

CITY OF HARDIN PERMIT DEPARTMENT



Permit and Procedure Manual for the City of Hardin

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Dear Citizen (s),

The "Permit and Procedure Manual for the City of Hardin" has been prepared for the staff and citizens of the City of Hardin (COH), City Secretary's office. The employees at the COH are dedicated to providing high quality and timely service to our citizens. The City Secretary's office is the City of Hardin's (City) department responsible for all permits within the City's jurisdiction.

The purpose of this manual is to guide you, our citizens through the process of obtaining permits required for projects within the City's jurisdiction. Our citizens include property owners, utility companies, contractors, the larger private development community, and the general public. The city's jurisdiction generally consists of all territories within the city limits of the COH.

This manual features a description of the most common types of COH permits requested by our citizens, a summary of the City's permit authority, and a step-by-step guide to each permit process. In addition, portions of this manual are dedicated to assisting those citizens who wish to obtain their COH permits on-line, over the Internet.

The most common types of COH permits are those related to the building of new structures, additions that exceed \$7,500, new sewer and electrical service, and the moving and placement of new mobile homes into the City of Hardin's city limits.

All permit processes described in this manual are applied uniformly on a citywide basis. Therefore, this manual provides our citizens with a consistent and predictable permit process, regardless of location.

Before you begin planning any construction activity in the City of Hardin please spend a few minutes familiarizing yourself with the COH permit processes and requirements. Spending a few minutes now, in advance of construction planning, will help you understand our permit processes and help you obtain permit approval.

Thank you.

City Secretary

Section 1:

DEFINITIONS OF TERMS

“Applicant” shall mean any Owner or duly authorized agent of such Owner who has submitted an application for a permit.

“CS” shall mean the City Secretary

“COH” shall mean the City of Hardin

“COHPD” shall mean the City of Hardin’s Permit Department

“OSHA” shall mean Occupational Safety & Health Community Association

“CC&R” shall mean Covenant Code & Requirements

“City” shall mean the City of Hardin

“Code” shall mean the International Building Code

“DBS” shall mean the Department of Building and Safety

“DOT” shall mean the Department of Transportation

“Inspector” shall mean inspectors employed by the City of Hardin

“HVFD” shall mean Hardin Volunteer Fire Department

“HMC” shall mean the Hardin Municipal Code

“Permit” means a license, certificate, approval, registration, consent, permit, contract or other agreement for construction related to, or provision of, service from a water or wastewater utility owned, operated, or controlled by a regulatory agency, or other form of authorization required by law, rule, regulation, order, or ordinance that a person must obtain to perform an action or initiate, continue, or complete a project for which the permit is sought.

“Permittee” shall mean the Applicant to whom a permit has been granted by the Permit Department.

“Project” means an endeavor over which a regulatory agency exerts its jurisdiction and for which one or more permits are required to initiate, continue, or complete the endeavor.

“Public Counter” shall mean any counter of the COH that provides service to a walk-in customer.

“City Limits” shall mean the city limits or any property as they it now exists or hereafter will exist and which are or will be under the permitting jurisdiction of the COH Permit Department.

“SFD” shall mean Single Family Dwelling

“Work Order” shall mean a number that is tied to a specific project, to keep track of labor and non-labor charges.

Section 2:

HOW DO I OBTAIN A PERMIT?

A. Why do I need a permit from the City Of Hardin?

The City of Hardin Permit Department requires that a permit be obtained for new construction on any property, street, or other right-of-way within the city limits of the City, to be owned by, or under the control of the City. The COH also requires that permits be obtained for new electrical and sewer service. The moving or placing of a manufactured home within the city limits of the COH also requires a permit.

B. What permit do I need?

Both new construction and additions to existing buildings in the COH requires a permit issued by the COHPD. The type of COH permit and cost depends on the scope of construction work.

1. For new buildings, you will require a Building Permit

For new buildings, whether residential or commercial, a Building Permit will be required. New construction is construction of a new structure, building, or home. For more information on the Building permit please refer to Section 4.

