



BUILDING APPLICATION HANDBOOK

APPLICATIONS, CHECKLISTS & REVIEW MATERIALS

APPROVED: June 10th, 2021



BUILDING APPLICATION

100 Highridge Drive
Lakewood Village, TX 75068
(972) 294-5555 Office
linda@lakewoodvillagetx.us

BUILDING DEPARTMENT

REVISED: 05/15/2021

PROPERTY ADDRESS AND LEGAL DESCRIPTION

CONTENTS

Document	Signed Copy on File	Date Filed
Building Application	<input type="checkbox"/> Yes	
Building Code Compliance	<input type="checkbox"/> Yes	
Building Permit	<input type="checkbox"/> Yes	
Building Procedures	<input type="checkbox"/> Yes	
Electrical Wiring Requirements	<input type="checkbox"/> Yes	
Utilities Application	<input type="checkbox"/> Yes	
Energy Analysis	<input type="checkbox"/> Yes	
Water - Sewer Tap Fees	<input type="checkbox"/> Yes-Both <input type="checkbox"/> Yes-Water <input type="checkbox"/> N/A	
Variance Request	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	

Town Ordinances – Available for Download from the Town Website @ www.lakewoodvillagetx.us

Building Ordinance	Electrical Code
Zoning Ordinance	Mechanical Code
Subdivision Ordinance	Plumbing Code
Residential Code	Gas Code

NOTICE

I hereby certify that I have been provided with the documents listed above in the Builders Packet and it is my responsibility to file all required forms with the Town, comply with all applicable building codes and Town Ordinances including but not limited to the ordinances listed above. All fees shall be paid in full prior to issuance of a permit(s).

Company Name	Builder Signature	Date
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BUILDER INFORMATION						
Builder Name		Address				
Business Name					Registered with Town? <input type="checkbox"/> Yes	
Office Number						
Mobile Number		Building Association Membership #1				
Tax or Federal ID #		Phone				
Email		Membership #				
Notes		Building Association Membership #2				
		Phone				
		Membership #				
PROPERTY OWNER INFORMATION						
Property Owner Name(s)		Current Address				
Day Time Telephone	Alternate Number					
Conditioned Square Footage	Total Square Footage		Address of Building Site (Include Legal Description)			
Elevation of Ground Floor	Pool and/or Spa <input type="checkbox"/> Yes <input type="checkbox"/> No	Irrigation <input type="checkbox"/> Yes <input type="checkbox"/> No				
Accessory Structure(s) (Sq. Ft.) <input type="checkbox"/> Yes <input type="checkbox"/> No	Waterfront <input type="checkbox"/> Yes <input type="checkbox"/> No	Fence <input type="checkbox"/> Yes <input type="checkbox"/> No				



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SUBCONTRACTOR INFORMATION

Name - Plumbing	Address
Business Name Registered with Town? <input type="checkbox"/> Yes	
Mobile Number	
License #	Email
Name - Electrical	Address
Business Name Registered with Town? <input type="checkbox"/> Yes	
Mobile Number	
License #	Email
Name - Mechanical	Address
Business Name Registered with Town? <input type="checkbox"/> Yes	
Mobile Number	
License #	Email
Name - Irrigation	Address
Business Name Registered with Town? <input type="checkbox"/> Yes	
Mobile Number	
License #	Email



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SUBCONTRACTOR INFORMATION

Name – Backflow Tester	Address
Business Name Registered with Town? <input type="checkbox"/> Yes	
Mobile Number	
License #	Email
Name - Pool	Address
Business Name Registered with Town? <input type="checkbox"/> Yes	
Mobile Number	
License #	Email



BUILDING DEPARTMENT

BUILDING CODE COMPLIANCE

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GOAL

The focus of plan review and building inspections are to ensure **quality** construction. As the builder, you shall require your designer, engineer, and subcontractors to draw, specify, and build structures that reflect the code requirements and other regulations adopted by the Town. **Our** best effort will achieve the goals of safety, energy efficiency, and quality construction.

