

This checklist is only an outline of some of the process for submitting permits with the Town of Annetta. If **ANY** work is done prior to the approval of permits, a penalty may be assessed. You must stop all work immediately and contact us. Please direct any questions you may have through email to permits@annettatx.gov or call 817-441-5770.

ALL PERMITS REQUIRE INSPECTIONS. THE GENERAL CONTRACTOR OR OWNER MUST CALL BUREAU VERITAS AT (877) 837-8775 FOR INSPECTION APPOINTMENTS THROUGHOUT THE PROJECT AS NEEDED. It is your responsibility to know what inspections are required. Items to be inspected **must be complete** before calling for an inspection. It is your responsibility to ensure all parties are aware of the Town of Annetta's inspection procedures. The Owner may contact the Town of Annetta for updates. If the permit expires or fails inspections, the Owner may be contacted.

NOTICE: The ultimate responsibility over the permitting process for any project lies with the Owner. It is the Owner who is to ensure that all requirements are followed for a successful project whether by contractor or otherwise. If you do not know or understand completely what is required, **ASK!**

BUILDING PERMIT PROCEDURES:

- ☐ 1. All contractors and sub-contractors must be registered in the Town of Annetta's Contractor Registry and provide a copy of master's license, driver's license and proof of liability insurance. This must be done prior to completing or submitting permit application or required documents. **WE WILL NOT ACCEPT INCOMPLETE DOCUMENTS.**
- ☐ 2. Once the general contractor and sub-contractors have been registered, we require four (4) Residential Permit Applications in total, as applicable. One main permit application will list all contractors and sub-contractors and must be signed by the general contractor or Owner. Three (3) additional permit applications must be completed and signed by each master licensed contractor on the project.
- ☐ 3. Building plans, plot/site plan must include all survey information including legal description, lot dimensions, easements, existing structures, and any water well(s) and/or septic location(s), foundation plans sealed by a State of Texas licensed engineer, energy report – **ALL DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY.** Email to permits@annettatx.gov (PDF formatted to print 11"x 17"). Plans must be legible.
- ☐ 4. It is your responsibility to review and follow Town of Annetta's Building Code Ordinance 168 and exhibits, Zoning Ordinance 215 and Engineering Design Manual at Annettatx.org under Government.
- ☐ 5. The General Contractor or Owner is responsible for **ALL** permit/contractor registry fees to be paid check or credit card **BEFORE** it can be submitted for plan review. Water meter and sewer tap fees must be paid by separate payment. The General Contractor is responsible for any damage/tampering to the water meter and equipment once installed. Only TOA licensed operators or their representatives are allowed to make changes to the meter equipment or service.
- ☐ 6. After approval of plan review by Bureau Veritas, the Town of Annetta will notify the applicant that the permit is ready for pick up. The permit sign must be displayed on site and visible from the road.
- ☐ 7. A garbage receptacle constructed or rented must be on site. **Republic Services is the only authorized vendor for trash removal/roll-off rental service.** They can be contacted at (817) 441-2303. Please maintain your building site daily and be respectful of neighbors.



**TO BE COMPLETED BY
GENERAL CONTRACTOR
OR HOMEOWNER**

Phone: (817) 441-5770
Fax: (817) 441-5666

450 Thunder Head Lane
Annetta, TX 76008

Residential Permit Application

Building Permit Number: _____		*Valuation: _____
Project Address: _____		Zoning: _____
Lot: _____	Block: _____	Subdivision: _____
Project Description:		
NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: _____
PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
FENCE <input type="checkbox"/> ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
Description of Work:		
Area Square Feet: _____	Covered Porch: _____	Total: _____
Living: _____	Garage: _____	Number of stories: _____
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>		

Homeowner Name: _____	
Phone: _____	Email: _____
General Contractor Office Email: _____	
Office Phone Number: _____	Fax: _____