2. For the moving or placing of a manufactured home, you will require a Mobile Home permit

Whether you are moving a new mobile home or moving one from one location to the other within the city limits of the COH, you will need a mobile home permit. For more information on the mobile home permit please refer to Section 5 of this manual.

3. For electrical service, you will require an Electric Permit

Whether you are acquiring new service for a new home, moving, or need your service due to a repair, you will need an electric permit. For more information on the Electric permit please refer to Section 6 of this manual.

4. For sewer service, you will require a Sewer Permit

Whether you are acquiring new service for a new home or moved to an existing home you will need a sewer permit and sewer application. For more information on the Sewer permit and sewer application please refer to Section 7 of this manual.

Section 3:

WHERE CAN I GET HELP?

City Secretary's Office:

Office Hours:

8:00 a.m. to 5:00 p.m.

Closed for Lunch from 1:00 – 2:00 p.m.

(936) 298-2117

Section 4:
BUILDING PERMIT



142 CR 2010
LIBERTY, TX 77575
936.298.2117

4 The Building Permit

4.1 Do I need a Building Permit?

Yes, No, Maybe, it all depends on your project. It helps to know the City codes before you start your next home-improvement project. There are many types of projects that require a building permit for one- and two-family dwellings. In the City of Hardin, some projects may require a building permit, a special exception public hearing or special review by staff. It is always best to do your research first to avoid having to correct code deficiencies — or face a possible citation. If your project is not covered in this manual and you are unsure if you will need a permit, call the City Secretary at (936) 298-2117.

It shall be unlawful for any person to construct, structurally alter, or move onto a property any building 100 square feet or larger within the city limits without obtaining a permit therefore from the city secretary, except where the total cost of such construction or alteration does not exceed \$7,500.00. Application for such building permit shall be made upon a form furnished by the city. The permit fee for issuance of the building permit shall be set by the city council annually or as deemed necessary by the council. Unless otherwise agreed by the city council, the permit fee shall be set in accordance with the fees approved and collected by the Liberty County Permitting and Engineering Office, for both residential and commercial buildings.

4.2 Where do I apply for a building permit?

You can apply for a building permit at City of Hardin City Hall located at 142 CR 2010 Liberty, TX 77575. You can also download the building permit application online, fill it out and bring it to City Hall.

4.3 What if my property is located on a corner lot?

If your property is located on a corner lot please refer to ORDINANCE NO 2013/12 #2 Sec. 6, for the setback requirements pertaining to corner lots.

4.4 What information do I need to know before I plan where I am going to locate my project on my property?

Before you plan the location of your next project, you need to make sure that the location is allowed. Each residential property has an area around the perimeter of the property that is a required yard. This area is required to be open from the ground to the sky unobstructed and can be a side yard, rear yard, front yard or projected front yard. The sizes of the yards vary by the zoning classification for the property. For the correct setback for your property's zoning classification, please refer to **Ordinance No 2013/12 #2**.

4.5 What types of projects require a permit?

There are many types of projects that require a building permit, or require a special exception from the COHPD. Here is a list of common residential projects requiring City approval:

Additions:

All additions require building permits. There may be additional specific zoning requirements associated with the location, height and square footage, depending on the zoning classification of each property.

Carports:

All carports, including fabric carports, require a building permit. Front-yard carports require a special exception from the permit department and approval by the City Council.

Decks:

All platforms, walks and decks over 6 inches above grade require a building permit. Certain rules apply to the location of decks and vary by the zoning classification of each property.

Detached Garages:

All detached garages require a building permit. There are additional specific zoning requirements associated with the location and height, depending on if they have livable space.

Doors, windows and burglar bars:

Replacement or addition of exterior doors, windows or burglar bars requires a building permit.

Enclosed garages:

Enclosing a garage for living space requires a building permit.

Fences:

Fences in the front yard and projected front yard can be no more than 4 feet tall and open design with 50 percent density, such as wrought iron or picket style. Chain link is prohibited in the front yard and projected front yard. Fences may require additional approval if the property is in a historic district. Building permits are required for solid fences with a height above 6 feet and for open fences with a height above 8 feet.

