

City of Woodbranch Village
58 A Woodbranch Drive, New Caney, Texas 77357
City Hall #281-399-3979 Inspections #877-837-8775

Building permit applications could take approximately 10 - 14 days for processing

Contractor/Property Owner shall contact Bureau Veritas to set up an inspection, giving a minimum 24-hour notice.

Inspections are required at the following steps:

(See detail on the following pages)

- **Prior** to placing concrete for foundation footers, concrete slab, driveways and garage foundations
- **Prior** to backfilling for waterproofing and drain tile
- **Prior** to covering up or concealing insulation, plumbing, mechanical and electrical work
- **Prior** to covering up rough framing
- Final inspection and Certificate of Occupancy
- For all exterior demolition activity

Provide drawings on the job site, stamped “APPROVED” by the Plan Review Department of Bureau Veritas.

A “Re-inspection Fee” may be assessed when an appointment has been scheduled and the work is not ready for inspection.

All work performed without inspection will subject the contractor and Owner/Applicant to a fine double the permit fee!

CALL PHONE: (817)-335-8111 OR TOLL FREE: (877)-837-8775

FAX: (817)-335-8110 OR TOLL FREE: (877)-837-8859

OR EMAIL REQUEST FORM TO: inspectionstx@us.bureauveritas.com

All Electrical, Plumbing, and Mechanical work requires an inspection(s) and Contractor Registration!

Water and sewer services are provided by the City of Woodbranch Village, in most areas. Contact Inframark for connection information at 281-579-4500, and/or Crystal Springs Water Company at 281-354-5136 for all sections of Lilliput Farms.

Exclusive garbage services are provided by Republic Waste Services, Inc by calling 936-398-5647

ALL CONSTRUCTION CONTAINERS ARE REQUIRED TO BE PROVIDED BY REPUBLIC WASTE SERVICES, INC. PER ORDINANCE



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BV Contact Information

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Bureau Veritas will be conducting residential plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit toll free at (800) 906-7199

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

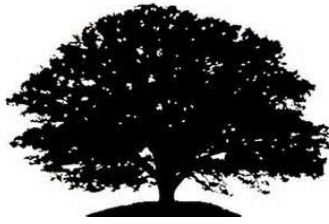
Inspection line: (817) 335-8111 or (972) 980-8401
Inspection FAX line: (817) 335-8110 or (972) 980-8400
Toll Free number: (877) 837-8775
Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 or (toll free (877) 837-8775 for your inspector's name and number.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.



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Typical New Pre/Post Residential Inspections

- Temporary Culvert _____
- Permanent Culvert _____
- Plumbing Rough _____
- Water Service _____
- Yard Sewer _____
- Form Board Survey _____
- Foundation _____
- Electric Rough _____
- Mechanical Rough _____
- Gas Rough Piping/Test _____
- Plumbing Top-Out _____
- Framing _____
- Brick Tie / Stucco Mesh _____
- Energy Insulation _____
- Construction Electric _____
- Gas Final _____
- Electrical Final _____
- Mechanical Final _____
- Plumbing Final _____
- Energy Final _____
- Building Final _____
- Customer Svc. Insp. Form _____
- Driveway/Sidewalk _____
- T-Pole _____
- Flatwork _____

All work performed without inspection will subject the contractor and Owner/Applicant to a fine double the permit fee!



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INSPECTION(S) REQUEST FORM

Inspection requests can be emailed to: inspectionstx@us.bureauveritas.com
 REQUESTS MUST BE RECEIVED BY 5:00 P.M. FOR NEXT DAY INSPECTION

All Electrical, Plumbing, and Mechanical work described below require and inspection and Contractor Registration!

Please be sure all subcontractors have obtained their permits prior to scheduling an inspection, if applicable.

All work performed without inspections will subject the contractor and owner/applicant to a fine double the permit fee!

