

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. If you live in an HOA, it is your responsibility to get HOA approvals *before* submittal.
2. 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. **Submit all at one time with permit applications. WE WILL NOT ACCEPT INCOMPLETE DOCUMENTS.**
3. One main permit application will list all contractors and subcontractors and must be signed by the general contractor, owner or master license holder depending on the project.
4. Building plans, plot/site plan and a legal survey must include legal description, lot dimensions, easements, existing structures & distances, 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.
5. **Complete the Outdoor Lighting form when applicable.** The Town of Annetta's goal is to cut down on light pollution with a dark sky philosophy. See Ordinance 215-A starting on page 107 at annettatx.org under Government – Ordinances.
6. **IT IS YOUR RESPONSIBILITY** to review and follow Town of Annetta's Building Code Ordinance 168 A-H, Zoning Ordinance 215, 215-A and Engineering Design Manual at Annettatx.org under Government.
7. The Permit Holder 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 and equipment or service.** See Ordinance 199 at annettatx.org- government regarding damage to meters and equipment.
8. 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, install a porta-john and be respectful of neighbors.



Digitally submit the complete package to permits@annettatx.gov.

Residential New Home/Remodel Building Permit Checklist

DO NOT SUBMIT UNTIL ALL REQUIRED ITEMS ARE CHECKED.

Project Address (Correct address must be on all documents.) _____

***Must have PLAT, Special Exception, Special Use Permit, & HOA approval before submittal, if required. COI SINGLE PAGE ONLY**

Contractor Registries (Applicant collects documents. Do not send in advance of your permit app.)

- General Contractor Registry Form _____ COI Insurance _____ DL _____
- Master Electrical Contractor Registry Form _____ COI Insurance _____ DL _____ Licenses _____
- Master Plumbing Contractor Registry Form _____ COI Insurance _____ DL _____ Licenses _____
- Master Mechanical Contractor Registry Form _____ COI Insurance _____ DL _____ Licenses _____
- Irrigator Contractor Registry Form _____ COI Insurance _____ DL _____ Licenses _____
- Backflow Tester License _____ COI Insurance _____ Driver's License _____
- Railroad Commission License (For propane inside home.) COI License _____ Driver's License _____
- Well Driller's License _____ COI Insurance _____ Driver's License _____

**DIGITAL PLANS & DOCUMENTS REQUIRED:

- Complete Residential Application _____ Valuation _____ Energy Provider _____
- Homeowner Email Address _____ Phone number _____ Square Footage must match plans _____

Legible Building Plans (Must show name and address.)

- Floor Plan _____ Exterior elevation Plan _____ Structural Plan _____ Foundation Plan _____ Masonry or Wood Details _____
- Electrical plan _____ Plumbing plan _____

Stamped Foundation Plans (Sealed by a State of Texas licensed engineer.) _____ _____

Wind Bracing Plan (Remodel -50%/2nd floor) _____ Legal Survey (Shall not build in easements.) _____

Plot/Site Plan (Must indicate all existing structures, well, septic, and pool. See Submittal Requirements.) _____

Outdoor Lighting Plans Form _____ Residential Energy Code Report (Rescheck, IC3 or Energy Star) _____

New Home Water Utility Application Form _____

Plumbing Permit- Propane (Separate application.) _____

Approach Permit (Separate application.) _____

Well Permit (Separate application by request. See Ordinance 227.) _____

I HAVE REVIEWED ZONING ORDINANCE 215 A AND AMMENDMENTS, BUILDING CODE ORDINANCE 168, AND ENGINEERING DESIGN MANUAL REQUIREMENTS FOR MY PROJECT.

Signature of Submitter: _____ **Date:** _____

**Depending on the type of project additional information may be required.



Residential Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: One complete set of construction documents is required for plan review. Construction documents must be submitted along with a completed permit application form. Only Electronic Plans are accepted. The Town of Annetta will collect documents, then send them to BV for plan review. It is returned 10 business days from package acceptance.

Site plans (plot plans) drawn to scale. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, sidewalks, all easements, and the address and legal description of the lot.

Floor plans drawn to scale. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

Exterior elevation plans drawn to scale. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

Structural plans, where required, drawn to scale. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

Foundation plans (must be sealed by a State of Texas Licensed Engineer **or** Foundation Detail (Refer to IRC for additional requirements) drawn to scale. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

Engineer's foundation design letters. Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

Engineered Wind Bracing Plans. Remodels- required if 50% or more of home sq. footage.

Masonry on Wood details, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

Electrical plans (may be combined with floor plan) drawn to scale. Electrical plans must show the location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

Plumbing plans (may be combined with floor plan) drawn to scale. Plumbing plans must show the location of fixtures, water heaters, and gas outlets.

Mechanical Plans (can be combined with floor plan) drawn to scale. Mechanical plans shall include engineering calculations, diagrams, location, nature, and extent of work proposed.

Energy Compliance Report (www.energycodes.gov) (IC3 reports: <http://ic3.tamu.edu>) (Required for Residential living spaces/ remodels or additions 50% of the existing structure & Commercial)

NOTE: A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.



Phone: (817) 441-5770
 Email: permits@annettatx.gov

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 _____	
Living: _____	Garage: _____	Porch: _____	Total: _____
		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	<input type="checkbox"/>
Mechanical Company	Contact Person	Phone Number	Master License Number <input type="checkbox"/>
Electrical Company	Contact Person	Phone Number	Master License Number <input type="checkbox"/>
Plumber/Irrigator/Propane Company	Contact Person	Phone Number	Master / License Holder Number <input type="checkbox"/>
Energy Provider	Contact Person	Phone 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 passing 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. All permits require a passing Final inspection.