BUILDING CODES

- 2018 International Energy Conservation Code
- 2017 National Electrical Code
- 2018 International Residential Code
- 2018 International Mechanical Code
- 2018 International Plumbing Code
- 2018 International Fuel Gas Code

ENERGY CONSERVATION

Minimum

2018 INTERNATIONAL ENERGY CONSERVATION CODE

Preferred

ENERGY STAR HOMES

Requires third party rater plan review and inspection/testing by RESNET agency certified for the State of Texas. Voluntary compliance shall require two complete copies of rater analysis with building plan submission for building permit. Raters A/C must be within 1% of plan/permit area. Builders shall employ the same rater for plan review, inspection, and testing.

A Third Party verification form must be completely filled out, indicating final "HERS" rating score prior to the builders request for final inspection and Certificate of Occupancy.

The Town shall not issue a Certificate of Occupancy until all required documentation has been submitted and verified to be in compliance with EPA regulations.

RESCHECK OR IC3 ENERGY ANALYSIS

ResCheck or IC3 Energy analysis shall be signed by an ICC certified energy inspector / plans examiner.

LESSONS LEARNED

The intent of this section is to provide guidance for builders or general contractors regarding the deficiencies commonly found during inspections. As the builder, you shall require subcontractors to build structures that reflect the code requirements and other regulations adopted by the Town. **Our** best effort will achieve the goals of safety, energy efficiency, and quality construction.



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BUILDING DEPARTMENT

The following information is **provided as reference** and shall **not** be considered all inclusive:

T-POLE

- ☐ Address and permit posted shall be onsite.
- ☐ Ground fault protection shall be included on all 20 and 30 amp circuits.
- ☐ Pole shall be braced and grounded.
- ☐ Plugs and breakers shall be contained in a weather proof enclosure.

PLUMBING ROUGH

- ☐ Address and permit shall be posted onsite.
- ☐ Proper fittings shall be used in system.
- ☐ Short sweep fittings shall be prohibited under slab.
- ☐ Vents, traps, and trap arms shall be properly sized.
- ☐ Minimum ¾ inch water service with cut-off valve shall be installed.
- ☐ Minimum twenty (20) foot copper service line to inside forms, no PEX shall be allowed under slab.
- ☐ Hose bibb with tamper proof vacuum breaker shall be installed. Water shall be on to dwelling or be air tested to a minimum fifty (50) psi.
- ☐ Copper lines shall be sleeved, taped, or painted where exposed to concrete;
- ☐ All dwelling sewers (yard lines) shall be a minimum four inch (4) with a four inch (4) double or two-way cleanout.
- ☐ Turns in sewers shall be achieved with one-eighth (1/8) or one-sixteenth (1/16) bends. Short radius fittings shall be prohibited.
- ☐ Water and sewer lines shall be in separate trenches or in a common trench with water line placed on a solid shelf twelve inches (12) above sewer line.
- ☐ All underground PVC and copper shall be bedded with sand or clean soil.
- ☐ Form board survey shall be available for the Building Official.

WATER / SEWER TAPS

- ☐ All taps shall be closed and buried the next day upon passing the inspection.

FOUNDATION

- ☐ Address and permit shall be posted.
- ☐ Post tension or other engineered plans shall be on jobsite at time of inspection.
- ☐ Minimum concrete thickness shall be four inch (4) or greater.
- ☐ Beam width and depth shall comply with approved engineer designs.
- ☐ Chairs shall be under reinforced steel and tendons.
- ☐ Exposed copper shall be sleeved and protected.
- ☐ All PVC DWV lines in beams shall be wrapped protected from concrete.
- ☐ Forms shall be adequately braced, with brick ledge installed if applicable.
- ☐ Block-outs for tubs and showers shall be in place.



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- ☐ Anchorage shall be in place at time of inspection.
- ☐ Approved engineer inspection report shall be onsite.
- ☐ Rough grading for positive drainage away from slab shall be complete after concrete placement and removal of forms.
- ☐ All weight tickets shall be on file with the Town prior to next inspection.

