



NEW CONSTRUCTION REQUIREMENTS

The following are required on all new residential construction projects within the Elgin City Limits:

Improved impervious driveway from the street to the off street parking space. If there is no garage; the off street parking space needs to be large enough for two vehicles per dwelling.

You must comply with the Landscape Ordinance (Chapter 44).

https://library.municode.com/tx/elgin/codes/code_of_ordinances?nodeId=PTIICOOR_CH44VE General requirements are: 1 large tree or two medium trees and 10 five-gallon container sized shrubs.

Site Plan showing proposed residence, driveway, *sidewalks, drainage features, landscaping and showing all dimensions and distances from property lines. *Fee in lieu of sidewalks may apply per Ch. 36-143.

All lots must front a street for a distance of no less than thirty-five feet (35') and each lot **shall meet** the minimum lot width for each district.

75% of the front elevation **shall be** covered in stone, brick or stucco.

45% impervious cover limit must be adhered to on interior lots.

50% impervious cover limit must be adhered to on corner lots.

Lots that are considered “legal non-conforming” must bring the property into conformance before being allowed to build an addition to the structure.

Note: Appeals to the Board of Adjustments may be required in some of these cases.



BUILDERS REQUIREMENTS

THE FOLLOWING IS A LIST OF THE THINGS YOU WILL NEED TO PROVIDE THE BUILDING DEPARTMENT IN ORDER TO SECURE A BUILDING PERMIT.

1. **CERTIFIED AND SIGNED COPY OF LAND DEED.**
2. **PROPERTY PLAT OR SURVEY** showing the property lines, distance of property lines from intended building(s) and dimensions to scale, location and names of frontage street(s), means of access to the property. (You may draw this up yourself if you can find your property pins and draw it to scale.) **(Two sets are required.)**
3. **SOIL SAMPLE RESULTS**
4. **BUILDING DRAWINGS** should be of professional quality and drawn to scale. They should show dimensions of structure, rooms, windows and doors. Each room should be labeled as to its intended use using acceptable abbreviations. All plumbing units should be shown using acceptable abbreviations and symbols. **(Two sets of plans are required.)**
5. **WIND BRACING PLAN** should show seismic design category and maximum braced wall line spacing. **(2 sets)**
6. **ELECTRICAL DETAIL** should show main panel location and service entrance, sub-panel location, wiring route, wiring size, location of lights, location of G.F.C.I. outlets and location of all other outlets inside and out using acceptable symbols and abbreviations.
7. **FOUNDATION DETAIL** should show; depth, width and spacing of all beams or footings, thickness of slab, size, number and spacing of rebar and stirrups, depth of beams or footing into undisturbed soil, height above exterior grade, fall or finished exterior grade at foundation. **MUST CONTAIN ENGINEER'S STAMP. (2 SETS)**
8. **A PRE-POUR FOUNDATION SURVEY SHALL BE REQUIRED FOR EVERY SLAB AND OR FOUNDATIONS FOR ALL BUILDINGS AND STRUCTURES AND SOIL TEST:** You must have a survey by a professional surveyor, with seal, showing the placement of the foundation on the ground prior to pouring any concrete or setting any piers. This is to insure there are no set back encroachments.
9. **ELEVATION DETAIL** should show northern, eastern, western and southern exposures of building including doors, windows, etc., size, number and location of attic vents and crawl space vents if applicable.
10. **MATERIAL LIST** should show use, grade and size of all materials used.
11. **REScheck Compliance Certificate and Long-Form Manual-J Heat Load Calculations including Room-to-Room CFM of Supply and a Manual D Duct Layout to include return air provisions for all rooms (passive or active return air ducts).**
12. **MINIMUM ACCEPTABLE REQUIREMENTS** are based on the **2012 International Building Code, 2014 National Electric Code.**
13. **INSPECTIONS** you will be responsible for calling and requesting the required inspections.

On new construction there are at least four (4) inspections per permit. You will be responsible for calling for inspections before any work is covered up, i.e. framing and rough in electrical before you sheetrock. **ALL INSPECTIONS REQUIRE A TWENTY FOUR (24) HOUR NOTICE.** **If you fail an inspection you will need to return to the inspection office after you have corrected the problem and pay for an extra inspection.**

"This institution is an equal opportunity provider"