General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection. *Building valuations submitted to the Town of Annetta for the purpose of establishing permit fees that are under the "area average" must be accompanied with documentation proving the value of the project.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified 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 construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved: _____	Date: _____
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Building Permit Fee: _____	Water/Sewer Meter Fee: _____	Total Permit Fees: _____
Plan Review Fee: _____	(separate check)	Date Paid: _____
Electric Fee: _____	Building Permit Number: _____	Issued Date: _____
Plumbing Fee: _____	Building Permit Expiration: _____	Issued By: _____
Mechanical Fee: _____		BV Project #: _____

**NEW HOME: WATER METER & TAP FEE
MUST BE PAID AT PERMIT APPLICATION BY
SEPARATE CHECK. REQUEST METER INSTALL
ONLY WHEN READY FOR WATER SERVICE.**



Water Bills due the 15th of each month.

450 Thunder Head Lane, PO Box 1150, Aledo, TX 76008

Application for Water and Sewer or Water Utility Service

Requested Connection Date: _____ Own / Rent* (Circle appropriate answer)

Service Address: _____

Billing Address (if different from service address): _____

*Landlord's Name and Phone # (if applicable): _____

Applicant's Information

First Name: _____ MI: _____ Last Name: _____ DOB: _____

Driver's License #: _____ SSN: _____

Primary Phone #: _____ Home / Work / Cell (Circle appropriate answer)

Secondary Phone #: _____ Home / Work / Cell (Circle appropriate answer)

Email Address: _____

Please Enroll me to receive notifications from the following sources: Blackboard: _____ Text: _____ E-mail Alerts: _____

Blackboard Connect: In case of emergencies or specific information about time-sensitive or common interest issues, Town of Annetta offers Blackboard Connect service. With this service, we can send personalized voice messages/text messages to you within minutes.

Town of Annetta E-mail Alerts: The Town of Annetta is happy to provide you periodic updates. This is an e-mail alert system designed to keep citizens and other interested parties informed by sending out periodic messages when information is added to this website, such as agendas, minutes, new ordinances, and important notices. There will be approximately two e-mails sent every month, and usually not more than one message in a day, so you can rest assured that we will not flood your inbox.

Notice: The undersigned hereby makes application to the Town of Annetta for Water and Sewer or Water utility service (based on location) currently offered and available to the Town of Annetta. The undersigned agrees to pay for said service as bill is rendered in accordance with the current rates, rules and regulations as provided for by Ordinance and able to abide by all rules and regulations as now existing or as may be enacted by the Town of Annetta. The undersigned further agrees to release and discharge the Town of Annetta for any liability damages suffered from the provision of utility services, other than negligence by the city.

The undersigned acknowledges that failure to pay their account in an "Active" status shall result in disconnection of water service. If your "Active" account becomes delinquent after thirty (30) days, a late fee of 10% of your delinquent balance will be assessed. Should an "Active" Water account go more than two (2) months delinquent, water service shall be disconnected and may be referred to a Collection Agency. Water service will not be restored until their water account is paid in full to include any applicable assessed penalties/fees. Social Security Number (SSN) is requested for the purpose should the account become delinquent and is referred to a Collection Agency. SSN is subject to protection under applicable Federal and State Laws and will not be disclosed for any other purposes other than official use.

Additionally, the undersigned acknowledges that all "Finaled" or "Inactive" accounts with balances shall be paid in full by the due date of the Final Bill. Failure to pay the balance of a "Finaled" or "Inactive" account shall result in the account being referred to a Collection Agency after the account is delinquent over 60 days. Should litigation be necessary, I understand I will be responsible for any and all legal and court fees and/or penalties assessed by the adjudged court or Town of Annetta should judgment be against me.

Finally, by signing this document, I am in contract with the Town of Annetta for Water and Sewer or Water service (based on location), and if applicable, I enrolled to receive notifications from the Town of Annetta, (message and data rates may apply) and can opt out at any time at my request. I acknowledge I have read the above Notice, understand the contents and agree to contents within.

Signature: _____

Date: _____

City Use Only

Account Number: _____

\$40.00 Application Fee Applied: Yes / No

Revised 1/2018

The Simple Permit Process

TALK TO YOUR LOCAL CODE OFFICIAL

Your code official wants your project to be a success and will help you avoid potential problems that could cost you time and money. You will be asked some basic questions (What are you planning to do? Where?), advised of any requirements, and, if necessary, referred to other departments for their approval. The code official will provide you with the resources and information needed for compliance with the applicable building codes. You will then receive an application for a building permit.