FLATWORK

- ☐ Town sidewalks shall be minimum 4' wide with $\frac{1}{4}$ " per foot slope from property line to street.
- ☐ Expansion joints shall be installed where abutting existing concrete and every twenty (20) feet.
- ☐ Reinforcement shall be #3 bars at 16" on center each way.
- ☐ Sidewalk marking for control joints shall be five feet (5) on center.
- ☐ Drive approaches shall be six (6) inches in depth and reinforced with #3 rebar dowelled into existing concrete at sixteen (16) inch on center placed on compacted soil.
- ☐ Water meter boxes shall be flush to final grade, including sod, and meters and fittings shall be fully accessible;
- ☐ Water meters shall not be located in any flat work.
- ☐ Handicap ramps shall conform to the Texas Accessibility Standards (T.A.S.).
- ☐ All fire hydrant and main line cut-off valves shall be clearly located and be flush to final grade.

PLUMBING TOP OUT

- ☐ All vents shall extend through roof minimum 6" with flashings properly installed.
- ☐ Properly size vents, traps, and trap arms.
- ☐ Horizontal vents below forty-two (42) inches above floor shall be prohibited.
- ☐ All plumbing shall be stack vented. Flat venting shall be prohibited.
- ☐ All water pipes in exterior walls shall be insulated.
- ☐ All copper lines and stub outs shall be strapped and supported.
- ☐ All plumbing walls shall require minimum 2" X 6" framing.
- ☐ All water heaters shall be in an approved drip pan. T and P lines and drain lines shall terminate to the exterior of the building.
- ☐ A water test shall be required on all plumbing above slab regardless of the number of stories of the finished dwelling.
- ☐ Cleanouts shall be installed above arm tie-ins.
- ☐ Approved shower pans shall be installed and tested.
- ☐ All shower valve risers shall be capped and tested.
- ☐ All exterior hose bibs shall be frost proof and protected where passing through masonry material.
- ☐ Water heater installations shall comply with adopted IECC requirements.
- ☐ Air admittance valves shall not be installed without prior approval from the Building Official.



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MECHANICAL ROUGH

- ☐ Flex duct shall be properly supported and turns made in a manner that will not restrict air flow.
- ☐ Approved splice connectors shall be used at joints in duct work.
- ☐ All duct insulation shall be minimum R6.
- ☐ Primary condensate drains shall tie into a wet trap.
- ☐ Bath exhaust fans shall terminate to the exterior of structure.
- ☐ Dryer vent shall be metallic duct with maximum length of twenty-five (25) feet, with no more than two (2) ninety (90) degree bends. Two (2) feet shall be deducted for each ninety (90) degree fitting.
- ☐ Insulation on A/C refrigerant lines shall comply with the adopted IECC.
- ☐ All seams and joints in metallic duct boots shall be sealed with mastics.
- ☐ Mechanical storage equipment areas shall comply with adopted IECC.
- ☐ All plenum spaces shall be in compliance with adopted IRC requirements.
- ☐ All wood burning or gas fireplaces shall have fresh air intake from outside of structure.

SHEATHING AND NAILING PATTERN

- ☐ Wind bracing shall comply with the adopted IRC nailing schedule.
- ☐ Seams and joints shall be exposed.

FRAMING

- ☐ All bottom plates on masonry or concrete shall be pressure treated. Plates will be secured in compliance with the adopted IRC.
- ☐ Joist and rafter spans shall be installed per span charts.
- ☐ Valleys, hips, and ridges shall be no less than two (2) inch nominal thickness and not less in depth than the end cut of the rafters.
- ☐ Purlins shall be at least the same size as the rafter, with struts four (4) feet on center.
- ☐ Joists over four (4) feet in length that terminate other than on a bearing wall shall be pressure blocked or joist hangers must be installed.
- ☐ Fur downs, chimneys, ceilings of different heights, vertical wall spaces over ten (10) feet in height, roof lines, and open risers on stairs shall be fire blocked.
- ☐ Stairs, landings, handrails, and guardrails shall comply with the adopted IRC;
- ☐ Metal fireplaces shall be installed according to manufactures specifications;
- ☐ Vapor barrier shall be installed at brick ledge behind sheathing;
- ☐ Brick ties shall be in place where applicable;
- ☐ Masonry supported by wood members shall comply with the adopted IRC; and
- ☐ Any beam / ceiling joist over four (4) with an opposing load shall be TRIPPLED regardless of span.