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: _____
 Plan Review Fee: _____ (separate check)
 Electric Fee: _____ Building Permit Number: _____
 Plumbing Fee: _____ Building Permit Expiration: _____
 Mechanical Fee: _____

Total Permit Fees: _____
Date Paid: _____
Issued Date: _____
Issued By: _____
BV Project #: _____



450 Thunder Head Lane, Annetta, TX 76008 Phone 817-441-5770 www.annettatx.org permits@annettatx.gov

Zoning Ordinance 215 A – Outdoor Lighting All outdoor lighting shall be installed in conformance with the provisions of this ordinance, applicable electrical codes, energy codes and building codes. Refer to Article 7 starting on page 107 for details. (Annettatx.org-Government-Ordinances-215 Exhibit A)

Project Address: _____

Homeowner: _____

Builder: _____

Architect/Engineer: _____

Electrician: _____

Lighting Plans must include the following information:

1. Site plan with specific measurements in feet for the area to be illuminated. A scale notation is not sufficient.
2. Location of all outdoor existing and proposed light fixtures.
3. Lumen calculation sheet to determine lumens per net acre. It must include the square footage of the total area to be illuminated, the light fixture catalog descriptions or ordering number, lamp types (i.e., incandescent, low-pressure sodium, compact florescent, LED, etc.)
4. Attach manufacturers specification sheets for all existing and proposed light fixtures.
5. Elevations with notes where light fixtures are to be installed indoors which may be seen from exterior.

*Total Spotlights: _____ Type of bulb: _____ Total Lumens: _____

**Total Up-Lights: _____ Type of bulb: _____ Total Lumens: _____

Total Wall Mounted Fixtures: _____ Type of bulb: _____ Total Lumens: _____

Total Pendant Light Fixtures: _____ Type of bulb: _____ Total Lumens: _____

Total outdoor Ceiling Fans: _____ Type of bulb: _____ Total Lumens: _____

Total Recessed Lighting Fixtures: _____ Type of bulb: _____ Total Lumens: _____

Total Sconce Fixtures: _____ Type of bulb: _____ Total Lumens: _____

Unlisted Fixtures: _____ Type of bulb: _____ Total Lumens: _____

Grand Total Lumens: _____

Builder/Electrician Signature: _____ Date: _____

(Architect/Engineer signature may be required on large projects.)

*Spotlights must be shielded and pointed down. May not shine on adjacent property.

**Outdoor up-lighting is prohibited, except in cases where the fixture is shielded by a roof overhang or similar structural shield and a licensed architect or engineer has stamped a prepared lighting plan that ensures the light fixture(s) will not cause light to extend beyond the structural shield, and except as specifically permitted in Article 7 of Ordinance 215- Exhibit A. Outdoor lighting fixtures (except up-lighting that meets requirements) are not allowed to have light escape above the horizontal plane.



The Town of Annetta requires a plan (using a legal property survey) that indicates the location of the vessel in relation to all structures on the property to be submitted with the permit application. The vessel must be located behind the home or concealed by a fence.

All permits require the propane installer to have a current Railroad Commission License to install propane. Submit a copy with your contractor registry form.

All propane vessel installations must meet the Fire Code requirements shown below:

TABLE 6104.3
LOCATION OF LP-GAS CONTAINERS

LP-GAS CONTAINER CAPACITY (water gallons)	MINIMUM SEPARATION BETWEEN LP-GAS CONTAINERS AND BUILDINGS, PUBLIC WAYS ^a OR LOT LINES OF ADJOINING PROPERTY THAT CAN BE BUILT UPON		MINIMUM SEPARATION BETWEEN LP-GAS CONTAINERS ^{b,c} (feet)
	Mounded or underground LP-gas containers ^a (feet)	Above-ground LP-gas containers ^b (feet)	
Less than 125 ^{c,d}	10	5 ^e	None
125 to 250	10	10	None
251 to 500	10	10	3
501 to 2,000	10	25 ^{e,f}	3
2,001 to 30,000	50	50	5
30,001 to 70,000	50	75	(0.25 of sum of diameters of adjacent LP-gas containers)
70,001 to 90,000	50	100	
90,001 to 120,000	50	125	

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, Annetta, TX 76008

Application for Water and Sewer 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: _____

Blackboard Connect: In case of water emergencies or specific information about time-sensitive or common interest issues, Town of Annetta offers Blackboard Connect service. With this free service, we can send personalized voice messages/text messages to you within minutes. Utility customers are highly encouraged to enroll. **Yes, sign me up.** _____ **Text only:** _____ **Phone only:** _____

Town of Annetta E-mail Alerts: The Town of Annetta is happy to provide you periodic updates. This is a free 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 a day, so you can rest assured that we will not flood your inbox. **Yes, sign me up.** _____

Terms and Conditions: For new Applicants, a \$40.00 Application Fee will be assessed on your first water bill. Current customers that are transferring their water service to another residence within our water system, there will be a \$25.00 Transfer Fee assessed on your first water bill.

The Applicant 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. Water and Sewer is furnished for the sole use of the Applicant's household and the selling, furnishing, or permitting the use by 3rd parties is expressly prohibited.

The Applicant 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 Applicant 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 Applicant acknowledges that failure to pay their account in an "Active" status shall result in disconnection of water service. Your water bill is due on the 15th of every month. 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.

