

# RESIDENTIAL PERMIT PROCESS

Revised February 2022

Community Development Department

803-931-4090

## Residential Permit Process

### *What building codes has the City of Castroville adopted?*

The City of Castroville has adopted the following building codes:

- 2012 International Building Code
- 2012 International Plumbing Code
- 2012 International Property Maintenance Code
- 2014 National Electric Code
- 2012 International Existing Building Code
- 2012 Fuel and Gas Code
- 2012 Mechanical Code
- 2012 International Residential Code
- 2012 International Energy Conservation Code
- 2012 International Fire Code

Additional standards can be found in Chapter 22 of the City of Castroville Code of Ordinances (Buildings and Building Regulation), available online at [www.castrovilletx.gov](http://www.castrovilletx.gov).

### *What are building plan review submittal requirements?*

Submit an electronic copy of building plans and a permit application to [permits@castrovilletx.gov](mailto:permits@castrovilletx.gov). Contact Community Development at (830) 931-4090 if you have any questions about what to submit.

### *When are fees required and how much are they?*

Payment of the plan review and permit fee is due at the time of invoice issuance, after building permit application submittal. The fees must be paid before plans are submitted for review. The fee amount is contingent on the valuation (cost of construction) of the project or the square footage of a new single-family home. Our fee schedule is located on the website.

### *When can I start building construction?*

Building construction must begin within 180 days following of the issuance of a building permit. The approved (signed) building permit, or a copy thereof, must be prominently displayed on the job site throughout the building process until all final inspections have been approved. At least one building inspection must occur during each 180-day period following the issuance of a building permit or the work will be considered abandoned. If the work is considered abandoned, a new permit must be issued (with new review and fees paid) before work on a project can continue.

### *Who should I contact for utility information?*

Please contact the Public Works department at 830-931-4090 for all utility questions.

### *How do I request an inspection?*

The City utilizes a third-party contracted inspection company, Bureau Veritas, to inspect construction projects. Inspections related to building construction (building, plumbing, mechanical, fire protection, and/or electrical) can be requested by contacting Bureau Veritas directly at any of the following:

Phone: (817) 335-8111 or (Toll-Free) (877) 837-8775

Fax: (817) 335-8110 or (Toll-Free) (877) 837-8859

Email: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

The request must include the following information:

- Project address
- Inspection type requested
- Permit number
- Contractor's name and contact information
- Date inspection is to be performed
- Any special instructions or requests for the inspector

Inspections received by Bureau Veritas by 5:00pm Monday-Friday (excluding Holidays) will be scheduled for the next business day following the request. Fire protection inspections usually take longer to schedule, so you should allow for three business days for those inspection requests to be coordinated.

### *What inspections are required of my construction project?*

The inspections required for your construction project varies with the complexity of a job. Ordinarily, the City of Castroville performs its construction inspections in the following order:

<ul style="list-style-type: none"><li>• Electrical T-Pole</li><li>• Plumbing Rough</li><li>• Water Service</li><li>• Yard Sewer</li><li>• Form Board Survey</li><li>• Gas Wrap (Underground)</li><li>• Foundation</li><li>• Electric Rough</li><li>• Mechanical Rough</li><li>• Gas Rough Piping/Test</li><li>• Plumbing Top-Out</li></ul>	<ul style="list-style-type: none"><li>• Framing</li><li>• Energy Insulation</li><li>• Construction Electric</li><li>• Gas Final</li><li>• Electrical Final</li><li>• Mechanical Final</li><li>• Plumbing Final</li><li>• Energy Final</li><li>• Customer Service Inspection</li><li>• Flatwork</li><li>• Building Final</li></ul>
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You must receive a passing inspection report prior to proceeding to the next stage.

### *When can I use and occupy my building?*

Once all final inspections and approvals have been obtained from the City, and the City has done a final walk through, the City will issue a Certificate of Occupancy. Only after a Certificate of Occupancy has been issued can a building be occupied.

# Residential Permit Process – Checklist

## *Submittal*

Submit one electronic set of building plans for review by the Community Development Department. Be sure your plans include the following:

- Site Plan (property lines must be based on an accurate boundary survey)
  - a. The site plan must indicate the size and location of new construction and existing structures on the site with distances from the construction to property lines, easements, existing and proposed grades, and existing and proposed utilities to include water, wastewater, electric and gas.
- Floor plans (must indicate room names describing their intended use, size and type of windows and doors, cabinets and fixtures, and ceiling heights, and indication of fire resistance separations as required)
- Exterior elevations (must show exterior materials, proposed height above adjacent grade, windows and doors, roof slopes, chimneys, and overhangs)
- Structural Plans (must show, as applicable, foundation plans, wall sections and details, floor framing, second floor framing, ceiling framing, roof framing, headers, and beams)
  - a. Foundations must be designed and sealed by a Professional Engineer or accompanied by a sealed engineer's approval letter. The foundation plans must indicate the address and legal description of the lot.
- Plumbing plans (may be combined with the floor plan; must indicate location of the building's water, sewer, and gas piping, and fixtures, water heaters, and gas outlets)
- Electrical plans (may be combined with the floor plan; must indicate the location of receptacles and other outlets, exhaust fans, smoke detectors, carbon monoxide detectors (if applicable), light fixtures, service equipment and panels)
- Mechanical plans (may be combined with the floor plan; must indicate equipment details and location)
- Certified (Signed) Energy Compliance Report
  - a. Most commonly, this is a ResCheck or IC3 compliance report. ResCheck Software Program which can be downloaded or used online at: <https://www.energycodes.gov/rescheck>. IC3 Compliance Reports can be created at: <http://ic3.tamu.edu/>.

