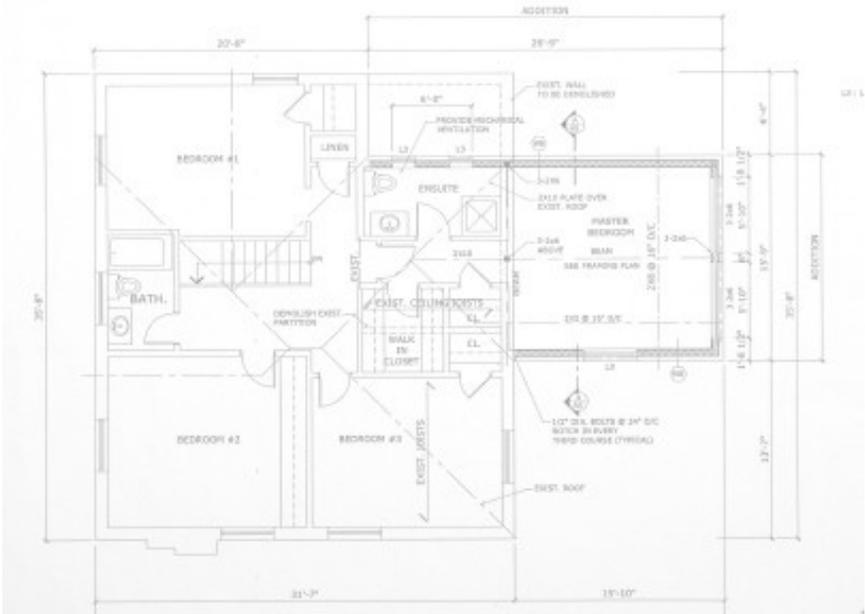


BUILDING PERMIT

WHY IS A BUILDING PERMIT REQUIRED?

A building permit is used as a tool to help enforce the requirements of the various construction codes and ordinances that have been adopted by the City of Victoria. These codes and ordinances are intended to protect a building's user from danger of fire, structural collapse, electrocution, unhealthy conditions and other similar circumstances. These ordinances also assure that the property is developed in a way that will provide adequate parking and open spaces on the lot, as well as access to the building for emergency services.



Permits and Inspections are your only protection against shoddy workmanship.

Mike Holmes - Holmes Inspections - HGTV

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Work which does not require a permit

A building permit is not required when cosmetic work is done to a building. This includes repainting, replacing wallpaper or replacing carpet. Repairs to roofing, sheetrock, or siding, if it is less than 50%, does not require a permit.

Certain minor electrical work can be done without a permit.

Plumbing fixtures such as sinks or commodes may be replaced without a permit.

Please contact Development Services to discuss any changes you plan to make in your building or its systems.

How do I apply for a permit?

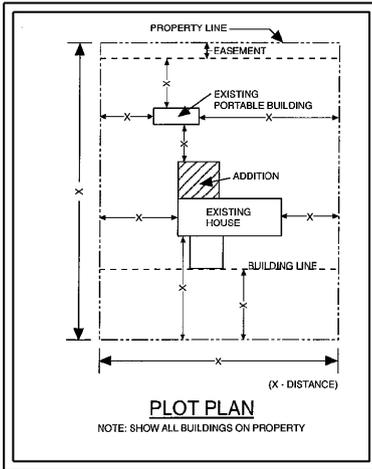
In order to obtain a Building Permit you must submit a completed permit application form and building plans to the Development Services Department.



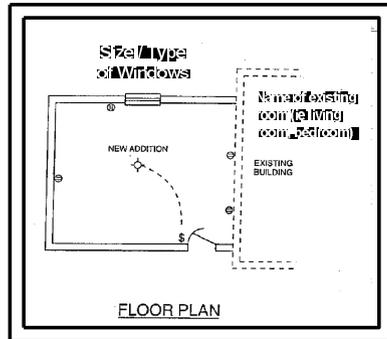
If you are requesting a permit for a new building, for an addition to an existing building, or for major remodeling of an existing building, you should submit the following information:

RESIDENTIAL

- Plot plan drawing to scale showing property lines, easements, the location of every existing building, boundary line survey may be required by a surveyor or engineer when a reasonable question exists as to the existence or location of property line. (see example 1 pg. 4)
- Detailed floor plans including general layout of mechanical, plumbing, and electrical systems. (see example 2 pg. 4)
- Elevation of front and one other side
- Foundation plan (see example 3 pg. 5)
- Other plans and specifications showing a structural wall detail listing the types of materials used on walls, floors, ceilings and roof.
(see example 4 pg. 5)
- The more information you can give the easier it will be to get approval for you plans.