FEE SCHEDULE

BUILDING PERMITS

COST OF CONSTRUCTION

\$ 0.00 - \$ 1,000.00	No fee unless inspections are required. In which case a \$50.00 fee for each residential construction inspection and \$60.00 fee for each non-residential construction will be charged.
\$1,001.00 - \$50,000.00	\$60.50 for the first \$1,000.00 plus \$9.08 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,001.00 - \$100,000.00	\$473.00 for the first \$50,000.00 plus \$7.26 for each additional thousand or fraction thereof to and including \$100,001.00.
\$100,001.00 - \$ 500,000.00	\$836.00 for the first \$100,000.00 plus \$5.45 for each additional thousand or fraction thereof to and including 500,000.00.
\$500,001.00 and up	\$3,014.00 for the first \$500,000.00 plus \$3.63 for each additional thousand or fraction thereof

UTILITY PERMITS

RESIDENTIAL PERMITS are \$30.00 per permit and \$50.00 per inspection on new construction; there are usually three inspections per permit.

COMMERCIAL PERMITS are \$60.00 per permit and \$60.00 per inspection on new construction; there can be several inspections required, three to four, but depending on the project more may be required.

TAP FEES:

WATER (3/4 inch minimum) - \$400.00
SEWER (4 inch minimum) - \$400.00

IMPACT FEES:

WATER - \$3,000.00
SEWER - \$1,600.00

METER DEPOSIT: Non-refundable \$25.00 application fee and deposit fee as follows:

3/4"	\$200.00
1"	\$200.00
1 1/2"	\$250.00
2"	\$300.00
3"	\$400.00
4"	\$500.00
Over 4"	\$600.00

NEW WATER METER INSTALLATION FEE:

3/4"	\$150.00
1"	\$200.00
1 1/2"	\$400.00
2 "	\$500.00

Anything over will be cost of the meter plus 10%

1. SUBDIVISION FEES:

Planning and Zoning fee for a public meeting \$350.00

General plan: Concept with 4 copies \$300.00

Preliminary Plat: 8 copies of plat at \$50.00 per lot, nor less than \$300.00

Final Plat: 3 mylars & 13 copies at \$5.00 per lot, nor less than \$300.00

Civil / Construction plans review: 3 sets at \$220.00 per hr. base, minimum of 2 hrs.
plus \$145.00 per hr.

Park Land Dedication: See Code of Ordinances

Oversize account fee: This fee will be assessed to all developers regardless of whether or not they are required to install an oversized line.

Water lue fee: \$200.00

Sewer lue fee: \$200.00

2. ZONING FEES: \$350.00 / P&Z public meeting

3. IMPACT FEES: Based on a single family dwelling as one lue
Based on 3/4" meter-water/lue \$3,000.00
Based on 4" sewer-sewer/lue \$1,600.00

4. TAPPING FEES: Based on a single family dwelling as one lue
Water tap 3/4" \$400.00
Sewer tap 4" \$400.00

These fees are not assessed when these taps are installed by the developer.

CONSTRUCTION INFORMATION SHEET

THIS IS NOT A BUILDING PERMIT APPLICATION

Property owners name: _____ phone # _____

Address or legal description: _____

Contractor: _____ phone # _____

Is this: Residential _____ Commercial _____

Is this: New Construction _____ Addition _____ Remodel _____

Short description of structure and its intended use: _____

Total square feet: _____ Number of Rooms: _____ Number of Stories: _____

Number of Plumbing Units (include hose bibs and ice makers): _____

Type of Foundation: _____

Soil Sample Results: _____

Type of Wall Covering: External _____, Interior _____

Type of Roof: _____

Total Cost of Construction: \$ _____

Will the building require: Electricity _____, Plumbing _____, Gas _____, Heat & Air _____

Has the property ever had water and sewer service in the past? _____

Have you put up a Water Meter Deposit? _____

PLEASE COMPLETE THIS FORM AND RETURN IT ALONG WITH ANY BUILDING PLANS AND ALL OTHER REQUESTED DOCUMENTATION. A MINIMUM OF TEN (10) DAYS IS REQUIRED FOR REVIEW OF ANY BUILDING PLANS PRIOR TO ISSUANCE OF THE PERMIT. PLEASE INCLUDE ALL OTHER REQUESTED DOCUMENTATION TO FACILITATE THIS PROCESS AND AVOID DELAY.

CITY OF ELGIN

DUCT LEAKAGE AFFIDAVIT

This completed form is required for **ALL** New 1 & 2 Family Dwellings, Townhouses and **ALL** mechanical projects that include installing and or replacing duct systems for the same type of dwellings.

Permit # _____
(If Known)

Date: _____

Site Address: _____
Street

ELGIN
City

TEST RESULT: **PASS** **FAIL**

(Total leakage of the HVAC system(s) must be ≤ 4 CFM per 100 ft² of conditioned floor area.)