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ELECTRICAL ROUGH

- ☐ Aluminum or copper clad aluminum conductors prohibited.
- ☐ Panel shall be grounded to cold water piping and supplemental ground rod or UFER ground.
- ☐ Bonding strap or screw shall be installed.
- ☐ Receptacles shall be installed per adopted IRC requirements.
- ☐ All Romex in return air spaces shall be sleeved.
- ☐ All branch circuits that supply 125 volt 15 and 20 amp outlets in dwelling unit bedrooms shall be Arc Fault protected.
- ☐ Smoke detectors shall be installed per adopted IRC requirements and manufactures installation instructions.
- ☐ All Romex extending through masonry shall be protected.
- ☐ Bonding / grounding bushing shall be installed a service nipple where applicable.
- ☐ All electrical wiring shall be 12 AWG wiring.

INSULATION

- ☐ A copy of the third party insulation inspection shall be received by the Town prior to next inspection.

ELECTRICAL RELEASE FOR METERS

- ☐ Conduit and disconnect shall be installed for A/C condensers.
- ☐ Connections shall be made up at meter base and panel.
- ☐ Cold water and ground rod clamps shall be secured in place.
- ☐ All receptacles, switches, and fixtures shall be in place or blanked off.
- ☐ HVAC equipment shall be installed and wiring in place.

GAS RELEASE FOR METER

- ☐ Low pressure systems shall be air tested at fifteen (15) psi. Medium pressure systems shall be air tested at sixty (60) psi.
- ☐ All gas supply openings shall have valves; any un-used openings shall have a valve and a cap.



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BUILDING FINAL

- ☐ Water meter and valve boxes shall be set to grade and cleaned out so connections and valves are visible.
- ☐ Cracked / broken sidewalks or approaches are prohibited.
- ☐ Final grade, positive drainage, swell location, and sod must be in place.
- ☐ Smoke detectors shall be in place and operable.
- ☐ Required exit hardware shall be installed.
- ☐ Weather stripping shall be installed at all exterior doors.
- ☐ Windows shall be free of cracks or breaks.
- ☐ A/C unit shall be operational and mounted on level concrete pad.
- ☐ Window screens shall be installed.
- ☐ House numbers of contrasting colors shall be installed at front of house.
- ☐ Blown insulation shall be in place with certification paperwork at attic entrance.
- ☐ GFCI's shall be operational at all locations.
- ☐ All outstanding fees shall be paid in full.
- ☐ Final grade survey shall be on site at time of inspection.
- ☐ Notarized termite letter shall be on site at time of inspection.
- ☐ Customer Service Inspection letter shall be filled out and signed by licensed plumber or TCEQ licensed CSI inspector;
- ☐ Energy rough and energy final inspection approvals.
- ☐ The irrigation permit and back-flow test report shall be onsite if irrigation system has been installed.
- ☐ Dwelling shall be move-in ready and lot and street shall be clean from debris and mud.

NOTICE

I hereby certify that I have read and examined the Town of Lakewood Village Building Code Compliance form and understand the "Lessons Learned" section is provided as a reference aid in the compliance of all required building codes and ordinances adopted by the Town of Lakewood Village.

Builder or General Contractor Signature

Date



BUILDING PERMIT

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PROPERTY ADDRESS

GOAL

The focus of plan review and building inspections is to ensure quality construction. As the builder, you shall require your designer, engineer, and subcontractors to draw, specify, and build structures that reflect the code requirements and other regulations adopted by the Town. Our best effort will achieve the goals of safety, energy efficiency, and quality construction.