Example 1



Example 2

Homestead Owner Permits

You may apply for a Homestead Owner's permit to perform work on your residence if:

- You reside at the residence and
- Have registered it as your Homestead with the County Appraisal District

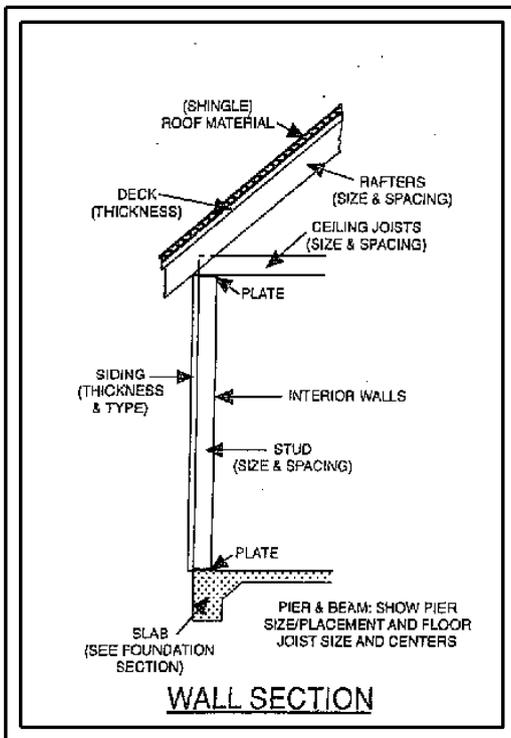
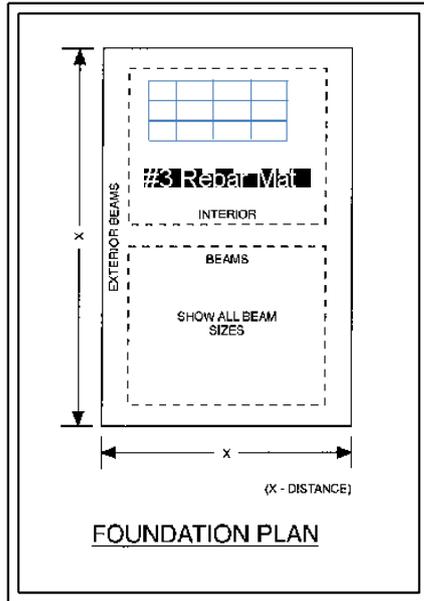
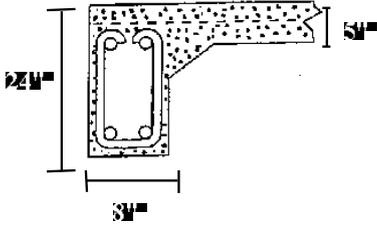
Licenses

If you do not qualify for the Homestead Owner's permit you will need to apply for a Contractor's License from the City of Victoria. This license is \$200.00 per year and issued by the Development Services Office. You will need a copy of your Driver's License at time of application.

The Development Service Department recognizes the following:

- Master Electrician & Electrical Contractor (State) both required.
- Master Mechanical License (State)
- Master Plumber License (State)