Today's Date: _____ Requestor's Phone: _____

Company: _____ Requestor's Email Address: _____

Requestor's Name: _____ City & County of Project(s) _____

Address _____ Subdivision _____

Permit # _____ Date Needed _____

- | | | |
|---|--|--|
| <input type="checkbox"/> T-Pole | <input type="checkbox"/> Framing | <input type="checkbox"/> Construction Electric |
| <input type="checkbox"/> Yard Sewer | <input type="checkbox"/> Plumbing Top-Out | <input type="checkbox"/> Gas Final |
| <input type="checkbox"/> Water Service | <input type="checkbox"/> Rough Gas Test | <input type="checkbox"/> Fireplace Final |
| <input type="checkbox"/> Plumbing Rough | <input type="checkbox"/> Mechanical Rough | <input type="checkbox"/> Plumbing Final |
| <input type="checkbox"/> Gas Wrap (Underground Gas) | <input type="checkbox"/> Electrical Rough | <input type="checkbox"/> Electrical Final |
| <input type="checkbox"/> Form Board Survey | <input type="checkbox"/> Fireplace (metal/masonry) | <input type="checkbox"/> Mechanical Final |
| <input type="checkbox"/> Underground Electrical | <input type="checkbox"/> Energy Insulation | <input type="checkbox"/> Energy Final |
| <input type="checkbox"/> Underground Mechanical | <input type="checkbox"/> Flatwork | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Piers | <input type="checkbox"/> Foundation | |
| <input type="checkbox"/> All Seconds | <input type="checkbox"/> All Finals | |

Comments _____

Address _____ Subdivision _____

Permit # _____ Date Needed _____



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Listed are a few **KEY POINTS** of the City's regulations/requirements and expectations related to construction (not all inclusive)

- All residences built within the incorporated limits of the city shall be sixty (60%) percent brick or masonry, where required. All buildings shall be built on a slab or solid concrete beam engineered foundation.
- The approved plans, survey stakes and permits placed where visible from the roadway, are required throughout the duration of the project. All temporary culverts/driveways will be covered with crushed rock/concrete or limestone to minimize debris/soil/mud being tracked into the public right-of-way (street). However, if mud/dirt/soil etc. is tracked or spilled into the street, it should be cleared up immediately and no later than the end of the work shift.
- A **Form survey** will need to be provided to the city and the Building Inspector upon inspection of the form boards and plumbing rough **prior** to pouring the foundation. The **survey must include elevations** showing the top of the form boards is a minimum of 12" above the curb and 18" above the crown of the street nearest thereto.
- Proposed construction in a special flood hazard area will be subject to review by a floodplain administrator. **All new construction and substantial improvement of any residential structure shall have the lowest floor (including basement) elevated to or above the base flood elevation plus 2 feet of freeboard.** Refer to all of the City's Flood Damage Prevention Ordinances for additional requirements.
- **Foundation inspections** – concrete slab inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but **before** any concrete is placed or floor sheathing installed, including the subfloor.
- Upon completion of pouring the foundation, a rough grade of the lot shall be completed to promote a safe work environment and proper drainage during the building process.
- Construction of driveways and approach will be inspected according to requirements of city Ordinance regulating driveways. Prior to requesting the inspection of the culvert and flatwork, a Topography survey will need to be submitted to the city to examine and approve the flow line of the ditch and proper angle (tilt) of the culvert promoting proper drainage. The survey shall include detailed elevations of the ditch flow line to include the primary culvert and the nearest neighboring culvert on each side of the property (either a driveway culvert or under the roadway culvert). **The culvert, and driveway, must pass inspection and city approval of survey prior to pouring concrete.**

- A **final lot elevation grading survey** must be provided to the city for approval before scheduling building final inspections. (It may be cost effective to have the grade approved by the city prior to installing grass or sod.) The actual grading of the property should mimic the grading plans that were submitted at plan review. The Topography survey must reflect elevations of the entire property and the swales (top of banks and bottom flow line) showing the progression of storm water runoff to the proper ditch way. A FEMA Elevation Certificate is required if located in the flood plain.

Other city requirements and/or restrictions to make note of:

- A permit is required for accessory structures and miscellaneous projects (fences, sidewalks, patios, swimming pools, home generators, etc.) not approved on the original plans. **Work performed without a permit may incur a penalty of double permit fees.**
- No permit shall be issued without registration of the Licensed Electrician, Plumber, HVAC/Mechanical contractors and accompanied by the trade permit application submitted by the Builder. Contractors need to register with the City and submit the Trade Permit Applications to the Builder to turn in.
- Construction or remodeling work shall not begin before 7:00 a.m. and shall conclude daily by 8:00 p.m.
- Access to the property shall be only through approved measures (i.e., temporary culvert). **No equipment or vehicle shall be driven through the ditch.**
- Temporary culverts shall be covered with crushed concrete/rock or limestone to prevent additional material from being tracked into the street. Maintain as necessary to keep sediment on-site and out of the right-of-way. Any mud, soil, dirt, or other material of the like kind shall be cleared up immediately and no later than the end of the work shift.