Interior remodel:

Changing, moving or repairing walls or floors and replacement of drywall that results in a total area of 16 square feet or more in any wall or ceilings require a building permit.

Roofing:

Replacement of decking material, lathing boards, sheathing boards, rafters or ridge boards requires a building permit. Shingle work does not require a permit, but there is a limit on the number of shingle layers allowed.

Siding:

Replacement of missing or decayed siding requires a building permit.

Storage sheds:

All storage sheds require a building permit. There are additional zoning requirements associated with the location, maximum height and square footage, depending on property lot size.

Other small structures:

All accessory structures require a building permit. This may include gazebos, outdoor fireplaces, fountains with plumbing, wind turbines, solar panels, radio towers, swimming pools, including prefabricated above-ground pools over 5,000 gallons, freestanding satellite dishes over 12 feet tall, retaining walls over 4 feet tall, etc. There are additional specific zoning requirements associated with the location, maximum height and square footage, depending on property lot size.

4.6 How long does it take to get a Building Permit?

It takes approximately 3-5 business days to obtain a Building Permit at the City of Hardin Permit Department. The time it takes just depends if all information is complete and provided with your application. The time may vary from project to project. Once application is reviewed and approved, and fees are paid, you may pick up your permit.

4.7 How long is the Building Permit valid?

The Permit is valid from the construction start date specified on the approved permit until the specified expiration date. The Permit expires a year (365 days) from the date of issuance, but may be renewed or extended at the request of the Applicant.

4.8 When does the Building Permit expire?

Building Permits expire and become void:

1. On the 31st day after the approved construction start date stated on the permit if work has not begun, or
2. If the project is not being prosecuted diligently, or
3. If the work is not completed within the duration specified on the permit, or
4. On the date specified on the permit as the expiration date.

4.9 How will the City determine if a project is being performed diligently?

1. Once a project begins, work must continue on a daily basis, except for weekends, holidays, inclement weather or labor disputes.
2. Once a project begins, the work must continue uninterrupted until such work no longer affects public convenience, health, or safety.
3. The Permittee is responsible for ensuring that all necessary materials and supplies are on hand and ready for use so as not to delay the project.

4.10 How is an extension to an approved Building Permit obtained?

1. Request an extension prior to the expiration date. Include an explanation with your request and specify dates you wish to change. One extension of up to six months is allowed.

2. There is no charge to request an extension, however, Applicants are advised to diligently pursue and complete their Building Permit work.

4.11 Can approved A-Permits be revised, or will a new Building Permit be required?

1. An approved A-Permit may be revised if changes are a continuation of the same project.
2. To revise an approved A-Permit:
 - a. Indicate changes on the approved permit and plan;
 - b. Submit the revision for approval; and
 - c. Pay all additional fees that apply.

4.12 If a Building Permit expires and work is still planned, is a new application required?

Yes, without an approved extension, a new Building Permit application and payment of the Basic Application fee is required. One extension of up to six months is allowed.

4.13 Where can I find more information?

If you need additional information related to building permits or zoning regulations, call (936) 298-2117. To view the building ordinance, please visit <http://www.hardintexas.com/ordinances.html>. Actual building permit and procedure can be found in the appendix of this manual.

Section 5: MANUFACTURED HOME PERMIT



**142 CR 2010
LIBERTY, TX 77575
936.298.2117**

5 The Manufactured Home Permit

5.1 Do I need a Manufactured Home Permit?

Yes, No, Maybe, the answer may vary. It helps to know the City codes before you make any plans on moving or purchasing a mobile home. There are different situations that may require that you get a mobile home permit. In the City of Hardin, the placing or moving of a mobile home may require a mobile home permit, a special exception public hearing or special review by City Council. It is always best to do your research first to avoid having to correct code deficiencies – or face a possible citation. If you are unsure if you will need a permit or if your case may require special review by the city council, call the City Secretary at (936) 298-2117.

