



CITY OF SUNRISE BEACH VILLAGE

124 Sunrise Drive, Sunrise Beach, TX 78643

WWW.SUNRISEBEACHTX.GOV
(325) 388-6438

PERMITS@SUNRISEBEACHTX.GOV
(325) 388-6973 (FAX)

Development Permit Application Package

The Development Permit Application Package consists of the following:

1. Cover Sheet and Instructions -Page 1
2. Applicant Information -Page 2
3. Acknowledgements & Subcontractor Information -Page 3
4. Attachment A - Floodplain Development Application & Floodplain Development Permit/Denial -Page 4
5. Attachment B - Deposit & Contractor Conduct Pages – 5 & 6
6. Attachment C - Residential Fee Schedule -Page 7
7. EXAMPLE PAGE -Page 8
8. Attachment D - Item Submittal Checklist -Page 9
9. Attachment E - Inspection Completion Record -Page 10

Instructions:

- A. **COMPLETE ALL HIGHLIGHTED INFORMATION.**
- B. Complete all applicant information on the Application Package and select the appropriate boxes for your Development Purpose. Include the requested description of square footage, rooms, etc. **(Required)** Page 2
- C. Review the Permit Application Acknowledgements **(SIGNATURES REQUIRED)** Page 3
- D. **Attachment A** Floodplain Development Application & Floodplain Development Permit/Denial **(SIGNATURES REQUIRED)** Page 4
- E. **Attachment B** Review Deposit & Contractor Conduct during Construction in its entirety **(SIGNATURES REQUIRED)** Pages 5 & 6
- F. **Attachment C** Residential Fee Schedule & Worksheet. Use this form to determine your fee amount due. Select your permit type, Base fee Amount, Variable Fee Amount and Refundable Deposit Amount. Attach any supplemental information. Record fee amounts at bottom of page. Page 7
- G. **Example page** Fee amounts from Attachment C. Page 8
- H. **Attachment D** Submitted Items Checklist. Use this form to track progress. Page 9
- I. **Attachment E** Checklist of Items Inspected to track progress. Page 10

Permit Fees can be made online through website at www.sunrisebeachtx.gov or by check at City Hall.

NOTE THE FOLLOWING:

Property Line Setbacks Must be Met. It is the permit applicant's responsibility to ascertain that construction conforms to property line setback restrictions for the Zoning District in which the property is located.

Penalty for Starting Work Without a Permit. Initiating construction prior to the issuance of a Building Permit will result in the permit fee being doubled and may result in additional fines.

APPLICANT INFORMATION

Development Site Address: _____ Application Date: _____

Development Site Zoning District (See Zoning Ordinance) _____ Unit _____ Lot _____

Property Owner: _____ Permit Applicant? Y or N

Mailing Address: _____

Phone: _____ Email: _____

General Contractor : _____ Permit Applicant? Y or N

Mailing Address: _____

Phone : _____ Email: _____

DEVELOPMENT PURPOSE - Select only ONE

New residence or business structure, to include the following (check all that apply):

- ☐ Construction of primary residence consisting of bedrooms, bathrooms and approximately sq footage *conditioned*, and approximately sq ft *unconditioned*. (Fill in the blank)
- ☐ Construction of a commercial building
- ☐ Demolition of an existing structure
- ☐ Clearing/Grading lot
- ☐ Pool
- ☐ Accessory structure (Detached garage, guest house, storage building, etc.)
- ☐ Septic system installation (must include approved LCRA permit)
- ☐ Fencing
- ☐ Culvert/Driveway Installation
- ☐ Solar panel installation (must include CTEC approval form)

Remodel, Renovation or Addition including the following (check all that apply):

- ☐ Addition of conditioned square footage of approx. _____ sq ft (Fill in the blank)
- ☐ Addition of unconditioned square footage (patio, deck, porch) _____ approximate sq ft (Fill in the blank)
- ☐ Accessory structure (Detached garage, carport, guest house, storage building, etc.) of _____ sq ft (Fill in the blank)
- ☐ Demolition of an existing structure
- ☐ Clearing/Grading lot
- ☐ Pool
- ☐ Septic system modification (must include approved LCRA permit)
- ☐ Fencing
- ☐ Solar panel installation (must include CTEC approval form)