Example 3

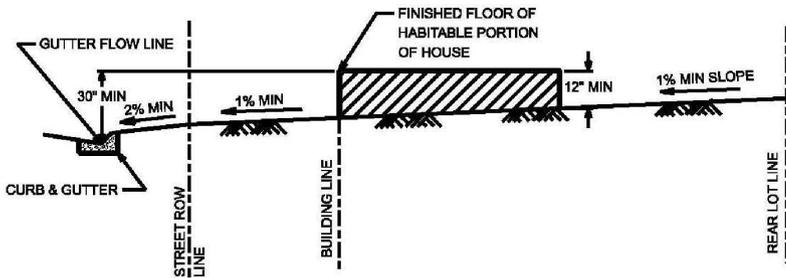


Example 4

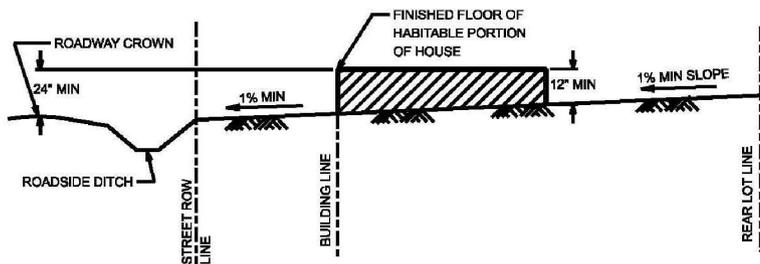
LOT GRADING REQUIREMENTS

Residential Lot Grading Requirements:

All single-family lots shall be graded so that the finished floor elevation of the habitable portions of the house shall be a minimum of 30" above the gutter for curb and gutter streets, 24" above the center line of the street for open road sections, 1' above the base flood elevation for slab on grade, or 1' above the base flood elevation to the lowest girder or floor joist for pier and beam.



ROAD WITH CURB AND GUTTER



OPEN SECTION WITH DITCHES

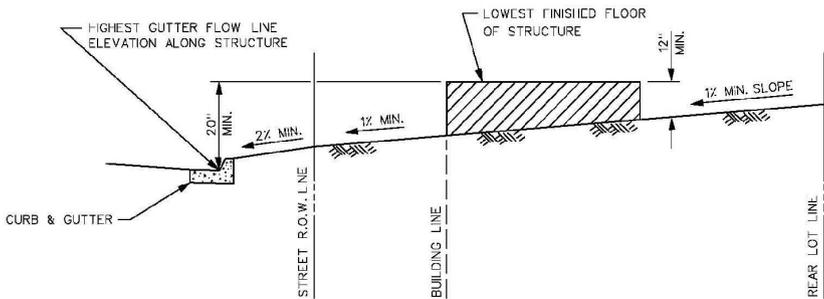
Any exceptions must be approved by the City Engineer.

Complete data and calculations justifying the exception must be submitted by a Licensed Professional Engineer before it will be considered. Lot grading shall not block drainage from adjacent property.

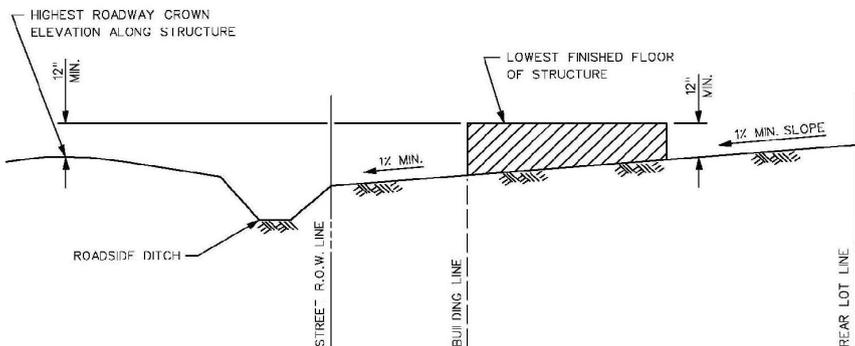
LOT GRADING REQUIREMENTS CONTINUED

Multi-family, Commercial & Industrial Lot Grading Requirements:

All multi-family, commercial and industrial lots shall be graded to provide positive drainage away from buildings and towards streets and/or storm drainage facilities. In all cases, the finished floor of any structure shall be a minimum of 20" above the gutter for curb and gutter streets, 12" above the center line of the street for open road sections or 1' above the base flood elevation for slab on grade, 1' above the base flood elevation to the lowest girder or floor joist for pier and beam or lowest horizontal structural member of a manufactured building chassis; whichever is greatest.