Once the city has received timely proof of passing final inspections, a certificate of occupancy for the home will be issued and the **Certificate of Occupancy deposit refunded. The deposit will be in jeopardy of forfeiture if the project period expires before a Certificate of Occupancy is issued.**



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Electrical Upgrades/ Repairs

When is a permit needed? A permit is required for all service upgrades, service repairs or circuit replacements.

What is needed to obtain a permit? A permit fee is due upon permit issuance.

Submittal documents: Fill out a Residential permit application.

Plumbing Upgrades/ Repairs

When is a permit needed? A permit is required when a gas line is added, replaced or repaired, installing gas logs inside your fireplace, replacing a gas or electric water heater, adding a water softener to your home or sprinkler system.

What is needed to obtain a permit? A permit fee is due upon permit issuance.

Submittal documents: Fill out a Residential permit application.

Sprinkler Permits: An approved backflow device must be installed with each sprinkler system.

Mechanical Upgrades/ Repairs

When is a permit needed? A permit is required when an air conditioner or furnace is replaced.

What is needed to obtain a permit? A permit fee is due upon permit issuance.

Submittal documents: Fill out a Residential permit application.

Inspections

Request an inspection from **Bureau Veritas**. Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day.

Phone: (817) 335-8111 / toll free (877) 837-8775

Fax: (817) 335-8110 / toll free (877) 837-8859

Can also be emailed to: inspectionstx@us.bureauveritas.com



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Building Requirements

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

Building Codes

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Woodbranch, Texas, has adopted the following codes regulating building construction.

*2018 International Building Code 2018 International
Residential Code
2018 International Fire Code
2018 International Plumbing Code
2018 International Mechanical Code
2018 International Energy Conservation Code 2020 National
Electrical Code*

Building Permit

Before a building permit will be issued, all plans and documents related to the permit application must be submitted to the City of Woodbranch and all applicable fees paid to the City. All new construction, alterations, or additions require a building permit. All applications must be legible and completely filled out, dated, signed by the builder and all the builders MEP contractors must be listed on the application. Verified address with lot, block, subdivision and phase is required on all applications.

All Contractors performing work within the jurisdiction of the City of Woodbranch jurisdiction must be registered with the City.

Construction or building without a permit is subject to a fine double the permit fee.



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New Residential Permit Submittal Requirements

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CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

Site plans (plot plans) drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

Floor plans drawn to a scale of ¼" = 1'. 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 a scale of ¼" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

Structural plans, where required, drawn to a scale of ¼" = 1'. 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. 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.

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 a scale of ¼" = 1'. Electrical plans must show 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 a scale of ¼" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

Energy Compliance Report. (www.energycodes.gov/rescheck) (IC3reports: <http://ic3.tamu.edu>)



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Residential Remodel or Addition

What is an Addition – Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunroom, bedroom or any other room enclosed or open that is attached to the main structure.

What is a Remodel – Any interior or exterior construction work to the main structure such as moving walls, replacing windows, any major electrical, plumbing, and/or mechanical work.

Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
(2) Simplified Prescriptive Approval. (2003 IECC Residential Energy Code Compliance), if applicable	(2) If installing new windows as part of the remodel, Simplified Prescriptive Approval. (2003 IECC Residential Energy Code Compliance)
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
Contractor Registration - Electrician, Plumber, Mechanical	Contractor Registration - Electrician, Plumber, Mechanical
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property.	N/A
(2) Foundation and Roofing plans. Foundation plans must be signed and stamped by a Texas State Licensed Engineer.	N/A
Flood Plain Certificate, if applicable	N/A



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Building Requirements

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Plan Review

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City adopted Code requirements.

Inspections

Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775 or faxed to (877) 837-8859. Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com

Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

The building final inspection must be passed prior to occupancy of building.

Construction Site

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers **MUST** be on your property until the final inspections are approved.

Construction area shall be maintained until job completion. **NO** construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.



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Residential Fence Permit Guidelines

A FENCE PERMIT CANNOT BE OBTAINED FOR VACANT PROPERTY.

A permit cannot be obtained for a screening fence on vacant lots or on multiple individual vacant lots. For example: If a fence permit would be requested on the lot with the main structure and the next two empty lots, all three lots would have to be re-platted into one lot for a screening fence permit.