SUBMIT APPLICATION

At this stage you will document the "Who, What, When, Where, and How" of the job, along with any sketches or plans of the proposed work.

REVIEW PROCESS

In a brief amount of time, the code official will review your plans and determine if your project is in compliance with local requirements. If your plans meet these requirements, a permit is issued. If not, the code official may suggest solutions to help correct the problem.

RECEIVE PERMIT

Now that you have been approved for a permit, you have legal permission to start construction. A fee, based on the size of the job, is collected to cover the cost of the application, the review, and the inspection process. An experienced code official is available to you should you have any questions concerning your project. You should consider your code official as an ally who will help you make your project a success. Separate permits are typically required for electrical, plumbing, and heating or air-conditioning work.



Support Building Safety!

For more information about building safety codes and local requirements, contact your local building department below:

Town of Annetta
P.O. Box 1150
450 Thunder Head Lane
Aledo, Texas 76008
(817) 441-5770


JOB-SITE VISITS

On-site inspections will be required to make certain the work conforms to the permit, local codes, and plans. Again, you will have access to the expertise of the code official to help you with questions or concerns regarding the project and to minimize potentially costly mistakes. The code official will let you know approximately how many inspections may be needed for your project. Usually, a one- or two-day notice is needed when requesting visits.


FINAL APPROVAL

The code official will provide documentation when construction is complete and code compliance is determined. You will then have the personal satisfaction of a job done right. Enjoy your new surroundings with the peace of mind and the knowledge that they meet the safety standards in your community.

It takes everyone in a community to keep our homes, schools, offices, stores, and other buildings safe for public use. Your safe construction practices help protect you, your family, your friends, and your investment. Be sure to get your local code official involved with your project, because the building department is an important ally, from start to finish.



Benefits of Building Permits



1-888-ICC-SAFE (422-7233) | www.iccsafe.org

Developed and provided by



1-888-ICC-SAFE (422-7233) | www.buildingsafetynetwork.org

6-02000-001



The Benefits of Building Permits

By reading this brochure you've already taken the first step toward protecting the outcome and investment value of your construction project and guarding against a lawsuit or injury. The following information describes simple steps you can take to obtain a building permit and how permits can work for you. You'll be surprised at how easy the whole process is.

The truth is, building permits are very beneficial to you and your community. By working with expert code officials, you will benefit from their knowledge of building codes to ensure your construction project is built right, will be safe, and will last. Read on to discover the "Benefits of Building Permits."



WHAT'S A BUILDING PERMIT?

A building permit gives you legal permission to start construction of a building project in accordance with approved drawings and specifications.

WHEN DO YOU NEED A PERMIT?

The best way to find out if you need a permit is to call your local building department. Discuss your plans with the code official before beginning construction to determine whether you need a permit. Even if a permit is not needed, the code official will answer construction questions and may provide valuable advice.

PERMITS ARE USUALLY REQUIRED FOR THE FOLLOWING:

- New buildings
- Additions (bedrooms, bathrooms, family rooms, etc.)
- Residential work (decks, garages, fences, fireplaces, pools, water heaters, etc.)
- Renovations (garage conversions, basement furnishings, kitchen expansions, reroofing, etc.)
- Electrical systems
- Plumbing systems
- HVAC (heating, ventilating, and air-conditioning) systems

Your home or business is an investment. If your construction project does not comply with the codes adopted by your community, the value of your investment could be reduced. Property insurers may not cover work done without permits and inspections. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied, or make costly repairs.

A property owner who can show that code requirements were strictly and consistently met—as demonstrated by a code official's carefully maintained records—has a strong ally if something happens to trigger a potentially destructive lawsuit.

Your permit also allows the code official to protect the public by reducing the potential hazards of unsafe construction and ensuring public health, safety, and welfare. By following code guidelines, the completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, your friends, or future owners.