Mobile homes are prohibited from being located within the city limits of the City of Hardin and it shall be unlawful for any person to locate, park, alter or extend any mobile home within the city limits of HARDIN, TEXAS. This prohibition does not apply to mobile homes which are legally permitted and used or occupied as a residential dwelling in the City on January 17, 2005, except that the relocation of such mobile homes is prohibited and the replacement for any such mobile home must be a HUD-Code manufactured home.

It shall be unlawful for any person to locate, park, alter or extend any manufactured home or manufactured home park within the limits of Hardin, Texas, unless he holds a valid permit issued by the City in the name of such person for the specific location, parking, alteration or extension proposed.

5.2 Where do I apply for a manufactured home permit?

You can apply for a mobile home permit at City of Hardin City Hall located at 142 CR 2010 Liberty, TX 77575. You can also download the mobile home permit application online, fill it out and bring it to the City Hall.

5.3 What information do I need to know before I plan to move or purchase a manufactured home to be placed in the City of Hardin?

Before you plan to move or purchase a manufactured home to be placed in the City of Hardin, you need to make sure that it is allowed. There are exceptions that may require City Council approval. Please refer to ORDINANCE 2012 – 06 #8 and its amendment for the requirements on manufactured homes.

5.4 When is a manufactured home permit required?

If you plan to locate, park, alter or extend any manufactured home or manufactured home park within the limits of Hardin, Texas then you need to obtain a manufactured home permit with the COHPD at the City Secretary's office.

**Some cases may require that you fill out a waiver and get approval from City Council. This applies mostly to those mobile homes 10 years or older. Refer to ORDINANCE 2012 – 06 #8 and its amendment for more information on what is and isn't allowed.*

5.5 How long does it take to get a Manufactured Home Permit?

It takes approximately 5-10 business days to obtain a Manufactured Home Permit at the City of Hardin Permit Department. The time it takes just depends if all information is complete and provided with your application. The time may vary from project to project.

5.6 How long is the Manufactured Home Permit valid?

The Permit is valid from the date specified on the approved permit until the specified expiration date. The Permit expires a 60 days from the date of issuance, but may be renewed or extended at the request of the Applicant.

5.7 When does the Manufactured Home Permit expire?

Manufactured Home Permits expire and become void:

- On the 60th day after the approved permit date if moving, placement, etc. has not begun, or
- If the placement, moving, etc. is not being prosecuted diligently, or
- If the requirements are not completed within the duration specified on the permit, or
- On the date specified on the permit as the expiration date.

5.8 How will the City determine if a project is being performed diligently?

- Once a project begins, work must continue on a daily basis, except for weekends, holidays, inclement weather or labor disputes.
- Once a project begins, the work must continue uninterrupted until such work no longer affects public convenience, health, or safety.
- The Permittee is responsible for ensuring that all necessary materials and supplies are on hand and ready for use so as not to delay the project.

5.9 How is an extension to an approved Manufactured Home Permit obtained?

- Request an extension prior to the expiration date. Include an explanation with your request and specify dates you wish to change. One extension of up to six months is allowed.
- There is no charge to request an extension, however, Applicants are advised to diligently pursue and complete their moving, placing, etc. of the manufactured home.

5.10 Can approved Manufactured Home Permits be revised, or will a new Permit be required?

- An approved Manufactured Permit may be revised if changes are a continuation of the same manufactured home.
- To revise an approved Manufactured Home Permit:
 - Indicate changes on the approved permit and plan;
 - Submit the revision for approval; and
 - Pay all additional fees that apply.

5.11 If the MH Permit expires and work is still planned, is a new application required?

Yes, without an approved extension, a new MH Permit application and payment of the Basic Application fee is required. One extension of up to six months is allowed.

