



# APPLICATION

Reviewed by: _____
Pending Intake Accepted: _____
Pending Intake Rejected: _____

**Please complete all of the following information (type or print):**

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

Project Address/Location: \_\_\_\_\_

Current Zoning of the property: \_\_\_\_\_ Proposed Building Use: \_\_\_\_\_ Previous Building Use: \_\_\_\_\_

Historic Building: YES NO In a HOA regulated neighborhood: YES NO TDLR#: \_\_\_\_\_

Work Description (only work listed in description will be considered a part of the application): \_\_\_\_\_

\_\_\_\_\_

Total Cost of Construction for any/all work to be included in this Application: \_\_\_\_\_

Total Floor Area of any/all work to be included in this Application: \_\_\_\_\_

**Owner:**

Property Owner Name: \_\_\_\_\_

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

City, State Zip: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax Number: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Contractor:**

Company Name/ Contact Person: \_\_\_\_\_

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

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax Number: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Architect/Engineer:**

Company Name/ Contact Person: \_\_\_\_\_

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

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax Number: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Signature of Owner or Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**No partial submittals will be accepted. This form is for internal use only.**

The signature of the Owner authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted. The signature also indicates that the Owner or his Agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. By signing the application certifies that the information provided on this application is true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction.

**Note: The acceptance of this application does not constitute permit approval. All standards and requirements in this application shall be met, all forms must be complete, true and accurate or this application is considered null and void. Accumulation of construction debris (brick, lumber, wallboard, etc.) shall be disposed of immediately by and at the expense of the owner. ALL Tap & Impact Fees and/or BP&L Line Extension Fees must be paid prior to application approval. Separate permits are required for trades and any additional work that is not listed on his application.**

(STAFF USE ONLY) Intake #: \_\_\_\_\_ Intake Date: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Received by \_\_\_\_\_

## BUILDING APPLICATION PACKET

The following must be provided with the application, unless otherwise approved by the Planning and Development Director in coordination with the Building Official. Unless an item is determined by the Director of Planning and Development to be not applicable, **written explanation must be provided for any requirement not submitted with the application. NO PARTIAL/INCOMPLETE SUBMITTALS WILL BE ACCEPTED**

<b>Building Application Checklist</b> (This form must be completed and submitted with application)			
Submittal Requirements	Submitted		
	Yes	No	N/A
Completed and signed application, checklist, and a form showing proof of ownership.			
A <b>survey/site plan</b> showing the current dimensions of the property lines, the set-back measurements of any/all proposed and current structures to the property lines and other structures in existence on the property. <b>*Lot must be platted or legal lot prior to application submittal (if applicable)</b>			
If in an HOA regulated neighborhood, an attached copy of the official HOA approval.			
If serviced by Bastrop Power and Light, has verification been made with Bastrop Power and Light to see if there will be any additional electrical requirements that will need to be met to satisfy any/all Bastrop Power and Light requirements. <ul style="list-style-type: none"> <li>If yes, we will require a completed copy of the submitted "Electrical Needs Checklist" given to Bastrop Power and Light and a receipt showing all electrical fees have been paid.</li> </ul>			
If serviced by the City of Bastrop Water and Waste Water Department, has verification been made with the Water and Waste Water Department to see if there will be any additional Water or Waste Water requirements that will need to be met to satisfy any/all Water and Waste Water Department standards. <ul style="list-style-type: none"> <li>If Tap and Impact Fees are required, we will require a completed copy of the "Water and Waste Water Department Tap and Impact Fee Calculations" sheet and a receipt showing all Tap and Impacts Fees as paid.</li> </ul>			
Provide a complete and detailed set of drawings (scale, height) for any/all proposed construction, alterations, or additions to the property, structure(s), and/or public right-of-way. Must be designed according to current adopted Building Code standards, and meet all City of Bastrop Construction Standards and Ordinance criteria, including any/all Fire Department Code requirements. <p>Drawings must include:</p> <ul style="list-style-type: none"> <li>Dimensions, locations, and distances between any/all existing and proposed buildings, structures, fences, flatwork, driveway, accessory structures, etc.</li> <li>Must show setbacks: front, side and rear property lines, as well as distance of proposed structures or footprint changes to any/all existing structures.</li> <li>Must show street frontage.</li> <li>Must include any/all plumbing, electrical, mechanical, and fire details.</li> <li>Must show any/all public utility easements, drainage easements, and any other utility easements in relation to the property listed on this Application.</li> </ul>			
For commercial developments acknowledgement that the Site Development, if applicable, that has been submitted and approved by the Planning and Development Department.			
All subcontractors and trades that will be associated with this project have registered with the City and paid all/any related fees.			
A digital copy of the application, plans, and any/all documentation related to the Application being submitted.			