PERMIT APPLICATION

STEPS

A. Residential new home construction permits consist five (5) components, which must be completely filled out, dated, signed by the builder and his/her registered MEP contractors and filed with the Town:

- 1) Application for Building Permit;
- 2) Mechanical;
- 3) Electrical;
- 4) Plumbing; and
- 5) Concrete / Flatwork.

All forms are available at Town Hall or by email @ linda@lakewoodvillagetx.us.

B. All forms listed in the Builders Packet shall be complete, legible and signed with all applicable fees paid in full prior to the issuance of permits.

C. Construction addresses shall include the legal description including lot number, block and subdivision phase.

D. All information regarding building description and materials shall be accurately and completely depicted on the site plans.

E. All contractors shall be registered with the Town prior to the issuance of permits.

WORK STOP

Whenever any work for which a permit is required has been commenced without first obtaining a permit, all construction shall be **stopped** and a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee shall be collected whether or not a permit is then subsequently issued. The investigation fee shall be equal to the permit fee set forth in the fee schedule of the appropriate ordinance.

BUILDING PLAN SUBMISSION PACKAGE

STEPS

A. Submittal for approval of two (2) identical sets of house plans on drawing sheet size 11" X 17", containing lot dimensions, plan footprint, set-backs (front, sides and rear) complete address, lot number, block and subdivision phase, easement locations, culvert drainage (if required), names of Engineers and Builders, finish pad elevations and finish floor elevations, topographical survey, driveways, sidewalks, fence locations, lot area, slab area and coverage percent. Utility and easement locations will also be required.

B. Three (3) foundation designs, on drawing sheet size 11" X 17", and Engineer's letters. One of which must have the original signature.



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- C. Floor plans, elevations, framing, roof, electrical, mechanical (HVAC), plumbing and "to be built options" shall be clearly shown and detailed. Single sheet submittals are not acceptable. Options reflecting additional buildable space shall be identified by the actual square footage area and included in the permit values for total dwelling area and/or construction area under roof. Other options shown but red lined shall be included within the permit value.
- D. Elevation drawings shall clearly state exterior requirements set by the Town. Masonry calculations are an acceptable alternative (i.e. Front % + Right % + Left % + Rear % = total masonry %)
- E. All drawings shall be legible and show proper square footage for dwelling and total building areas.
- F. One (1) Energy analysis (i.e.; MecCheck, ResCheck or Energy-Star).
- G. All third party rater information and documentation shall be submitted if Energy Star Home.

PLAN REVIEW PROCESS

STEPS

- A. All plans shall be submitted to the Town for review.
- B. Plans are reviewed in the order that they are received.
- C. The Town shall complete a plan review twenty-one (21) calendar days from the filing date for complete submittal package. The Town may require an additional twenty-one (21) calendar days for review if a submission is deemed incomplete.

Common types of omissions and/or errors include but are not limited to the following:

- 1) Incomplete and unsigned permit application;
 - 2) Missing documents;
 - 3) Not identifying tempered glass;
 - 4) Missing square footage summary on cover sheet of drawings;
 - 5) Not providing operable window sash where required;
 - 6) Not identifying installation and location of smoke detectors; or
 - 7) Improper drawing sheet size.
- D. Building permits and red lines on a returned drawing will show any **special condition** that applies to the structure. This information has been added to assist the builder, field supervisors and building inspector.

PRE-CONSTRUCTION MEETING

STEPS

- A. The building inspector will review the redlined plans. One (1) set of plans on sheet size 22" x 34" is preferred in addition to the redlined 11" x 17" plans.

NOTICE

I hereby certify that I have read and understand the requirements of the Town of Lakewood Village Building Permit and Plan Review Procedures.

Builder or General Contractor Signature

Date

TOWN USE ONLY

Date Paid

☐ Check # ☐ Money Order

Conditioned Square Footage

Fee Amount



BUILDING PROCEDURES

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INSPECTIONS

Inspection Scheduling

Online requests will be accepted until 12:00 pm for an inspection within 48 hours.

<http://building.lakewoodvillagetx.us>

INSPECTION RESULTS

Inspector will leave the inspection tag on site in a designated water-tight box that is provided by the builder.