I certify that this house has been tested for duct leakage in accordance with IRC 2012 Sec. N1103.2. and IECC 2012 Sec. 403.2.2 and has met the requirements for duct leakage

BUILDING ENVELOPE LEAKAGE AFFIDAVIT

TEST RESULT: **PASS** **FAIL**

(Building leakage rate must be ≤ 5 ACH₅₀)

I certify that this house has been tested for building envelope (Blower Door) leakage using ASTM E779 or ANSI/ASHRAE 136 and that the Building Air tightness is in accordance with the IECC 2012 Sec. 402.4.3.

Rater/Tech: _____

Signature: _____

Phone: _____

Company: _____

This form shall be on site for final inspection

AVOID COMMON MISTAKES

If you fail an inspection, you will be charged for an additional inspection. The following are suggestions and basic **MINIMUM** requirements that will help you avoid any extra expense.

1. Know where your property lines are and know your **SET BACK** requirements in your zone. Property lines shall be identified by string line at the time of the first inspection.
2. Call for inspections before you cover any of your work.
3. Give the inspector a **24-hour** notice when you are **READY** for an inspection.
4. **DO NOT** call for an inspection before you are sure the work is finished.
5. If you schedule concrete to be delivered before your steel has been inspected give yourself plenty of time to correct any problems, which the inspector may find. If not, you should be prepared to pay for a second order of concrete.
6. Have a set of building plans at the work site.
7. Have your building permit posted on the work site.
8. **DO NOT** use anything less than 4" schedule 40 P.V.C. for your sewer line.
9. There should be two clean outs on the sewer line, one at the house and one at the tap, both 4" schedule 40 P.V.C.
10. Water lines and sewer lines can be no closer than 5' to one another, in some cases water lines and sewer lines must cross one another, in this event, the water line should be on top of the sewer line and the water line must be sleeved where they cross with a slightly larger piece of schedule 40 P.V.C. If crossing can be avoided and is not, you will fail the inspection.
11. All underground electric wiring should be run through GRAY schedule 40 P.V.C. or be rated for direct burial.
12. All P.V.C. exposed to sunlight must be protected from direct sunlight in accordance to code.
13. All copper water piping must be put under pressure for inspection, minimum of 65 P.S.I.
14. Gas pipes must be under pressure for inspection, minimum 10 P.S. I.
15. Sewer pipes must be loaded with water and plugged at the end for inspection.
16. Temporary electric services as well as the permanent service should be grounded to an eight-foot grounding rod connected with at least a number 6 copper conductor.
17. Only use metal eye bolts for point of attachment, not ceramic.
18. Vapor barrier on our slab should be 6 mil. poly minimum and overlapped 6" minimum.
19. To save yourself from extra inspections you should ask your electrician to use a tester on all the outlets especially the G.F.C.I. outlets or you can buy a tester at any hardware store and test them yourself. More houses fail the final inspection due to faulty G.F.C.I. plugs than for any other reason in the City of Elgin.
20. **DO NOT** move in or store any of your belongings or furniture in the house until you have passed a final inspection and received your **CERTIFICATE OF OCCUPANCY**.

ELGIN INFORMATION

**ELGIN CITY HALL
310 N. MAIN
ELGIN**

512-281-5724

**ELGIN POLICE DEPARTMENT
202 DEPOT
ELGIN**

512-285-5757

T.X.U. ELECTRIC

800-242-9113

CENTERPOINT (GAS)

800-427-7142

ATS Engineers, Inspectors & Surveyors

512-328-6995, ext 158

CITY OF ELGIN UTILITY APPLICATION

Date of Application:

Applicant Name:

DL or ID Number

Issuing State

Date of Birth

Social Security Number

Additional Authorized Person:

D.O.B.

Service Address:

Start Date:

Type of Structure:

of Bathrooms

(example: single family home, duplex, mobile home, garage apt)

Mailing Address:

Home Phone ()

Cell Phone ()

Please send my bill via email. E-mail address:

Have you previously had service with the City of Elgin?

Yes

No

If so, at what service address:

Name as it appeared on previous account:

Are you relocating from one City Service Address to another?

Yes

No

What is the address you are moving from:

What date would you like the service disconnected at the former address?

I certify that all the above information is true and correct to the best of my knowledge. Also, I acknowledge that any previous City Of Elgin Utility Account balances owed by me or authorized person listed above will be due at the time of service.

ALL WATER USERS WILL MAKE A DEPOSIT TO THE CITY OF ELGIN PRIOR TO OBTAINING SERVICE. THE STANDARD DEPOSIT FEE WILL BE \$200.00 PLUS A \$25.00 APPLICATION FEE.