5.12 Where can I find more information?

If you need additional information related to manufactured home permits and its requirements please call 936-298-2117. To view the manufactured home ordinance, please visit <http://www.hardintexas.com/ordinances.html>. The procedure and actual manufactured home application can be found in the Appendix of this manual, at the city secretary's office, or online on www.hardintexas.com

Section 6: ELECTRICAL PERMIT



**142 CR 2010
LIBERTY, TX 77575
936.298.2117**

6 The Electrical Permit

6.1 Do I need an Electrical Permit?

Yes, No, Maybe, the answer may vary. It helps to know the City codes before you make any plans on doing any electrical work. There are different situations that may require that you get an electrical permit. In the City of Hardin, the temporary or permanent construction, any moveable structure, upgrades, repair, or rewire, and or demolition requires an electrical permit. Changing, moving or repairing electrical, including new electric lines or the replacement of an existing electric line, requires an electrical permit. It is always best to do your research first to avoid having to correct code deficiencies — or face a possible citation. If you are unsure if you will need a permit or if your case may require special review by the city council, call the City Secretary at (936) 298-2117.

6.2 Where do I apply for an Electrical permit?

You can apply for an electrical permit at the City of Hardin City Hall located at 142 CR 2010 Liberty, TX 77575. You can also download the electrical permit application online, fill it out and bring it to the City Hall.

6.3 What information do I need to know before I plan to have any electrical work done in the City of Hardin?

Before you plan to have any electrical work in the City of Hardin, you need to make sure that it is allowed and in compliance with the NEC National Electrical Code. All work must be completed by a licensed electrician. All work must be inspected by the city inspector. You must call 24 in hours in advance to schedule the inspection. It is the applicant and/or owner's responsibility to contact the City of Hardin for any and or all inspections.

6.4 When is an Electrical permit required?

If you plan to have temporary or permanent construction, any moveable structure placed, any upgrade, repair, or rewire, or demolition within the city limits of Hardin, Texas then you need to obtain an electrical permit with the COHPD at the City Secretary's office.

6.5 How long does it take to get an Electrical Permit?

It takes approximately 5-10 business days to obtain an Electrical Permit at the City of Hardin Permit Department. The time it takes just depends if all information is complete and provided with your application. The time may vary from project to project.

6.6 How long is the Electrical Permit valid?

The Permit is valid from the date specified on the approved permit until the specified expiration date. The Permit expires a 90 days from the date of issuance, but may be renewed or extended at the request of the Applicant.

6.7 When does the Electrical Permit expire?

Electrical Permits expire and become void:

- On the 90th day after the approved permit date if work has not begun, or
- If the construction, upgrade, repair, rewire, or demolition is not being prosecuted diligently, or
- If the requirements are not completed within the duration specified on the permit, or
- On the date specified on the permit as the expiration date.

6.8 How will the City determine if a project is being performed diligently?

- Once a project begins, work must continue on a daily basis, except for weekends, holidays, inclement weather or labor disputes.
- Once a project begins, the work must continue uninterrupted until such work no longer affects public convenience, health, or safety.
- The Permittee is responsible for ensuring that all necessary materials and supplies are on hand and ready for use so as not to delay the project.

6.9 How is an extension to an approved Electrical Permit obtained?

- Request an extension prior to the expiration date. Include an explanation with your request and specify dates you wish to change. One extension of up to six months is allowed.
- There is no charge to request an extension, however, Applicants are advised to diligently pursue and complete their electrical work.

6.10 Can approved Electrical Permits be revised, or will a new Permit be required?

- An approved Electrical Permit may be revised if changes are a continuation of the same construction or project.
- To revise an approved Electrical Permit:
 - Indicate changes on the approved permit and plan;
 - Submit the revision for approval; and
 - Pay all additional fees that apply.

6.11 If the Electrical Permit expires and work is still planned, is a new application required?

Yes, without an approved extension, a new Electrical Permit application and payment of the Basic Application fee is required. One extension of up to six months is allowed.

6.12 Where can I find more information?

If you need additional information related to the electrical permit and its requirements please call 936-298-2117. The electrical permit application can be found in the Appendix at the end of the manual.