Boat Dock to include the following (check all that apply):

- ☐ Boat dock (Wake boat, pontoon, ski boat or similar)
- ☐ Demolition of an existing dock structure
- ☐ Jet ski ramp or lift
- ☐ Lakeshore retaining wall
- ☐ Bank excavation for landside dock

Minor Development Only (Check all that apply):

- ☐ Culvert/Driveway Installation
- ☐ Clearing/ Grading lot - more than 25%
- ☐ Demolition of structure. Describe structure _____
- ☐ Dredging
- ☐ Fence Installation
- ☐ Right of Way Cut/Bore
- ☐ Sign Installation
- ☐ Solar Panel Installation (must include CTEC approval form)
- ☐ Other -please describe : _____

PERMIT APPLICATION ACKNOWLEDGEMENTS

1. No Development Permit Application will be processed for a property with delinquent city tax payments.
 2. Permit fees are based on the development purpose and are published in Attachment C - Residential Fee Schedule and Worksheet. Fee payment must accompany the permit application.
 3. Property Owner and Permit Applicant agree to follow all applicable requirements of the City of Sunrise Beach Village Ordinances, including adherence to all referenced Building Codes.
 4. Property Owner and Permit Applicant acknowledge the requirements pertaining to Drainage during and after development, including the requirement for erosion control during construction.
 5. No work shall commence unless and until a valid Development Permit has been posted by the City of Sunrise Beach Village. Once posted, maintenance of the permit and its display mechanism is the responsibility of the permit holder.
 6. Inspections required by Sunrise Beach Code of Ordinances are the responsibility of the applicant holder. Proof of successful inspections shall be submitted to the City Building official in a timely manner and appropriately recorded on the Active Development Permit record posted in accordance with item 5) above. Failure to pass the required inspection or failure to provide proof of a successful inspection will result in a Stop Work order.
 7. A Certificate of Occupancy issued by the City of Sunrise Beach Village must be obtained prior to habitation of any residential structure or commercial property.
 8. Permit fees include a refundable deposit which shall be returned upon satisfactory development site cleanup, completion of repairs or damages to city property and satisfactory final site inspection by the City of Sunrise Beach building official.
- I fully understand and promise to comply with all applicable Sunrise Beach City Ordinances. I solemnly swear that the above statements are complete and true.

_____/_____/_____
Signature of Property Owner Print Name Date

_____/_____/_____
Signature of Applicant Print Name Date
(If different than owner)

SUBCONTRACTOR INFORMATION

Please provide the following information for the primary subcontractors.

PLUMBING CONTRACTOR: _____

Mailing Address: _____

License #: _____ Telephone ____ - ____ - ____ Email : _____

ELECTRICAL CONTRACTOR: _____

Mailing Address: _____

License #: _____ Telephone ____ - ____ - ____ Email : _____

MECHANICAL/HVAC CONTRACTOR: _____

Mailing Address: _____

License #: _____ Telephone ____ - ____ - ____ Email : _____

Brief Description of Development Project:

ATTACHMENT A FLOODPLAIN DEVELOPMENT APPLICATION

Owner's Declaration:

I am considering improvement and/or development of property located within the corporate limits of the City of Sunrise Beach Village and I make the following declaration:

Name of Applicant

Phone #

Location of Development (address)

Subdivision

Lot # (s)

The Base Flood Elevation of this site is _____ feet above mean low tide. (Ref: Map Number 48299C0510C, Community Panel Number 481531 0510C, Effective May 2, 2012, and City Ordinance Number 299, dated May 1, 2012).

- ☐ **Situation A:** None of the proposed changes to or on my property will take place within the area designated by this City as an area of Special Flood Hazard. However, a description of work to be accomplished is provided because portions of this land are in an area of Special Flood Hazard.
- ☐ **Situation B:** Some, or all of the proposed improvements are situated in the area identified as Special Flood Hazard. I have enclosed a copy of the Application for a Development Permit (required according to the Consolidated Zoning Ordinance.)
- ☐ **Situation C:** I am contemplating man-made changes to real property located below the Base Flood Elevation. The proposed changes are exempt from Development Permit requirements of the Consolidated Zoning Ordinance. However, I recognize that all changes made in the Floodplain require evaluation. I have enclosed a complete description of work to be accomplished.