TERMS AND CONDITIONS

The Residential Code adopted by the Town defines the procedures for general contractors and subcontractors. The information below is provided as a reference and has been identified as the most relevant to residential home construction.

- A. Ensure elements in Building Permit include drainage plans and MECcheck compliance with all actual dimensions, including foundation plans, site plans; one set to be returned, one to be held by the Town, and one for the appraisal district. Drainage plan must have grade, elevations, show all flatwork, and the direction of water flow.
- B. A building permit fee is due upon submission of plans for approval. The fee is calculated per square foot of conditioned area for new single-family residential structures. A plan review, 17 inspections and 4 re-inspections are included in the cost of the permit. Major remodels and accessory structure permit fees shall be based on the number of inspections required.
- C. Reinspection fees are due upon the successful completion of the Seconds Inspection and prior to the issuance of the Certificate of Occupancy.
- D. It is the builder's responsibility to comply with all building related regulations. The Town assumes **NO** liability for compliance based on the issuance of building permits or Certificates of Occupancy.
- E. Trash containers provided by the Town's contracted refuse provider shall be onsite prior to framing and shall remain on site until final grading.
- F. The grass shall be maintained at a height less than the requirement allowed in Property Maintenance Ordinance. The requirement includes but is not limited to ditches and easements.
- G. Vehicles are prohibited from parking on or accessing a construction site from an easement. Damage to utilities from unauthorized access shall be repaired by the Town's Contractor at the expense of the builder or general contractor.
- H. Water meters are set by the Town's Public Works department.
- I. All construction and delivery traffic shall adhere to the Gross Vehicle Combination Weight (GVCW) for Town roads as per Weight Ordinance.



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J. Inspections will be performed during construction at stages listed below. All inspections will be based on adopted International Residential Building Codes and all appendices thereto, as amended by the terms of the building ordinance:

- ☐ T-Pole;
- ☐ Water and/or sewer tap(s);
- ☐ Rough plumbing-form board surveys are due and shall be available onsite;
- ☐ Foundation and/or pier and beam shall be inspected by the engineer and a stamped approval letter shall be provided to the building official;
- ☐ Foundation pre-pour;
- ☐ Sheathing / Nailing Pattern;
- ☐ Seconds inspection – includes the following:
 - Frame; Electrical Rough; and
 - Mechanical Rough; Plumbing Rough;
- ☐ Insulation shall be inspected by a third-party energy inspection company and a stamped approval letter shall be provided to the building official at Building Final;
- ☐ Drywall;
- ☐ Four (4) foot brick inspection (every third brick should be removed for wash out) or stucco inspection;
- ☐ Electric release;
- ☐ Gas release, if applicable;
- ☐ Flatwork and/or approach pre-pour;
- ☐ Building Final

All items must be inspected prior to cover-up (i.e, concrete and sheet rock).

If any inspection is **RED** tagged, submit a request for a re-inspection upon correction of violation.

K. Certificate of Occupancy (CO) shall be issued, at no charge, upon successful final building inspection. The dwelling shall remain unoccupied until the Certificate of Occupancy has been issued.

L. Once building plans are approved, **NO** changes to the plans or specifications will be accepted unless approved by the Town of Lakewood Village.

M. Construction work times are 7:00 a.m. – 7:00 p.m. Monday through Saturday. Final stages of interior finish work may be completed on Sunday between 7:00 a.m. – 7:00 p.m. in a manner that does not create a noise nuisance.

N. The Town shall periodically update the procedures above to reflect building code changes, newly adopted ordinances and/or any other information pertinent to construction. It is the responsibility of the builder or general contractor to ensure no updates have occurred before a new construction project is initiated.

NOTICE

Property Address

I hereby certify that I have read and understand the terms and conditions of the Town of Lakewood Village Building Procedures.

Builder or General Contractor Signature

Date



BUILDING DEPARTMENT

ELECTRICAL WIRING REQUIREMENT

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TERMS AND CONDITIONS

The Town of Lakewood Village shall require all new electrical wiring to be **12 AWG** per the adopted NEC and adopted IRC Ordinances as adopted by the Town of Lakewood Village.