A FENCE PERMIT IS NEEDED IF:

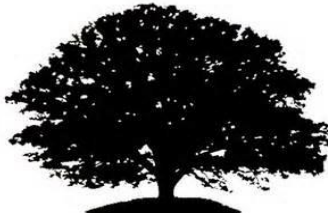
- A new fence is being installed
- An existing fence is being relocated
- If the fence height is changing

A FENCE PERMIT IS NOT NEEDED *if* none of the above apply to your fence project. It is then considered a repair only.

RESIDENTIAL FENCE PERMITS:

The following information is required for all fence project requests. Failure to provide all necessary information may result in the delay or denial of the permit.

- Permit Application (completed and with all necessary documents)
- Fence Material (wood, wrought iron, chain link)
- Fence Type (privacy, split rail, corral)
- Contractor Registration Form (color copy of driver's license and insurance w/ City of Woodbranch as certificate holder)
- Site plans/Survey (showing where on the property the fence will be placed, including measurements)



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Address: _____ **Date Received:** _____

Permit Application with an original signature must be complete and submitted with the following information:

_____ **(2) Site Plans to include:**

- _____ Legal Description (lot, block, subdivision)
- _____ Property lines and lot dimensions
- _____ Proposed structure and all existing buildings
- _____ All-easements
- _____ Setbacks – approved setbacks for front, rear and sides of house must be shown on site plan
- _____ Copy of Warrant Deed or other Proof of Ownership
- _____ Finished floor elevation and nearest top of curb or crown of street (Note: Finished floor shall be 12” above nearest top of curb or 18” above crown of street)

_____ **(2) Foundation Plans**

Conventional Rebar Slab Foundation and Post Tension Foundation require stamped Engineered plans. Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the 2018 IRC.

- _____ **(2) Sets of house plans** to include: floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details.

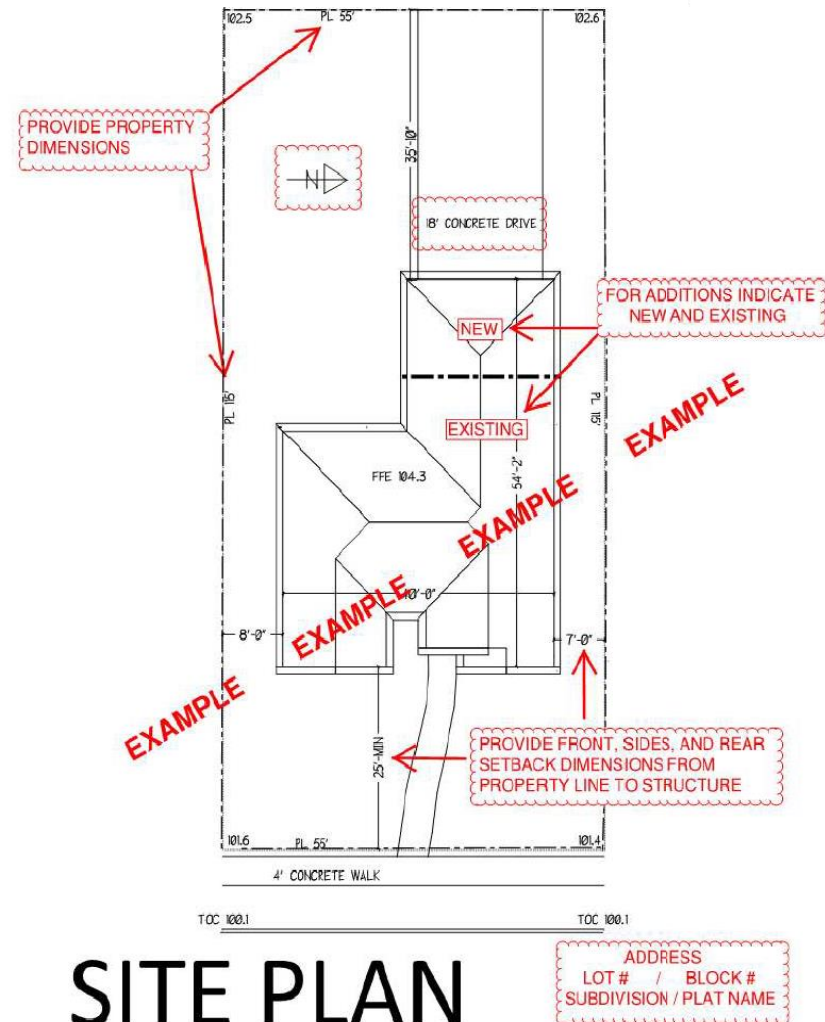
- _____ **Driveway approaches and drainage culverts** - Engineered plans
(Driveways accessing State Highways require a TXDOT permit)

Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, and Backflow Tester.