Signature

_____/_____/_____
Date

FLOODPLAIN ADMINISTRATOR'S FINDINGS:

1. The proposed development ☐ **IS** ☐ **IS NOT** located within a Flood Hazard Area.
2. Plans & Specifications for the proposed development have been reviewed for conformance with the applicable Ordinances. On the basis of the information received I, hereby approve/reject this Application with the following conditions:
- ☐ a. The lowest floor must be elevated at or above the floodplain level.
 - ☐ b. The building must be made flood-proof to withstand flood depths, pressures, velocities, impact, and uplift forces.
 - ☐ c. All utility supply lines must be installed so as to minimize damage from potential flooding.
 - ☐ d. Certification is required that the flood-proofing requirements have been met.
 - ☐ e. All electrical outlets, motors, etc. associated with this development at the shoreline must be:
 - i. Located at or above the floodplain level OR
 - ii. Equipped with ground fault circuit interrupter devices (GFCI)

WARNING!

The flood hazard data used by the City Floodplain Administrator in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are the best available scientific and engineering data. On rare occasions, greater floods can and will occur and flood heights may be increased by man-made or natural causes. Construction standards required by the City of Sunrise Beach Floodplain Management Regulations are the minimum standards deemed necessary to minimize or eliminate flood damage, but reliance on the minimum standards shall not create liability on the part of this City or any of its officers or employees in the event flooding or flood damage occurs. I, the undersigned property owner, do hereby acknowledge the warning as a waiver of liability to this City and (i) agree with and accept the conditions of approval: (ii) agree to strict compliance with the specified conditions after issuance of the Permit and (iii) agree to provide any certification specified.