**Applications missing any required items above will be rejected**

BUILDING APPLICATION PACKET



Electrical Needs Checklist

Property Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

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

**Type of Service:** Residential  Commercial   
New Service  Upgrade:   
Single Phase  3-Phase

Required Voltage: \_\_\_\_\_ Wire/Conductor Size: \_\_\_\_\_

Required Service Size\*: \_\_\_\_\_

\*If over 200 amps, CT will be required. BP&L will provide the CT equipment at cost.

Location of new service or upgrade of service to be approved by BP&L. Site visit may be required by BP&L personnel.

**\*\*\*Commercial Only\*\*\***

Total Load: \_\_\_\_\_ No. of Services: \_\_\_\_\_

Size of each Service: \_\_\_\_\_

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

Builder/Property Owner or Owner's Representative



## BUILDING APPLICATION PACKET

### PLANNING AND DEVELOPMENT FAQ SHEET

#### Building Codes:

- 2009\* (IBC) International Building Code.
- 2011\* (NEC) National Electrical Code.

\*You are permitted to use any newer codes; however, any codes that are older than the above mentioned codes will not be accepted.

- You can find more extensive information about our Building Codes in Chapter 3 and our Zoning Ordinance in Chapter 14 our Code of Ordinances. (**Home page > Popular Services > Code of Ordinances**)

#### Additional Considerations:

- New Commercial with Site Development must have Site Development Plans accepted by Staff prior to issuing a building permit for any construction.
- Any new Commercial or Residential plans will require a stamped architect or engineer's seal.
- We require three sets of plans, one digital copy, a complete building permit application, and fees\*\* at the time of submittal.
- The permit review process takes between 7-14 business days.
- A demolition permit is required for removal of slab, accessory structure, or building.
- All insurance and registration requirements must be met prior to the release of any permit.

**Forms available online at [www.cityofbastrop.org](http://www.cityofbastrop.org): (City Departments > Planning & Development > Applications and Forms)**

- Our City of Bastrop Development Manual can be found online as well.
- All Departmental Staff contact information is listed on our website, please feel free to contact us about any questions not addressed in this FAQ sheet.

**Planning and Development 512-332-8840 [www.cityofbastrop.org](http://www.cityofbastrop.org)**

## BUILDING APPLICATION PACKET

### CITY OF BASTROP RESIDENTIAL AND COMMERCIAL FEE CHART

#### **\$1,000.00 and less**

\$15.00 permit fee

#### **\$1,001.00 to \$50,000.00**

\$15.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00

#### **\$50,001.00 to \$100,000.00**

\$260.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00

#### **\$100,001.00 to \$500,000.00**

\$460.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00

#### **\$500,001.00 and up**

\$1,660.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof.

#### **Moving Fee**

For the moving of any building or structure, the fee shall be \$100.00

#### **Grading Fee**

\$75.00 grading permit fee

#### **Demolition Fee**

For the demolition of any building or structures, the fee shall be:

0 to 100,000 cu ft. \$50.00

100,000 cu ft. and over \$0.50/1,000 cu ft.

#### **Roofing & Reroofing Permitting**

\$50.00 for all residential roofing and reroofing jobs

\$150.00 for all commercial roofing and reroofing jobs

#### **Construction Trailer**

\$75.00 permit fee

## BUILDING APPLICATION PACKET

### Sign Permit Fee

\$50.00 for first sign, and \$5.00 for each additional sign thereafter as long as it is on the same piece of property.

### Electrical Permitting

\$15.00 permit fee, plus \$0.035 cents per square foot plus

In addition to \$15.00 for a temporary pole (if needed)

(\$15.00 permit fee does not include exterior electrical (parking lot, signs, etc.))