Section 7: SEWER PERMIT



**142 CR 2010
LIBERTY, TX 77575
936.298.2117**

7 The Sewer Permit

7.1 Do I need a Sewer Permit?

Yes, No, Maybe, the answer may vary. It helps to know the City codes before you make any plans on doing any plumbing or sewage related work. There are different situations that may require that you get a sewer permit. In the City of Hardin, the installation of a new sewer tap and/or new service requires a sewer permit. Changing, moving or repairing plumbing, including new plumbing lines or the replacement of an existing sewer line, requires a sewer permit. It is always best to do your research first to avoid having to correct code deficiencies — or face a possible citation. If you are unsure if you will need a permit or if your case may require special review by the city council, call the City Secretary at (936) 298-2117.

7.2 Where do I apply for a Sewer permit?

You can apply for a sewer permit at the City of Hardin City Hall located at 142 CR 2010 Liberty, TX 77575. You can also download the sewer permit application online, fill it out and bring it to the City Hall.

7.3 What information do I need to know before I plan to have any sewer work done in the City of Hardin?

Before you plan to have any sewer related work in the City of Hardin, you need to make sure that it is allowed and in compliance with the ORDINANCE 2014/03-01 and its amendment. All work must be completed by a licensed plumber. All work must be inspected by the city inspector. You must call 24 in hours in advance to schedule the inspection. It is the applicant and/or owner's responsibility to contact the City of Hardin for any and or all inspections.

7.4 When is a Sewer permit required?

If you plan to install a new sewer tap and/or obtain new service requires a sewer permit. Changing, moving or repairing plumbing, including new plumbing lines or the replacement of an existing sewer line, within the city limits of Hardin, Texas then you need to obtain a sewer permit with the COHPD at the City Secretary's office.

7.5 How long does it take to get a Sewer Permit?

It takes approximately 5-10 business days to obtain a Sewer Permit at the City of Hardin Permit Department. The time it takes just depends if all information is complete and provided with your application. The time may vary from project to project.

7.6 How long is the Sewer Permit valid?

The Permit is valid from the date specified on the approved permit until the specified expiration date. The Permit expires a 90 days from the date of issuance, but may be renewed or extended at the request of the Applicant.

7.7 When does the Sewer Permit expire?

Sewer Permits expire and become void:

- On the 90th day after the approved permit date if work has not begun, or
- If the installation of new tap and or new lines is not being prosecuted diligently, or
- If the requirements are not completed within the duration specified on the permit, or
- On the date specified on the permit as the expiration date.

7.8 How will the City determine if a project is being performed diligently?

- Once a project begins, work must continue on a daily basis, except for weekends, holidays, inclement weather or labor disputes.
- Once a project begins, the work must continue uninterrupted until such work no longer affects public convenience, health, or safety.
- The Permittee is responsible for ensuring that all necessary materials and supplies are on hand and ready for use so as not to delay the project.

7.9 How is an extension to an approved Sewer Permit obtained?

- Request an extension prior to the expiration date. Include an explanation with your request and specify dates you wish to change. One extension of up to six months is allowed.
- There is no charge to request an extension, however, Applicants are advised to diligently pursue and complete their sewer related work.

7.10 Can approved Sewer Permits be revised, or will a new Permit be required?

- An approved Sewer Permit may be revised if changes are a continuation of the same installation or project.
- To revise an approved Sewer Permit:
 - Indicate changes on the approved permit and plan;
 - Submit the revision for approval; and
 - Pay all additional fees that apply.

7.11 If the Sewer Permit expires and work is still planned, is a new application required?

Yes, without an approved extension, a new Sewer Permit application and payment of the Basic Application fee is required. One extension of up to six months is allowed.

7.12 Where can I find more information?

If you need additional information related to the electrical permit and its requirements please call 936-298-2117. The sewer permit application can be found in the Appendix at the end of the manual.

APPENDIX

CITY OF HARDIN RESIDENTIAL
(One and two-family dwellings)
PERMIT APPLICATION PROCEDURE

THE FOLLOWING LIST OUTLINES GENERAL DOCUMENTS REQUIRED TO BE SUBMITTED FOR A RESIDENTIAL PLAN REVIEW.
SOME PROJECTS HAVE UNIQUE FEATURES OR CHARACTERISTICS AND MAY REQUIRE ADDITIONAL INFORMATION OR
SPECIFICATIONS TO BE SUBMITTED NOT OUTLINED BELOW.