Signature of Floodplain Administrator

_____/_____/_____
Date

Attachment B

Deposit & Contractor Conduct During Construction

1. **Deposit required.** Deposit amounts are provided in Attachment C. The deposit is refundable to the applicant who made the deposit after a certificate of occupancy or compliance inspection is issued and the building inspector has authorized the refund. The applicant shall agree, in writing, that deductions may be made from the deposit for the acts described in section 2 below.
2. **Deposit deductions, forfeiture, and penalties.**
 - A. Forfeiture on new construction projects: If the structure is occupied before the city issues a certificate of occupancy, the deposit is forfeited in its entirety.
 - B. Forfeiture on change of occupancy projects: If the building or unit is occupied before the city issues a compliance inspection certificate, the deposit is forfeited in its entirety.
 - C. Forfeiture of deposit for failure to call for any accessory structure permit required inspection and any remodel required inspection: The deposit is forfeited in its entirety for failure to call for any accessory structure required inspection and any remodel required inspection when one or more inspections are missed, or when the permit expires.
 - D. Deductions and penalties. A deduction from the refund, or civil or criminal penalty, will occur if the following situations arise:
 - i. Organic material (tree limbs, brush, etc.), which is cut and not removed from the site within fourteen (14) days of being cut shall also constitute a violation of this article, and if not removed within fourteen (14) days, as required, the city shall issue a "stop work order" at the site and will not allow construction to proceed until the material is removed. In addition, violations found by the city's building inspector or code inspector can result in a citation and fine to the contractor for up to \$500.00 per day that the material is not removed, and each additional day the material is not removed shall constitute a separate offense.
 - ii. The permit holder shall preserve, and totally restore to generally equivalent condition, if damaged, city or subdivision-owned property including roads, drainage ditches, or signs. Any unrepaired damage shall be repaired by a contractor hired by the city or subdivision where the site is located and the actual cost incurred by the city or subdivision for repair or restoration will be deducted from the deposit and, when applicable, paid to the subdivision by the city for actual costs incurred by the subdivision.
 - iii. No construction material, debris, removed brush or equipment may be located on properties adjacent to the site without express written permission of its owner or agent. Unauthorized dumping on adjacent property, on roads or rights-of-way, or in violation of any city ordinance or regulation including but not limited to an antidumping ordinance will be removed by a contractor hired by the city and the actual cost incurred by the city for the removal will be deducted from the deposit.
 - iv. Construction shall only occur during weekdays and Saturdays, and hours of work shall be no earlier than 7:00 a.m. and no later than 7:00 p.m., unless specifically approved by the city only for early foundation pours during year-round. Work may also proceed on Sundays, 7:00AM and 7:00PM, excluding the use of heavy equipment. To be able to start earlier for foundation pours only, the contractor must first seek approval from the city with the requested pour time. If approved, contractor must notify all residents within a two hundred (200) foot radius of the property at least forty-eight (48) hours prior to the date such early work start time is proposed. Approval of early foundation pours only allows the contractor to mobilize for the foundation pour 1 hour prior to the actual foundation pour authorized by the city. Any violation of this provision shall result in a deduction from the deposit of \$500.00 each day there is a violation.
 - v. Vehicles parked adjacent to city streets next to the site or adjoining properties must not create an impairment of traffic or a nuisance for those living in the site's vicinity. Any complaints issued by the city and not corrected will result in a charge of \$100.00 each day the problem persists, which will be deducted from the deposit.
 - vi. Should the building permit deposit balance become negative, a new deposit of \$1,000.00 will be required. If this should occur, the site will be red tagged, and all construction must stop until the additional deposit is submitted.
- vii. **Dumpsters.**
 - a. Dumpsters or other local containment are required for all major remodel work and new residential and commercial construction. The construction site and surrounding areas shall be kept free from construction debris and litter with no significant accumulation outside of a dumpster for more than twenty-four (24) hours. If the permit holder does not provide an orderly site and the accumulation of debris threatens the surrounding areas, the city will advise the permit holder of their concern and require an immediate clean up. If the debris is not removed and a clean site established within forty-eight (48) hours from the date of the initial notification, the city shall issue a "stop work order" at the site and will not allow construction to proceed until the site is cleaned up. In addition, violations found by the city's inspector can result in a citation and fine to the contractor for up to \$500.00 per day that the debris is not cleaned up, and each day the debris is not cleaned up shall constitute a separate offense.
 - b. All dumpsters or containments are to be located as far onto the site as practicable, and unless there are special circumstances on the property, are not allowed to be located adjacent to the street, and for sites with permits, must remain on the site through completion of the construction period.
 - c. Any dumpster or containment located on a construction site that has a stop work order or has an expired building permit must be removed within five (5) days. If the dumpster or containment is not removed within five (5) days, a citation to municipal court will be issued with a maximum fine of \$500.00, and each day the violation continues constitutes a separate offense.
- viii. **Portable toilets.**
 - a. Portable toilets are required for all new residential and commercial construction, for any new accessory structure construction where access to on-site facilities is not available and for any remodel work that will take longer than ninety (90) days and where the existing restroom facilities are being remodeled.
 - b. All portable toilets may be located close to, but shall not be adjacent to, the street. A violation of this section shall result in a deduction from the deposit of \$15.00 each day there is a violation.
 - c. Absence of restroom facilities for the construction workers at any time work on the project is ongoing is a violation of this section and shall result in a deduction from the deposit of \$15.00 each day there is a violation.

Attachment B -CONTINUED

- d. Any portable toilet located on a construction site that has a stop work order or has an expired building permit must be removed within 5 days. If the portable toilet is not removed within five (5) days, a citation to municipal court will be issued, with a maximum fine of \$500.00, and each day the violation continues constitutes a separate offense.
- ix. **Clean-up of construction dirt on streets.**
 - a. Contractors and subcontractors are responsible for the daily clean-up of dirt and other debris that is tracked onto streets from their construction sites. If the dirt is not removed and a clean street established within forty-eight (48) hours from the date and time of the notice of violation, a deduction of \$500.00 from the deposit will be made for each violation of this section. To reduce the amount of construction dirt that can be tracked onto the street, construction entrances, such as future driveways, must be graveled or covered with crushed rock, or a material that is found suitable by the City of Sunrise Beach Village building official. The general contractor is responsible for seeing that all trades, delivery, and supply companies only use the approved entrance, a n d the general contractor and/or property owner is responsible for complying with the requirements of this subsection. When a violation of this subsection is found on the day of a street construction project, or up to five (5) days after a street improvement project has been completed, the deduction amount will be doubled for each day there is a violation.