### Plumbing Permitting

\$10.00 permit fee, plus \$0.035 cents per square foot

In addition to \$10.00 per gas test (if needed)

(\$10.00 permit fee does not include exterior plumbing - irrigation, septic, etc.)

### HVAC Permitting

\$10.00 permit fee, plus \$10.00 for the first thousand plus \$2.00 for each additional thousand or fraction thereof. (\*fee based on value of unit)

- **Additional permitting and/or fees may be required not listed on this chart.**
- **Before beginning any project, please contact our office with any questions you might have: 512-332-8840.**
- **All insurance and registration information must be on file and up-to-date before a permit will be released.**

**Penalties where work for which a permit is required by this Code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this Code in the execution of the work nor from any other penalties prescribed herein.**

## BUILDING APPLICATION PACKET

### CITY OF BASTROP INSURANCE REQUIREMENTS

**Commercial General Contractors, Sign Installers and Septic Installers** must furnish the city with a \$10,000.00 License & Permit Bond payable to the City of Bastrop.

**Residential General Contractors** must furnish the city with a copy of driver's license of the registered contractor along with all contact information and with a **\$10,000.00 License & Permit Bond** payable to the City of Bastrop

**Residential and Commercial Roofing Contractors** must furnish the city with a copy of driver's license and a current **certificate of insurance** showing their liability coverage of at least **\$200,000.00 (general liability)** with the City of Bastrop as the certificate holder.

**Electricians** must have a current State of Texas license, copy of driver's license; purchase a City of Bastrop Electrician Registration. Electricians must furnish the city with a current **certificate of insurance** showing their liability coverage of at least **\$200,000.00 (general liability)** with the City of Bastrop as the certificate holder.

**Master Electrician City Registration \$25.00**

**Journeyman Electrician City Registration \$15.00**

**Valid for one fiscal year, no notices sent out for renewal**

**Plumbers and Irrigation Installers** must have a current State of Texas license and a copy of driver's license. Plumbers, Irrigation Installers must furnish the city with a current **certificate of insurance** showing their liability coverage of at least **\$200,000.00 (general liability)** with the City of Bastrop as the certificate holder.

**Mechanical (HVAC)** must have a current State of Texas license and a copy of driver's license. Mechanical contractors must furnish the city with a current **certificate of insurance** showing their liability coverage of at least **\$200,000.00 (general liability)** with the City of Bastrop as the certificate holder.

#### **Sec. 3.103 Insurance Requirements**

(a) No contractor and/or subcontractor not specifically listed in subsection (b) below, who is required to obtain a permit from the City of Bastrop, shall be eligible to work within the corporate limits or utility service area of the City of Bastrop without first providing a bond in the amount of \$10,000.00 and executed by a surety company satisfactory to the city, and conditioned that the individual or firm shall faithfully perform its duties and in all things comply with the provisions of this Chapter, including all amendments thereto pertaining to the license or permit applied for.

(b) No electrical, mechanical or plumbing contractor or subcontractor who is required to obtain a permit from the city shall be eligible to work within the corporate limits or utility service area of the City of Bastrop without first providing a Certificate of Insurance, satisfactory to the city, that provides for commercial general liability insurance of at least \$200,000.00 combined for property damage and bodily injury, \$200,000.00 aggregate and \$200,000.00 for products and completed operations, which policy covers all employees and/or subcontractors.

# **BUILDING APPLICATION PACKET**

## **CONTACT NUMBERS**

City of Bastrop Planning and Zoning Department  
1311 Chestnut Street  
Ph: (512) 332-8840  
Fax: (512) 332-8849

Bastrop Power and Light  
1209 Linden  
Ph: (512) 332-8900  
Fax: (512) 332-8909

Bastrop Police Department  
104 Grady Tuck Lane  
Ph: (512) 332-8600  
Fax: (512) 332-8629

City of Bastrop Water and Wastewater Department  
300 Water Street  
Ph: (512) 332-8960  
Fax: (512) 332-8965

City of Bastrop Public Works Department  
1209 Linden Street  
Ph: (512) 332-8920  
Fax: (512) 321-1313

Center Point Energy  
800-427-7142

Bluebonnet Electric Coop  
800-842-7708

Aqua Water  
512-303-3943