



Deck-Patio Application Packet

Section 101: Applicability

A permit is only required for a deck or patio if it meets any of the following:

- A. Is thirty (30) or more inches above the ground.
- B. Exceeds 200 square feet in area.
- C. Serves a required exit door.
- D. Is attached to a dwelling.
- E. Is a multi-level deck.
- F. Existing deck-patio is being covered with a roof.
- G. Arbors.

Section 102: Submission Requirements:

All schematics shall be drawn in accordance with the 2012 International Code Standards outside of the Downtown Historic District. Within the Downtown Historic District to the 2006 International Building Code Standards and the remaining 2012 International Codes. The following items shall be provided:

- A. Submittal of appropriate filing fees for the application. For permit: \$200.00 + 115% for any City third-party review. For residential inspections \$75.00 for each inspection + 115% for any City third-party review. For commercial inspections: \$100.00 for each inspection + 115% for any City third-party review.
- B. Copy of the application with all information filled out and all applicable signatures.
- C. Plot plan or survey that shows property lines, any existing buildings/structures on premises, setbacks, easements, right-of-way, alleys, and the location of the proposed construction.
- D. Structure plans that shows the structural components of the patio (i.e. rebar), perimeter beams, and attachment to the building.
- E. Window details for all windows adjacent to all stairs and landings.
- F. Framing plan that shows the types of wood to be used (treated or untreated, cedar, pine, etc.), sizing of the framing members, spacing of the framing members, details of support members (size, spacing, etc.) details of attachment to the house, details of foundation piers, type of roof covering, pitch of the roof.
- G. Trades plan which shows any new proposed electrical or plumbing (incl. gas), as applicable.

One (1) of each item shall be submitted in electronic format to planninganddevelopment@ci.elgin.tx.us

Section 103: Submittal Review:

The application and associated materials will be routed for reviews. **This process will take a maximum period of fourteen (14) calendar days.**

A plan review sheet will be generated if there are comments. Comments will be sent to the applicant in order to respond to the plan review sheet. It is required the applicant respond in writing to address each comment on letterhead and provide the necessary documentation to show compliance with the issue. The applicant shall have six (6) months from the date on the plan review sheet to address all comments, provide documentation, and resubmit to the City. These shall be submitted electronically at planninganddevelopment@ci.elgin.tx.us. Failure to do so within this period results in expiration and a new application must be filed with the City.

The process of resubmittal and the City providing comments continues in this cycle until all comments have been addressed by the applicant and any applicable penalty fees have been paid to the City. **Additional resubmittals will take a maximum fourteen (14) calendar days.** Once complete, a building permit will be issued for the item.

Section 104: List of Inspections

The plan review sheet provided by the City or discussion with the City will indicate the exact inspections required to satisfy the project. It is the responsibility of the applicant to ensure compliance with the inspection list.

Section 105: Contact for Inspection

The City does not have internalized building services and contracts this service to the following:

ATS Engineers, Inspectors, and Surveyors
4910 W. U.S. Highway 290
Austin, TX 78735
Phone: (512) 328-6995
Fax: (512) 328-6996
scheduler@ats-engineers.com

Payment must be submitted to the City for any inspection before any inspection can be scheduled. Any inspections must be submitted to ATS Engineers by 4:30 P.M. Central Standard Time the day before the inspection, in order for any inspection to occur the next business day. **It is the responsibility of the permit holder to make inspection requests for each phase of construction prior to proceeding with construction.** This must include the name and phone number of the permit holder, the physical address of the permitted project, and the type of inspection needed. If a preference exists for either a morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be notated by the person requesting the inspection.

Section 106: Right of Entry and Inspection

The City and its representatives have the right to enter the premises at reasonable hours to review any work associated with the permit. Failure to allow entry may result in a stop work order or any other penalties as allowed by law.

Section 107: Backflow Preventor Assembly Test & Maintenance Report

If providing plumbing to the project, a copy of the “Backflow Prevention Assembly Test and Maintenance Report” Form 20700 from the Texas Commission on Environmental Quality (TCEQ) which must be completed by a licensed contractor if connecting to a City water system. If this will be connected to the Aqua Water Supply Corporation (WSC) or a municipal utility district (MUD) a copy must be submitted to the MUD or WSC and the City. This document can be found at <https://www.tceq.texas.gov/drinkingwater/cross-connection> under Technical Guidance (including Questionnaire). This must be completed by a licensed professional.

For purposes of the completing, please fill in the following if the City provides water:

1. Name of PWS: City of Elgin
2. PWS ID: 0110002
3. Mailing Address: P.O. Box 591, Elgin, TX 78621
4. Contact Person: Michael Gonzalez

For non-City water providers such as WSC or MUD contact the applicable entity to complete the information.

One (1) of each item shall be submitted in electronic format to planninganddevelopment@ci.elgin.tx.us before a final inspection can be scheduled with ATS.

Section 108: Results of Inspections

When conducting inspection’s, the inspector shall either pass or fail the inspection. If the inspection is passed, then construction may continue to proceed until the next inspection is required by the City. If the inspection is failed the inspector will provide a sheet indicating what shall be remedied before a second inspection can be completed. **Failure of inspection will require payment of another inspection fee with the City before it can be rescheduled.**

Section 109: Issuance of Approval

Once all inspections have been passed by the City, it will issue a Certificate. This is the authorization for usage of the structure.

DECK-PATIO APPLICATION

Date: _____

SITE INFORMATION

Project Address: _____

Cost of Construction: _____

APPLICANT

Contractor License Number: _____

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law.

Signature

Printed Name

Date

PROPERTY OWNER

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

I have reviewed and approved this request.

Signature

Printed Name

Date



ELECTRICAL CONTRACTOR

License #: _____; Expiration Date: _____

Business Name: _____

Contractors Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____; E-Mail: _____

PLUMBING CONTRACTOR

License #: _____; Expiration Date: _____

Business Name: _____

Contractors Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____; E-Mail: _____



310 North Main Street
P.O. Box 591
Elgin, Texas, 78621



(512) 281-0119



www.elgintx.com

AFFADAVIT FOR HOMESTEAD

This document must be presented with a printout from the applicable County Appraisal District website stating the owner's name, property address, and homestead exemption.

I hereby swear or affirm that the work I propose to do is on a property owned by me and claimed as my homestead. This property is owned by myself and is my principal residence and is not a rental property or a secondary residence as of the date of signature and during the life of the work. All work will be performed by my own hands. I will not contract or subcontract the work. All work I propose to do will be in conformance with the City adopted International Codes and other applicable city ordinances. I affirm I have read, and fully understand the above and swear or affirm under Oath that I qualify for a homestead.

Date: _____

Owner's Address: _____

Owner's Printed Name: _____

Owner's Signature: _____

FOR NOTARY USE ONLY

The State of _____

BEFORE ME, the undersigned authority, on this day personally appeared, _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes herein expressed.

GIVEN UNDER MY HAND AND SEAL, this the ____ day of _____, 20____.

_____ Notary Public for the State of _____

_____ Print Name

My Commission Expires: _____

PLACE SEAL