ROAD WITH CURB AND GUTTER



**COMMERCIAL LOT
GRADING**

OPEN SECTION WITH DITCHES

RESIDENTIAL INSPECTION REQUEST

Typical Inspections (Not Necessarily in this order)

Inspections may be requested by calling the

24-hour Inspection Hot Line at 485.3333

1. ELECTRICAL - Construction Loop (T-Pole)
2. UNDERGROUND PLUMBING / GAS & ELECTRICAL ROUGH-IN (before back filling trench) sewer line shall be inspected full of water.
3. FOUNDATION (when rebar is in place before pouring concrete) or FLOOR FRAMING (before floor decking)
4. FRAMING (with windows, wind bracing, roofing, electrical, plumbing & mechanical installed but before insulation)
DO NOT REMOVE LABELS FROM WINDOWS.
HEAT - VENT - A/C ROUGH-IN (unit set with duct work complete)
ELECTRICAL ROUGH-IN - (wires in place, panel complete, minus breakers preferred, switches and outlets up, minus the device preferred)
5. WALL INSULATION & AIR LEAKAGE CAULKING
6. PLUMBING SECOND ROUGH-IN (two story homes only)
7. GAS LINE PRESSURE TEST - (with valves installed and no appliances connected)
8. ELECTRICAL-TEMPORARY POWER (when changing from T-Pole to house connection after lights / plugs / switches / breaker box complete)
9. PLUMBING-TEMPORARY GAS (after appliances connected & vented)
10. DRIVEWAY APPROACH & SIDEWALK (when rebar is in place before pouring concrete)
11. FINAL INSPECTIONS FOR PERMANENT UTILITIES & CERTIFICATE OF OCCUPANCY. When building is completely finished, ready to occupy, but before any furniture or owners move in. Finish trim, paint, carpet and tile DO NOT need to be installed for a final inspection.
 - ◆ PLUMBING FINAL
 - ◆ HEATING & A/C FINAL
 - ◆ ELECTRICAL FINAL
 - ◆ BUILDING FINAL

Process for permitting a House (Structure) Move

Submit Application with:

- Current Location Address and Destination Address
- Owners Information: Name, Address, and Phone
- Contractor Moving the Structure: Name, Address, Phone and License Number
- Proposed Date and Time **

**moves are not allowed during peak traffic hours of 7 am - 9 am, 12 pm - 1 pm & no later than 4 pm



Routes will be determined and approved by the City of Victoria Traffic Control Division

After Route is approved by COV Traffic Control, Applicant/ Contractor will provide approval letter from Private Utility Companies:

Suddenlink (361) 573-6301

AT&T Telephone 1-800-485-1160

AEP (361) 514-2278

Victoria Electric Co-Op (361) 573-2428

TxDOT Permit - If portion of route is on a State Maintained Roadway (361) 573-9251 or email via www.dot.state.tx.us

Once Contractor brings letters from utilities we can issue the permit. All fees associated with the permit will be collected at this time.

Fees Schedule: Permit \$ 50.00

Escort \$ 60.00

Traffic Control Devices (signs/ lights) to be moved \$ 50.00 each.

When permit is issued a copy MUST be posted on the structure to be moved.

\$70.00 Re-inspection fee is due if structure is not ready at appointed time. If 2 consecutive move times are missed, all paid fees and permit costs are forfeited and permit is VOID.



All Manufactured Homes placed in the City of Victoria must have been manufactured after June 15, 1976 and have a HUD Code number.

- ◆ A permit is required for placement of a manufactured home in a mobile home park or on private property.
- ◆ No new placements will be allowed in the Historical Districts of Downtown Victoria.

Placement Permit

The following information is required to complete an application for a placement permit.

- ◆ Placement address
- ◆ Applicant's/Occupant's name, current address and phone
- ◆ Manufactured home Seller's name, address and phone
- ◆ Manufactured home Installer's name, address, phone and state license number
- ◆ Year Manufactured
- ◆ Length, Width, of structure when fully assembled
- ◆ Name of Manufacturer
- ◆ Texas Certification (HUD) Number
- ◆ Electrical Service Capacity
- ◆ Valuation of the Manufactured Home
- ◆ Engineer (firm) is required if placement is in the Flood Plain

Placement in a Mobile Home Park

Placement Permit - is required for placement in a Mobile Home Park

Electrical and Plumbing - A licensed electrician and a licensed plumber will need to obtain permits for their work.