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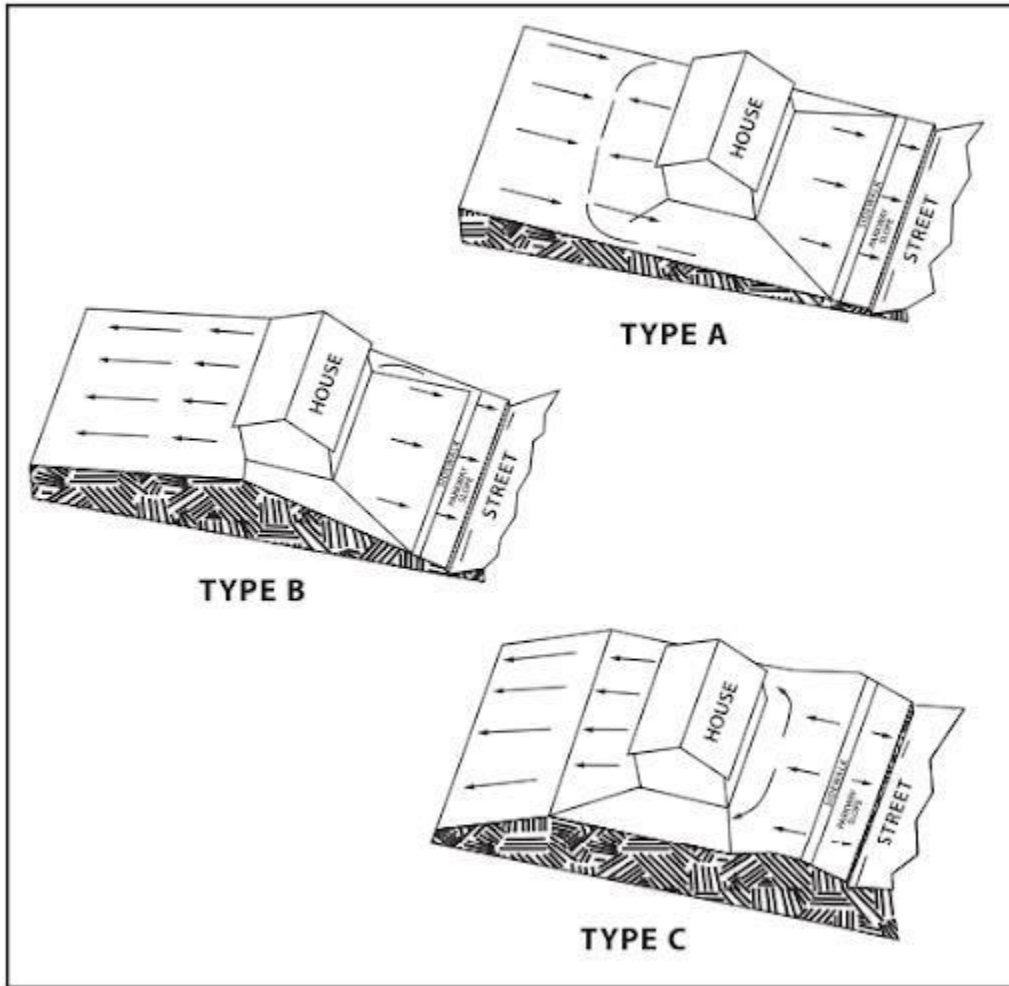
Site Plan Should Provide the Following Information

- North Arrow
- Address/ Subdivision/ Lot Number/ Block Number
- Scale: i.e., 1" = 10' / 1" = 20' / 1" = 30' Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example 1" = 26.5 or 1" = 16')
- Parcel/ Property Dimensions all sides.
- Show setback dimensions to all structures from property line and distances between buildings.
- Label all structures i.e., Residence, Barn, Detached Garage, Storage Shed, etc.
- Dedicated driveway access to property showing street name and or alley where applicable.
- Driveway must be labeled Driveway or "DW"
- Show Easements (ingress/ egress easements, public utility easements, etc.
- Square footage of all structures/ existing and new



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FHA-HUD lot grading examples



The final elevation grade survey should mimic the above approved directional water flow grade, depicting on the survey the elevations covering the property and swale contour providing conformance with city drainage requirement.