Refer to the Town of Lakewood Village Ordinances; Electrical Code and Residential Code. The Ordinances may be downloaded from the Town's website @ www.lakewoodvillagetx.us.

Installation of 14 AWG wiring is strictly prohibited in the Town of Lakewood Village.

NOTICE

I hereby certify that any non-compliant wiring shall be removed and correct size installed at no expense to the Town of Lakewood Village.

Builder or General Contractor Signature

Date



UTILITIES APPLICATION

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APPLICANT INFORMATION			
Property Information		If Rental, Owner's Name	
Rental?	Yes No	New Home?	Yes No
Service Address		Mailing Address Same as Service Address	
Lakewood Village, Texas Rocky Point, Texas			
Applicant Name		Co-Applicant Name	
Applicant Phone #		Co-Applicant Phone # Same as Applicant	
Applicant Email Receive Bill Via Email?		Co-Applicant Email	
Applicant Previous Address		Co-Applicant Previous Address Same as Applicant	
Applicant Driver's License #		Co-Applicant Driver's License #	
Applicant Employer Name		Co-Applicant Employer Name	
Applicant Employer's Address		Co-Applicant Employer's Address	
Previous Water Utility Co.			
<p>➤ I understand that theft of a public utility is a felony in the State of Texas and is punishable by law.</p> <p>➤ I wish to protect my personal information by requesting it be kept private: Yes, keep private. No</p>			
Applicant Signature		Co-Applicant Signature	
Date		Date	
TOWN USE ONLY			
Notes	CO/CSI Required? Yes No		Deposit Amount
	Payment Date and Method		Lakewood Village \$300
			Rocky Point \$100



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SERVICE AGREEMENT

The Town of Lakewood Village is responsible for protecting the drinking water supply from contamination or pollution which could result from improper private water distribution system construction or configuration. The purpose of this service agreement is to notify each customer of the restrictions which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the Town of Lakewood Village will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.

1) **RESTRICTIONS.** The following unacceptable practices are prohibited by State regulations.

- a) No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential source of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
- b) No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure zone backflow prevention device.
- c) No connection which allows water to be returned to the public drinking water supply is permitted.
- d) No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.

2) **SERVICE AGREEMENT.** The following are the terms of the service agreement between the Town of Lakewood Village (The Water System) and the customer.

- a) The water system will maintain a copy of this agreement as long as the customer and/or the premises is connected to the water system.
- b) The customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the Water System or its designated agent proper to initiating new water service; when there is reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the private water distribution facilities. The inspections shall be conducted during the Water System's normal business hours.
- c) The Water System shall notify the Customer in writing of any cross-connection or other potential contamination hazard which has been identified during the initial inspection or the periodic re-inspection.
- d) The Customer shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazard on his premises.
- e) The Customer shall, at his expense, properly install, test, and maintain any back flow prevention device required by the Water System. Copies of all testing and maintenance records shall be provided to the Water System.

3) **ENFORCEMENT.** If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its option either terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

NOTICE

I hereby certify I have read the Town of Lakewood Village water and/or sewer service agreement and understand it is my responsibility to comply with the terms and conditions.

Applicant(s) Signature

Date



UTILITY DEPARTMENT

WATER / SEWER TAP FEES

100 Highridge Drive
Lakewood Village, TX 75068
(972) 294-5555 Office (972) 292-0812 Fax
linda@lakewoodvillagetx.us

REVISED: 06/28/2017

WATER TAP / METER SET

Property Owner Name		Builder Name	
Property Address		Notes	
		Water tap fee payment must be separate from building permit fee payment.	
The water tap and meter set installation are to be inspected at rough plumbing.			
Builder or General Contractor Signature		Date	
TOWN USE ONLY			
Date Paid	<input type="checkbox"/> Check # <input type="checkbox"/> Money Order	Fee Amount	