Placement Permit on Private Lot

- ◆ **Deed** - The Property Owner/Applicant must submit Proof of Ownership by submitting a copy of the property deed for the lot the manufactured home is to be placed on. (This Deed can not be a Lease, Contract for Sale or Deed of Trust) The deed must have the legal description of the lot. The Applicant/Occupant's name must be the same as the Grantee's name.
- ◆ **Platting** - Placements on a Private lot will require a separately platted lot. Contact Development Services for platting determination and information. IF platting is required, placement permit can not be issued until platting has been completed.
- ◆ **Off - Street Parking** - Two (2) off - street parking spaces, either 20' x 20' or 10' x 40', driveway ramp and sidewalks meeting City specifications must be provided.
- ◆ **Electrical and Plumbing** - A licensed electrician and a licensed plumber will need to obtain permits for their work.
- ◆ **Water and Sewer Taps** - Water and Sanitary Sewer Tap fees must be paid if your lot does not have existing taps.
- ◆ **Flood Plain** - Depending on the location of your lot, it could be located in the flood plain and special conditions will apply. Development Services can help with the Flood Plain determination.

Getting a Water and Sewer Service Account

- If customer has had water and sewer service with the City since 2001, they can call the Utility Billing Office (UBO) to set up a billing account.
- If the customer has not had service with the City, they can come by the Utility Billing Office at 700 Main Center to set up an account.
- Customer can fill out a new service application from UBO at the time of payment for water and sewer taps.

Moving a House or Structure

- ⇒ 48 hour Minimum Notice required for move permit.
- ⇒ Route determined and approved by COV Traffic Control Division.
- ⇒ Permit and Escort Fees (if using VPD) paid at time of permitting to Development Services office. Copy of permit must be posted on the structure.
- ⇒ A \$70.00 re-inspection fee is due if structure is not ready at appointed time.

** See Page 8 for more information on House Moves

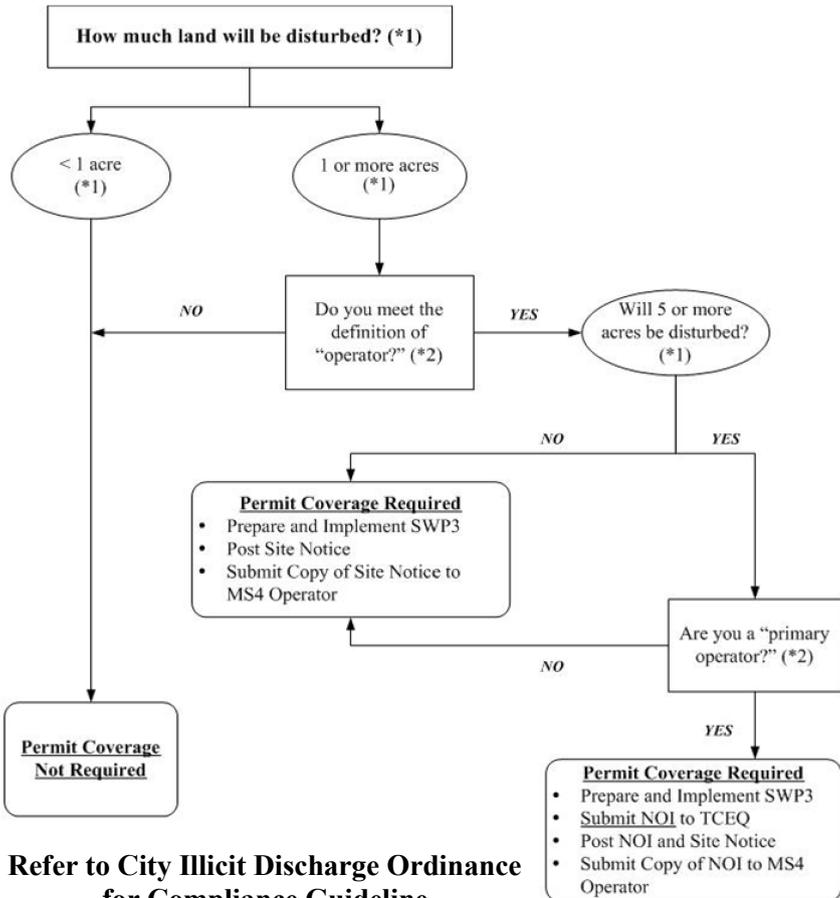


Storm Sewer System Requirements for Development and Construction Activities

The operator, owner or contractor shall use best management practices to control and reduce the discharge to the MS4 and waters of the state, of sediment, silt, earth, soil, and other materials associated with grading, excavation, and any other construction activities to the maximum extent practicable.