Upon review and approval of the building plans, obtain building permit and begin construction within 180 days.

Upon successful completion of construction (approval of all final inspections), obtain Certificate of Occupancy from the City.

## Residential Permit Process – Forms

*Continued on next pages*



# CITY OF CASTROVILLE

*Little Alsace of Texas*

COMMUNITY DEVELOPMENT DEPARTMENT

703 PARIS STREET

CASTROVILLE, TEXAS 78009

PHONE: (830) 931-4090

SUBMIT PERMIT TO: PERMITS@CASTROVILLETX.GOV

For One & Two-Family Residential Buildings

Permit #\_\_\_\_\_

## Residential Construction Permit Application

Gross Square Footage (Needed for new construction, foundation, and addition): \_\_\_\_\_

Valuation: \$\_\_\_\_\_ Zoning: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Description:  New Construction |  Remodel/Addition |  Demolition |  Accessory Building  
 Swimming Pool/Spa |  Irrigation |  Other: \_\_\_\_\_

Detailed Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Utilities Needed:  Water |  Sewer |  Electric |  Gas |  None

Project in Floodplain:  No |  Yes If Yes, a Floodplain Development Permit is required.

### APPLICANT / CONTRACTOR

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY OWNER

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Plumber/Irrigator</b>	Contact Person	Phone Number	Contractor License Number

**Must Include if applicable:**  Site Plan |  Floor Plan |  Elevations |  RES Check (New Construction)

Sealed Engineered Foundation Plan (New Construction) |  Electrical Plan |  Mechanical Plan

Plumbing Plan |  Sealed Engineered Foundation Letter (Foundation Repair)

A permit becomes null and void if work or construction authorized is not commenced within 180 days of the date of permit issuance, 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 one or more inspections.

***A certificate of occupancy must be issued before any building is occupied.***

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. No work may begin until proper permits are approved and all associated fees have been paid.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



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Permit # \_\_\_\_\_

## MEP Permit Application

TYPE OF PERMIT REQUESTED:  MECHANICAL  ELECTRICAL  PLUMBING

Project Address: \_\_\_\_\_ Valuation: \_\_\_\_\_

Use of Building:  Residential  Commercial

Project Description:  New Construction  Alteration  Addition  Repair

Description of Work: \_\_\_\_\_

### Property Owner

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

### MEP Contractor

Business: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**\*All contractors and sub-contractors are required to register before obtaining permits for work in the City of Castroville. To register you must submit a contractor's registration form, a driver's license, the Certificate of Liability Insurance, and professional licenses to the Community Development Department.**

A permit becomes null and void if work authorized is not commenced within 180 days of the date of permit issuance, or if work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require one or more inspections.

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. No work may begin until proper permits are approved, and all associated fees have been paid.

## Receipt

### All work is subject to field inspections and approvals

Inspections may be requested Monday – Friday, 8a – 5p at any of the following:

Phone: (Toll-Free) 1-877-837-8775

Email: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

Inspections are conducted on the next working day between 8a & 5p, and inspectors must have access to the work area to conduct inspections

190 - Single Trade Permit Fee:

**\$100**

(Unless valuation is more than \$10,000, then permit fee will be based on valuation)

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

### STAFF USE ONLY

Approved

Denied

Issued By: \_\_\_\_\_

Date: \_\_\_\_\_



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SUBMIT TO: PERMITS@CASTROVILLETX.GOV

## Contractor Registration Form

<b>Type of Contractor or License:</b> (Please Check One)		<input type="checkbox"/> Electrical Contractor	<input type="checkbox"/> Backflow Prevention Assembly Tester*
		<input type="checkbox"/> General Contractor	<input type="checkbox"/> Pool Contractor
		<input type="checkbox"/> Plumbing Contractor	<input type="checkbox"/> Sign Contractor
		<input type="checkbox"/> Mechanical Contractor	<input type="checkbox"/> Other (specify) _____
<b>Complete Section (Only if Needing to be Added to a Permit)</b>			
Permit Number:	Project Address:		
<b>General Information</b>			
Business Name:			
Permit Coordinator Contact Name:			
Mailing Address:			
City, State, Zip:			
Office Phone:	Mobile Phone:		
Email:			
<b>License Holder's Information</b>			
License Holder:	Mobile Phone:		
Email:			
Driver's License #:	Expiration Date: / /		
State License #:	Expiration Date: / /		
Liability Insurance #:	Expiration Date: / /		
License Holders Signature:		Date: / /	

**PROVIDE COPY OF DRIVER'S LICENSE, STATE LICENSE/REGISTRATION, AND LIABILITY INSURANCE**

**\* As of 11/10/2015 Backflow Prevention Assembly Tester Contractor Registration requires a fee of \$40.00**