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CONTRACTOR REGISTRATION FORM

(Please check license type)

_____ ELECTRICAL CONTRACTOR

_____ MASTER ELECTRICIAN

_____ JOURNEYMAN ELECTRICIAN

_____ MASTER SIGN ELECTRICIAN

_____ MASTER PLUMBER

_____ JOURNEYMAN PLUMBER

_____ MECHANICAL (HVAC)

_____ IRRIGATOR (LANDSCAPE)

_____ BACKFLOW (special form required)

_____ THIRD PARTY ENERGY PROVIDER

_____ OTHER

CONTRACTOR INFORMATION

Project Address: _____

Company Name: _____ Phone: _____

Company Address: _____

City, State, Zip: _____

Company Email: _____

Licensee Name: _____

Licensee Number: _____ Cell Phone: _____

Email Address: _____

Address (Mailing): _____

City, State, Zip: _____

Vehicle Description: _____

Provide: _____ Color copy of Driver's License and State Trade License

_____ Certificate of Liability listing the City of Woodbranch Village as the certificate holder

I, the undersigned, understand that all work must comply with city adopted I-Codes and conform to city ordinances. I am responsible for contacting Bureau Veritas to schedule inspections and work hours are between 6:30 a.m. and 7:30 p.m. daily.

Licensed Contractor Signature/Owner Applicant

Date



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TRADE PERMIT APPLICATION

<i>Applicant Information</i>				
<i>Licensed:</i>		Master Electrician <input type="checkbox"/>	Master Plumber <input type="checkbox"/>	HVAC/Mechanical <input type="checkbox"/>
Company Name:				
Applicant Name:		Trade Lic. #:		
Email:		Phone:		
<i>Project Information</i>				
Project Street Address:				
Owner name:		Phone:		
Proposed Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial				
Description of Work: <input type="checkbox"/> New Build Construction <input type="checkbox"/> Remodel <input type="checkbox"/> Building Addition <input type="checkbox"/> Change of occupancy to an existing building <input type="checkbox"/> Other: Specify -				
<i>Permit Details</i>				
	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> PLUMBING/IRRIGATION	
Service amperage:		# of Ton:	# of P-Traps:	
# of Circuits:		# of Exhaust Hoods:	Water Heater:	
# of Motors: HP:		Other (specify):	Gas Openings:	
# of Ranges/Ovens:		MECHANICAL	Gas Test:	
Temporary electric pole:			Irrigation Heads:	
Other (specify):			Backflow preventers:	
			Other (specify):	
<i>NOTES</i>				
» A building permit must be on file for a trade permit to be issued for anything other than repairs and equipment replacement. Work must comply with adopted 2018 I-Codes, 2020 NEC, and City Ordinances.				
» Signature of licensed contractor below certifies that the information provided is correct.				
» Contact Bureau Veritas for all inspections through Final Inspection. Work hours permitted 6:30am - 7:30pm				
» I, the undersigned contractor, understand that it is my responsibility to follow through until project obtains a passing final inspection.				
Date:		Signature :		
Licensed Contractor Signature				



City of Woodbranch

58A Woodbranch Dr
New Caney, TX 77357
Phone (281)399-3979
Email woodbranchclerk@yahoo.com

Residential Building Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____			
Lot: _____	Block: _____	Subdivision: _____	
Project Description:		SPECIFY OTHER:	
NEW SFR <input type="checkbox"/>	SFR REMO DEL/ADDITION <input type="checkbox"/>		
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 Elevation Certificate</i>			

Owner Information:	
Name: _____	Contact Person (if not owner): _____
Address: _____	
Phone Number: _____	Email: _____

General Contractor	Contact Person	Phone Number/Email	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number/Email	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number/Email	Contractor License Number <input type="checkbox"/>
Plumber/Irrigator	Contact Person	Phone Number/Email	Contractor License 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 construction must be completed within 6 months of issuance of permit. **All permits require passing final inspections.** A building or structure shall not be used or occupied in whole or in part until the building official has issued a certificate of occupancy as per the International Residential Code. **Any person who violates a provision of the code or fails to comply with any of the requirements thereof shall be subject to penalties as prescribed by law. Owner/Applicant/Contractor are responsible for requesting 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.** 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:

City Approved by: _____ Date approved: _____

Plans Approved by: _____ Date approved: _____

Total Fees: _____

Check # or Cash: _____

BV Project #: _____

Issued Date: _____

Issued By: _____