How Often to Determine if Permit Coverage Is Required



Refer to City Illicit Discharge Ordinance for Compliance Guideline

Additional information can be found at:

<http://www.tceq.texas.gov> or contacting Texas Commission on Environmental Quality, PO Box 13087, Austin, Texas 78711-3087 or 512-239-4671
<http://www.victoriatx.org/publicworks/stormwater.asp> or by contacting City of Victoria Public Works, PO Box 1758, Victoria, TX 77902 or call 361-485-3186

Definitions:

Common plan of development or sale A construction activity that is completed in separate stages, separate phases, or in combination with other construction activities. A common plan of development or sale is identified by the documentation for the construction project that defines the scope of the project, and may include plats, blueprints, marketing plans, contracts, building permits, a public notice or hearing, zoning requests, or other similar documentation and activities. A common plan of development does not necessarily include all construction projects within the jurisdiction of a public entity (e.g., a city or university). Construction of roads or buildings in different parts of the jurisdiction would be considered separate "common plans" with only the interconnected parts of a project being considered part of a "common plan" (e.g., a building and its associated parking lot and driveways, airport runway and associated taxiways, a building complex, etc.). Where discrete construction projects occur within a larger common plan of development or sale but are located 1/4 mile or more apart, and the area between the projects is not being disturbed, each individual project can be treated as a separate plan of development or sale, provided that any interconnecting road, pipeline, or utility project that is part of the same "common plan" is not included in the area to be disturbed.

Primary Operator The person or persons associated with a large or small construction activity that meets either of the following two criteria:

- (a) The person or persons have operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications; or
- (b) The person or persons have day-to-day operational control of those activities at a construction site that are necessary to ensure compliance with a storm water pollution prevention plan (SWP3) for the site or other permit conditions (e.g., they are authorized to direct workers at a site to carry out activities required by the SWP3 or comply with other permit conditions).

Secondary Operator The person whose operational control is limited to the employment of other operators or to the ability to approve or disapprove changes to plans and specifications. A secondary operator is also defined as a primary operator and must comply with the permit requirements for primary operators if there are no other operators at the construction site.

Storm water pollution prevention plan or SWP3 A plan required by a permit to discharge storm water associated with industrial activity, including construction, and which describes and ensures the implementation of practices that are to be used to reduce the pollutants in storm water discharges associated with construction or other industrial activity at the facility.

The Development Center

The Development Center is the customer service hub of the department. It manages all phases of the development review process, including the approval of subdivision plats and site plans and the issuance of building permits. Staff is responsible for building plan review, conducting building inspections, floodplain management and other engineering issues related to development.

Commercial

For commercial projects the following items are required:

- Three copies of scaled plans and specifications, minimum 18" x 24".
- If the proposed building is over 5,000 sq. ft., 2 stories in height or has a structural span more than 24' or of special occupancy, the plans must be prepared by an engineer or architect. Plan check forms are also required to be filled out by such Engineer or Architect.
- Electrical Plans - Power and Lighting
- Mechanical Plans HVAC
- Plumbing Plans, including size and location of all new water and sewer lines from the building to the City Mains.
- When applying for a permit for a tenant finish out, you will need to submit floor plans, building specifications and electrical, mechanical and plumbing plans.
- All Commercial permit applications shall be accompanied by a plan review fee.

The permitting of single family and small commercial projects normally can be processed by a cursory review providing your application and plans are in order. On larger and more complex building projects it will take longer. You will be called when the permit is ready to issue, or so that we can inform you of any corrections or problems that may have developed.