Also provide a copy of a legal lease agreement/closing papers listing all occupants over the age of 18 living in the home.

Payment accepted in the form of: cash, check, money order, VISA, MASTER CARD or DISCOVER only. Make check payable to: CITY OF ELGIN UTILITIES

SIGNATURE _____

DATE _____

OFFICE USE ONLY

Date of Connection: _____ Account # _____ Initials _____

CITY OF ELGIN BUSINESS UTILITY APPLICATION

A NON-REFUNDABLE APPLICATION FEE OF \$25.00 WILL BE REQUIRED

Date of Application: _____ Service Connect Date: _____

Business Name: _____ Business Phone #: _____

Service Address: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Owners Name: _____

Owners Phone #: _____ Driver Lic#: _____ State: _____ **Copy of Drivers License Required**

Emergency Contact Name: _____ Phone#: _____

ALL WATER USERS WILL MAKE A DEPOSIT TO THE CITY OF ELGIN PRIOR TO OBTAINING SERVICE. THE AMOUNT OF DEPOSIT WILL BE DETERMINED AS FOLLOWS:

3/4"	\$200.00
1"	\$200.00
1 1/2"	\$250.00
2"	\$300.00
3"	\$400.00
4"	\$500.00
Over 4"	\$600.00

I CERTIFY THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

OFFICE USE ONLY

Date of Connection: _____ Account # _____ Receipt#: _____ Amount of Deposit: _____

CITY OF ELGIN
Building Permit Application

Zoned _____ Date _____ Permit# _____ PID# _____

1. Purpose

New Construction, Addition, Remodel, Repair, Demolition

_____ Single Family _____ Duplex _____ Multifamily _____ Residential / Remodel

_____ Modular dwelling _____ Commercial _____ Industrial _____ Other

Legal Description: _____

Street Address: _____

TDLR Texas Architectural Barrier Registration Number: _____

Owner: _____

Address/Phone: _____

Contractor/Phone: _____

2. Attachments:

_____ Detailed word description _____ Property Plat _____ Copy Of Deed
_____ Drawings/Specifications _____ Elevations _____ Elevation Certificate

3. Descriptions

Square Footage: Main Area _____ Garage _____ Total _____

Of Rooms _____ # Of Stories _____ # Of Plumbing Units _____

Foundation _____ Interior Walls _____ Roof _____

4. Taps Required

Water: Existing _____ New Tap _____ Meter Size _____

Sewer: Existing _____ New Tap _____ Meter Size _____

Notes _____

Historic Review Board Approval _____ Date _____

Building Official _____ Date _____

5. Fees

Cost Of Improvements: _____ Building Permit Fee: _____

Electric: Permit \$ _____ Inspection Fee \$ _____ Total \$ _____
Plumbing: Permit \$ _____ Inspection Fee \$ _____ Total \$ _____
Gas: Permit \$ _____ Inspection Fee \$ _____ Total \$ _____
Mechanical: Permit \$ _____ Inspection Fee \$ _____ Total \$ _____

Capital Impact Fees: Water \$ _____ Sewer \$ _____ Total \$ _____

Tap Fees: Water \$ _____ Sewer \$ _____ Total \$ _____

Water Meter Deposit \$ _____ Water Meter Install \$ _____ Total \$ _____

Non-Refundable Water Deposit Application Fee \$25.00 Total \$ _____

TOTAL ALL FEES \$ _____

6. Asbestos

Was an asbestos survey performed in accordance with Texas asbestos health protection rules (TAHPR) and the National Emission Standards for hazardous air pollutants (NESHAP)? YES _____ NO* _____

Date Of Survey: ____/____/____ Copy Of Survey: _____ TDH Inspector License No. _____

*If the answer is no, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Elgin.

The permit for the above described structure becomes null and void if work or construction authorized is not commenced within 6 months upon issuance, or if work is suspended for a period of 6 months at any time.

I hereby certify that I have read and examined this application and know the same to be true and correct. I understand all provisions of state and federal laws and city ordinances governing this type of work will be complied with whether specified herein or not. I understand the granting of the permit does not presume to grant any authority to violate or cancel out any of the provisions of any state, federal or local laws regulating construction or the performance of construction.

Signature Of Contractor Or Authorized Agent

Date

Signature Of Owner If Owner Is Builder

Date

"This institution is an equal opportunity provider" "This approval does not permit the violation of any city or state law." "All provisions of the City ordinances and state laws will be complied with whether herein specified or not."