responsibility of the owner or contractor to inform the State about the results of the survey and any abatement to be done.

Set Backs: Residential: 25' Front 5' Side and Back, Commercial: 25' Front 10' Side and Back. Sign setback is 15' all set backs are from Property Lines.



WATER WELL PERMIT APPLICATION



| | | | |
|------------------------|--|----------------|----------------------------|
| Property Owner Name | | Address | Phone |
| Email | | | Fax |
| Driller/Pump Installer | | Address | License/Reg. No. Exp. Date |
| Email | | Phone (Office) | Phone (Cell) |
| Well Contractor | | Address | Phone |
| Email | | | Fax |
| RDPIRC | | Address | Phone |
| Email | | | Fax |

Project Information

Please provide as much of the following as you are able. Attach additional sheets if needed.

Well Location:

| | | | | |
|---|---------|-----------------------------|-------------------|-------------|
| Legal Desc. | Lot No. | Block | Tract/Subdivision | Property ID |
| Geologic Formation: | | Latitude: | Longitude: | |
| Permit Request: <input type="checkbox"/> Drill <input type="checkbox"/> Repair <input type="checkbox"/> Deepen <input type="checkbox"/> Plug <input type="checkbox"/> GeoThermal | | | | |
| Sewage Disposal: <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Anaerobic Septic System <input type="checkbox"/> Aerobic Septic System | | | | |
| Distance From Sewage Disposal: | | | | |
| Is public water supply available? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Has a request for water service extension been made with the Public Water Purveyor? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| If "Yes", please list the Purveyor and estimate cost of water service extension: | | | | |
| Water Use: <input type="checkbox"/> Domestic <input type="checkbox"/> Commercial <input type="checkbox"/> Irrigation <input type="checkbox"/> Public Water Supply <input type="checkbox"/> Monitoring <input type="checkbox"/> Other <input type="checkbox"/> N/A | | | | |
| Estimated Water Use: _____ GPD or _____ GPM | | | | |
| Estimated Cost of Well: | | Date well to be plugged by: | | |

Notice

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, AND MECHANICAL. THIS PERMIT BECOMES NULL AND VOID WITHIN SIX MONTHS OF ISSUANCE, IF WORK HAS NOT COMMENCED. ONE OR MORE EXTENSIONS OF TIME, FOR PERIODS NOT MORE THAN NINETY (90) DAYS MAY BE REQUESTED, IN WRITING, BEFORE SUCH PERMIT HAS EXPIRED. PERMITS ARE NON-TRANSFERABLE FROM ONE PERSON TO ANOTHER.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAW AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. I ALSO UNDERSTAND THAT THE ISSUANCE OF SUCH PERMIT MAY REQUIRE PERIODIC INSPECTION, AND THAT SUCH INSPECTIONS MAY NOT BE ANNOUNCED.

| | | | | | |
|---|-------|--|----|--------------------|----|
| PROPERTY OWNER (PRINT NAME) _____ DATE _____ PROPERTY OWNER (SIGNATURE) _____ DATE _____ CONTRACTOR/RDPIRC (PRINT) _____ DATE _____ CONTRACTOR/RDPIRC (SIGNATURE) _____ DATE _____ | | NOTES: WATER WELL PERMITS ARE ISSUED BY THE CITY OF PLEASANTON PUBLIC WORKS DIRECTOR. | | | |
| | | DEPARTMENTAL USE ONLY (FEES) | | | |
| | | CONCEPT PLAN/ MEETING | \$ | BACKFLOW | \$ |
| | | FINAL PLAT | \$ | BACKFLOW ADMIN FEE | \$ |
| INFRASTRUCTURE PLAN | \$ | BUILDING PERMIT | \$ | | |
| PARK LAND | \$ | PLAN REVIEW FEES 10% | \$ | | |
| WATER EDU'S | \$ | TECH FEE 1% | \$ | | |
| SEWER EDU'S | \$ | ADMIN FEE | \$ | | |
| SITE DEVELOPMENT 1 | \$ | WATER WELL PERMIT | \$ | | |
| SITE DEVELOPMENT 2 | \$ | | \$ | | |
| ACCEPTED BY: | DATE: | TOTAL FEES: \$ | | | |

ISSUED BY: _____ DATE: _____ ISSUED BY: _____ DATE: _____