RULES FOR THE DEVELOPMENT SITE

1. The **BUILDING PERMIT** will be posted by the city at the job site and will be clearly visible from the road/street. Once posted, it is the responsibility of the Permit Holder to maintain the permit and associated display hardware.
2. **The attached Inspection Completion Record shall be updated at each appropriate inspection stage. A copy of the Inspection Completion Record shall be maintained on the development site with the Building Permit in the city-provided hardware. The original Inspection Completion Record will be maintained in city hall files.**
3. Silt Fencing Required. Appropriate silt fencing must be in place immediately after the clearing of the construction site. Reference LCRA Highland Lakes Watershed Ordinance for silt fencing and erosion control recommendations.
4. Any Work Stoppage for 180 Days Voids Permit. Any cessation of work by the contractor on a project for a period of 180 days will result in the permit being voided. A stop work order will be issued on the site. All permit and deposit fees will be forfeited. A new permit will need to be obtained to continue construction on the site.
5. Certificate of Occupancy Required Prior to Occupation of Structure. A Certificate of Occupancy is required prior to permanent utilities being turned on. A new residential or commercial structure shall not be occupied prior to a Certificate of Occupancy being issued by the City.
6. Contractor signs which advertise a contractor's business may be placed on a property during active periods of construction, if authorized by the property owner. The signs will be limited to 6 square feet (2 feet by 3 feet) and must be removed immediately at the end of construction. Each business will be allowed one sign per interior lot construction site and 2 signs on waterfront sites.
7. LCRA Approval Required. The Highland Lakes Watershed Ordinance (HLWO) protects water quality throughout the Highland Lakes region. LCRA actively manages stormwater runoff around the Highland Lakes and the Lower Colorado River to contain the contaminants found in stormwater runoff. Erosion and sedimentation controls must be used for any soil disturbance activities. Dredge and fill activities (including retaining walls) must comply with LCRA dredge and fill standards. Boat docks must comply with the LCRA Residential Dock standards and Marinas require an LCRA permit. Contact LCRA offices for forms for other project types by calling 512-578-2324 or emailing HLWO@lcra.org
8. The construction, including excavation, demolition, alteration, delivery and or pouring of cement or repair of any building in or adjacent to a residential area other than between the hours of 7:00 am and 7:00 pm daily is prohibited. No heavy equipment shall be used on Sundays, deviation in the case of urgent necessity or in the interest of public safety of which written permission must be obtained from the Mayor/Mayor Pro Tern, or their designee, prior to any deviation from these hours.
9. Parking of construction vehicles, including worker's vehicles, is allowed on the City's right-of-way so long as their tires are NOT on the roadway.
10. Vehicles must not be parked obstructing other residents' access to their properties.
 - a. Burning of debris is subject to BURN PERMITS
 - b. Except during periods of heightened fire hazard BURN PERMITS can be obtained on the day required by calling 325-388-6880 between the hours of 8:00 am and 4:00 pm. They are valid ONLY on the day issued.
 - c. A charged water hose must be at hand at the burn site.
 - d. Fires must be extinguished dead-cold when unattended and before dark.
 - e. Burning construction material, asphaltic products, rubber, plastic, and other products giving off smoke and/or noxious fumes is prohibited.
 - f. No fire shall be started, or any fuel added to any fire after 4:00 pm.
11. Construction materials shall be stored on the development property. Storage in the right-of-way is prohibited.
12. Noise, including music, is subject to the City's Noise Ordinance.
13. **Violations of these Rules and/or City Ordinances may result in Citations and/or Stop Work Order.**