The Development Services Department will coordinate the review of your plans with the Fire Marshall, Pretreatment, and Department of Public Works. The Development Services Department is located at:

700 Main Center, Suite 122
Victoria, TX 77901
361.485.3320 ph. 361.485.3326 fax



Commercial Inspection Request

Typical Inspections (Not Necessarily in this Order)

Inspection request can be called in to 485.3333

1. ELECTRICAL - Construction Loop (T-Pole)
2. UNDERGROUND PLUMBING/ GAS & ELECTRICAL ROUGH-IN (before back filling trench) sewer line shall be inspected full of water Interceptor (Grease Trap) and Sample Port.
3. FOUNDATION/GRADE BEAM/SLAB (when rebar is in place before pouring concrete) or FLOOR FRAMING (before floor decking)
4. FRAMING (with windows, wind bracing, roofing, electrical, plumbing & mechanical installed but before insulation)
DO NOT REMOVE LABELS FROM WINDOWS.
 - ◆ HEAT - VENT - A/C ROUGH-IN (unit set with duct work complete)
 - ◆ ELECTRICAL ROUGH-IN - (wires in place, panel complete, minus breakers preferred, switches and outlets made up, minus the device preferred)
 - ◆ PLUMBING TOP-OUT
 - ◆ GAS ROUGH-IN
 - ◆ ENERGY CODE COMPLIANCE
5. FIREWALL INSULATION (when sheetrock is installed with fire dampers, fire caulking in place.)
6. CEILING COVER-UP (when ceiling grid is in place with fixtures properly hung, prior to installing ceiling tile)
7. GAS LINE PRESSURE TEST - (with valves installed and no appliances connected)
8. ELECTRICAL-TEMPORARY POWER (when changing from T-Pole to house connection after all lights/plugs/switches/breaker box complete)
9. PLUMBING-TEMPORARY GAS (after appliances connected & vented)
10. DRIVEWAY APPROACH & SIDEWALK (when rebar is in place before pouring concrete)
11. FINAL INSPECTIONS FOR PERMANENT UTILITIES & CERTIFICATE OF OCCUPANCY. When building is completely finished, ready to occupy, but before any furniture or owners move in. Finish trim, paint, carpet and tile DO NOT need to be installed for a final inspection. Site plan to be finished as per approved plan.
 - PLUMBING FINAL
 - HEATING & A/C FINAL
 - ELECTRICAL FINAL
 - BUILDING FINAL
 - SITE PLAN REQUIREMENTS



FEES



Residential – Plan review for one- and two-family residential (R-3) construction and remodeling are optional. However, when such plan review services are requested by a permit applicant, the plan review fee shall be \$100.00. Such plan review fee is in addition to the building permit fee.

Commercial – Plan review fee for building activity other than one- and two-family residential (R-3) construction and remodeling shall be fifty (50) percent of the estimated building permit fee payable at the time of application submittal. Such plan review fee shall be applied toward the total fee for the respective permit at the time such permit is issued.

For a complete list of Building and Permit Fees see our website:

[victoriatx.org/Development Services/Development Center/Fee Schedule](http://victoriatx.org/Development%20Services/Development%20Center/Fee%20Schedule)

Codes

Currently adopted codes are listed on the City of Victoria website:
[victoriatx.org/Development Services/Development Center/Adopted Codes](http://victoriatx.org/Development%20Services/Development%20Center/Adopted%20Codes)

- 2009 International Building Code
- 2011 National Electrical Code
- 2001/2002 International Energy Conservation Code
- 2009 International Fire Code
- 2009 International Gas Code
- 2009 International Mechanical Code
- 2009 International Plumbing Code
- 2009 International Residential Code
- 2006 Existing Building Code

Additional Regulations

The Permit must be posted at the job site and the approved plans shall accompany the permit.

The building permit authorizes the work to be done by the General Contractor only; electrical, plumbing and mechanical contractors are required to make separate application for each permit prior to starting any work or job.

Contractors installing landscape irrigation systems, building swimming pools and spas, erecting signs, moving or demolition and others doing similar work must also have separate permits before they begin their jobs.

If work is to be done in the public Right of Way, applicants must consult with the Development Services Department.

Platting

A Plat is a survey of property that describes the dimensions and location of lot lines, streets and easements. A plat establishes the lot, block and subdivision name used in real estate transactions. Plats must be prepared by a licensed land surveyor or civil engineer.

A plat is NOT the property survey required by mortgage companies when closing on the sale of property.

There are several situations where platting is required.