SEWER TAP

Property Owner Name		Builder Name	
Property Address		Notes	
		Sewer tap fee payment must be separate from building permit fee payment.	
The sewer tap installation is to be inspected at rough plumbing.			
The sewer tap is to be inspected a second time by the Town of Lakewood Village with a camera at Building Final. The Town of Lakewood Village shall be responsible for the scheduling of the camera inspection. The General Contractor shall be financially responsible for any repair and or clean out costs associated with the sewer tap if construction debris is found in the sewer line between the home and the sewer tap. The Certificate of Occupancy (CO) shall not be issued until the Town of Lakewood Village is reimbursed in full for all costs associated with the repair and or clean out of the sewer tap.			
Builder or General Contractor Signature		Date	
TOWN USE ONLY			
Date Paid	<input type="checkbox"/> Check # <input type="checkbox"/> Money Order	Fee Amount	
Camera Inspection Date	Camera Inspection Results <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Inspector	



VARIANCE REQUEST

100 Highridge Drive
Lakewood Village, TX 75068
(972) 294-5555 Office
linda@lakewoodvillagetx.us

BUILDING DEPARTMENT

REVISED: 10/09/2014

APPLICANT / OWNER

Applicant Name	Address
Day Time Telephone	
Email	
Owner Name Same as Applicant? <input type="checkbox"/> Yes	Address
Day Time Telephone	
Email	

PROPERTY

Address or General Location	
Legal Description (If Platted)	
Lot Size <input type="checkbox"/> Square Feet OR <input type="checkbox"/> Acres	Zoning Classification
Existing Use of Land and/or Building(s)	

REQUESTED VARIANCE

Variance to Section(s) of the Ordinance
Current Ordinance Requirement(s)
Requested Variance(s)



BUILDING DEPARTMENT

VARIANCE REQUEST

100 Highridge Drive
Lakewood Village, TX 75068
(972) 294-5555 Office
linda@lakewoodvillagetx.us

REVISED: 10/09/2014

SUBMITTAL REQUIREMENTS

If the applicant is not the owner, a letter signed and dated by the owner certifying their ownership of the property and the authorizing the applicant to represent the person, organization, or business that owns the property.

If not platted, a metes and bounds legal description of the property.

A written statement documenting the reason for the variance(s), including evidence that the request complies with the following criteria as required for approval of a variance.

- 1) A unique physical condition exists within or adjacent to the subject tract or structure(s) located thereon which distinguishes it from other similarly situated, and which creates an exceptional hardship, difficulty, or inequity that would result from literal enforcement of the ordinance;
- 2) The condition or characteristic noted above is not caused by an action of the property owner, occupant, or applicant;
- 3) The variance is the minimum amount necessary to allow a reasonable use of the property;
- 4) The sole reason for the variance is not a desire of the owner, occupant, or applicant for increased financial gain or reduced financial hardship;
- 5) The variance will not adversely affect public health or safety, and will not substantially or permanently interfere with the appropriate use of adjacent conforming property in the same district; and,
- 6) The variance will not alter the essential character of the zoning district within which the subject property is located, and is in harmony with the intent and purposes of the zoning ordinance.

Site plan, submitted on drawing sheet size 11" X 17", showing:

- 1) Scale and north arrow;
- 2) Location of site with respect to streets and adjacent properties;
- 3) Property lines and dimensions;
- 4) Location and dimensions of buildings;
- 5) Building setback distances from property lines;
- 6) Location, dimensions, and surface type of off-street parking spaces and loading areas; and
- 7) Any other proposed features of the site which are applicable to the requested variance.

NOTICE

To the best of my knowledge, this application and associated documents are complete and correct, and it is understood that I or another representative should be present at all public meetings concerning this application.

Applicant Signature

Date



BUILDING DEPARTMENT

VARIANCE REQUEST

100 Highridge Drive
Lakewood Village, TX 75068
(972) 294-5555 Office
linda@lakewoodvillagetx.us

REVISED: 10/09/2014

TOWN USE ONLY

Received By

Receipt Number

Date Submitted

Case Number

Date Notices Mailed

Date Notice Published

Town Council Meeting Date

Decision

Conditions