Owner/Contractor Acknowledgement

Print Name

Date

Attachment C
Residential Fee Schedule and Worksheet

PERMIT ITEM		BASE FEE	VARIABLE FEE	REFUNDABLE DEPOSIT
New Residence				
➤ New Residence- Complete Package		\$250	\$.40 X conditioned sq ft. \$.25 X unconditioned sq ft.	\$1500
Remodel, Renovation or Addition-Complete Package				
➤ Remodel, Renovation or Addition-Complete Package		\$250	\$.40 X conditioned sq ft. \$.25 X unconditioned sq ft.	\$1500
➤ Addition of Conditioned Space Only		\$150	\$.40 X conditioned sq ft.	\$1000
➤ Addition of Unconditioned Space Only		\$100	\$.25 X unconditioned sq ft.	\$500
➤ Accessory Structure Only		\$200	\$.25 X structure sq ft.	\$500
➤ Septic System Modification Only		\$50	N/A	\$200
➤ Swimming Pool Only		\$300	N/A	\$300
➤ Boat Dock Package		\$200	N/A	\$200
MINOR DEVELOPMENT				
➤ Culvert/Driveway		\$50	N/A	\$100
➤ Clearing/Grading Lot		\$25	N/A	\$100
➤ Demolition		\$50	N/A	\$100
➤ Dredging		\$50	N/A	\$100
➤ Fence Installation		\$25	N/A	\$100
➤ Right of Way Cut/Bore		\$10	\$2 X Linear Foot	\$500
➤ Solar Panel Installation		\$50	N/A	\$50
OTHER				
➤ Permit Extension		\$50	N/A	N/A
➤ Other Development		\$50	Consult City Building Official	
SEE EXAMPLES	ON NEXT PAGE			
Development Purpose from page	Base Fee	Variable Fee	Refundable Deposit	Total Due
	\$	Conditioned sq ft	\$	\$
		UnConditioned sq ft		

EXAMPLES :

Example:

New Residence Complete Package - 2500 sq ft conditioned, 500 sq ft deck (unconditioned)

Development Purpose From Permit Application page 2 and 3	Base Fee From Residential Fee Schedule	Variable Fee From Residential Fee Schedule	Refundable Deposit From Residential Fee Schedule	Total Due Sum of Base Fee, Variable Fee, and Refundable Deposit
New Residence or Commercial Structure – Complete Package	\$ 250	Conditioned sq ft \$1000 Conditioned sq ft \$ 125	\$ 1500	\$ 2875

Example:

Accessory Structure - 1000 sq ft garage

Development Purpose From Permit Application page 2 and 3	Base Fee From Residential Fee Schedule	Variable Fee From Residential Fee Schedule	Refundable Deposit From Residential Fee Schedule	Total Due Sum of Base Fee, Variable Fee, and Refundable Deposit
Accessory Structure Only	\$200	\$250	\$ 500	\$ 950

Attachment D

Item Submittal Checklist

This checklist pertains to all Development Permit applications in a Non-Commercial Zoning District. Permit applications for development within a Commercial Zoning District require a preliminary meeting with city officials.

Applicant Initials indicate this Item is included in the Permit Application	CHECKLIST ITEM	City Official Initials indicate this Item is included in the Permit Application
	One (1) complete set of 24 x 36 plans to scale that conform to the City's currently adopted Building, Energy, Fuel Gas, Fire & Safety Codes and Ordinances. Digital plan sets may be provided. Plans must include, at a minimum, a site plan, electric plan, roof plan, floor plan, and all 4 exterior elevations	
	Proof of Property Ownership Example: Warranty Deed, Tax Roll, etc.	
	Final Recorded Plat of the property or survey, showing proposed placement of structure and setback dimension.	
	Structural plans such as wind brace, framing, trusses, and foundation designed, stamped, and signed by a registered design professional.	
	Plans must show any proposed propane tank and its location, distance to lot lines and main structures, gallon size, indicate if buried, and cannot be in or across City Utility Easements	
	Floodplain Elevation Certificate, if required	
	LCRA OSSF Permit, if required	
	Drainage Plan. <u>Check here if engineering seal required and obtained.</u> ☐	
	Permit Fee Calculated per the City of Sunrise Beach Fee Schedule. Permit Fee Enclosed \$ _____	

ATTACHMENT E
INSPECTION COMPLETION RECORD

To be Completed and Signed by Permit Holder and City Official

Submitted by Permit Holder Initial	Date Submitted	Required Inspection Permit Holder Responsibility	Verified by City Official	Date Verified	Comments
		Form Survey			
		Under Slab Utilities			
		Footings and Foundation			
		Roof and Shear (Framing)			
		Rough-In Plumbing, Mechanical and Electrical			
		Insulation Inspection			
		Sheetrock, Lath and Gas			
		Electrical Release			
		Gas Release (If applicable)			
		Pool Inspection			
		Final Inspection			Successful Final Inspection Required for Certificate of Occupation