Generally a plat is required:

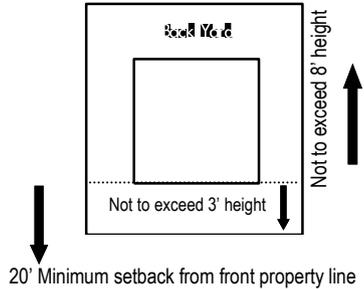
1. If your property has never been platted and you wish to build or place a Manufactured Home or new structure on your property.
2. If you are selling a portion of your property, you must have a plat showing all the property you own and how you intend to divide it.
3. If your property has never been platted and you wish to expand an existing structure that results in increasing the gross floor area by 25% or more.

A **Minor Plat** is used if your property has never been platted and you wish to create four (4) or fewer lots.

A **Major Plat** is used when subdividing property into 5 or more lots and a public utility extension is required.

Fences

Fences and walls are allowed in any residential yard along the property line; provided that the fence or wall does not exceed eight (8) feet in height. Fences or walls which extend beyond the front of a building shall not exceed three (3) feet in height. On corner lots, fences and walls shall not encroach front or exterior side building lines.



Fences which extend beyond the front of a building must provide a five (5) foot transition between the eight (8) foot and three (3) foot sections of the fence. Such five (5) foot transition section shall be centered on a line even with the front of the building. For existing subdivisions which do not have platted building setback lines, a twenty (20) foot setback shall apply for this purpose.



Barbed wire fences are not allowed on or around property; except under the following conditions:

(1) Up to three (3) strands on top of a six (6) foot (or taller) high security type fence on non-residential uses, provided the barbed wire is upright or projecting over the owner's property and not over abutting property; or

(2) Properties with an agricultural use exemption of five (5) acres or greater.



FLOODPLAIN

The City of Victoria participates in the National Flood Insurance Program (NFIP) with the adoption and enforcement of a Flood Damage Prevention Ordinance. The Federal Emergency Management Agency (FEMA) develops and provides to participating communities floodplain maps that identify areas that are at risk of flooding during a 1% chance flood (commonly referred to as the 100 year flood). The floodplain is the dark shaded area shown on the FEMA Floodplain Maps. As an NFIP participating community, flood insurance is available to all residences of the community and is underwritten by the NFIP program.

Victoria regulates the floodplain development to:

- Protect people and property
- Ensure that Federal flood insurance & disaster assistance are available
- Save tax dollars
- Reduce future flood losses

Most manmade changes to land in the floodplain require a permit.

Examples include:

- Constructing new buildings (including temporary or agricultural)
- Additions to existing buildings
- Substantial improvements to existing buildings (including interior renovation)
- Repair of substantially damaged buildings
- Placement of manufactured (mobile) homes
- Parking or storage of recreational vehicles
- Storing materials, including gas/liquid tanks
- Placement of fill, grading, excavation, mining and dredging
- Oil and gas drilling

Most improvements in the floodplain require the services of a Texas Licensed Professional Engineer or Surveyor.

These services are not provided by City Staff.

Information to determine if your property is located in the floodplain can be found:

Free

- Online at the FEMA Map Service Center,
- Viewing the Maps at the Victoria Public Library
- Viewing the Maps in the Development Service Center

Nominal Fee

A Floodplain Information Letter from the Development Service Center

Certificate of Occupancy

WHAT IS REQUIRED BEFORE THE BUILDING IS OCCUPIED?

Before the building can be occupied, utilities released in the name of the owner or tenant, and business conducted, the following inspections must be approved by a Certificate of Approval.

- ◇ Final Building Inspection
- ◇ Final Electrical Inspection
- ◇ Final Mechanical Inspection
- ◇ Final Plumbing Inspection
- ◇ Final Department of Public Works
- ◇ Final Health Inspection (where applicable)
- ◇ Final Fire Marshal (where applicable)

Once the final inspections have been requested and approved, the general contractor or a member of their staff may come by the Development Services Department for the Certificate of Occupancy, or if requested by phone it can be mailed or faxed.

Please keep in mind that final inspections can be a time-consuming process for everyone involved and in order to assist you in your deadline, may we suggest you start your scheduling as soon as possible. Permanent electrical power cannot be turned on in the owner or tenant's name without a Certificate of Occupancy. Copies of these Certificates are faxed to the local electrical supplier (AEP or VEC) as soon as they are signed. If any corrections are found during the final inspections, additional time may be required for re-inspection. This could cause a delay in issuing the Certificate of Occupancy.