PLEASE PROVIDE THE FOLLOWING:

1. Completed Building Permit Application.
2. Proof of ownership and a copy of the Liberty county recorded platted lot, the development will be built upon.
3. Two (2) sets of site/plot plans to scale specifying:
 - a. Dimensions of property on all sides with North indicated.
 - b. Size and location of all structures on lot. Show dimensioned setbacks to all property lines and between buildings or structures located on property.
 - c. Location and dimensions of all easements.
 - d. Location of all walks, driveways, culverts, fences, accessory structures, exterior lighting, and approaches.
 - i. Minimum 24” culverts to be purchased by developer and installed by County Barn on local streets. State highways shall be permitted through TDOT.
 - ii. Minimum driveway surface shall be an all-weather material from property line to structure. The encroachment (street to property line) shall match street material.
4. Two (2) sets of floor plans to scale specifying:
 - a. Residence square footage.
 - b. Garage square footage. (if applicable)
 - c. Building layout, room dimensions, door and window sizes. Label all rooms, i.e. bedroom, kitchen, bathroom, storage, hall, etc.
 - d. Mechanical System type and equipment location
 - e. Location of all plumbing fixtures.
5. Two (2) sets of structural plans specifying:
 - a. Foundation design (requires the seal of a professional engineer).
 - b. Building structural design (must identify all component sizes. Where non-conventional construction is to be used, drawings must have a registered professional engineers seal).
 - c. Type of construction.
 - d. Detail plans.
6. Two (2) sets building elevation plans showing:
 - a. Building elevations from all sides. (Front, rear, right, and left)
7. Two (2) sets of electrical plans that include:
 - a. Lighting plan
 - b. Power plan

8. Two (2) sets of an energy code analysis demonstrating compliance with the International Energy Conservation Code 2003. Show all calculations. Software can be downloaded from the Internet at www.energycodes.gov
9. Completed Utility Availability Application
10. Copy of TXDOT driveway access approved permit. (if applicable)
11. Copies of any state and federal permits (TCEQ well and/ or septic system, TCEQ underground tank removal, TCEQ soil testing results, State Health permit, State Sales tax number, and so forth)
12. Issuance of physical address
13. Sewer Permit and Application completed and paid.
14. Building Permit Fees Paid (shall be paid after approval of plans).

Each set of residential plans (items 2-8) shall be bound and stapled together and individually rolled. After submittal documents have been received and accepted by the Permit Department please allow 5 – 10 business days for the review to be completed. At which time the COHPD will contact the owner or the owner’s representative to pick up the approved plans and the building permit. Permit fees are DUE when the permit is picked up.

It is a violation of City ordinance to occupy a residence prior to the issuance of the Certificate of Occupancy.

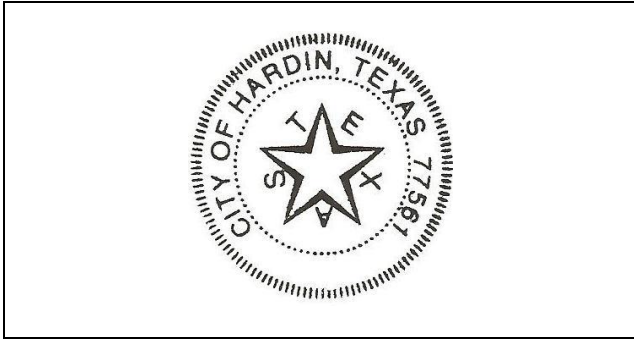
Erosion Control:

Erosion control prior to beginning any dirt work on a lot, erosion control, primarily silt fencing, shall be in place to prevent erosion or silt run off from the construction site onto adjacent properties and/or facilities such as streets, ditches, or storm drainage systems.

Silt Fence Description:

Silt fence is a barrier consisting of geotextile fabric supported by metal posts to prevent soil and sediment loss from a site. When properly used, silt fence can be highly effective at controlling sediment from disturbed areas. They cause runoff to pond which allows heavier solids to settle. If not properly installed, silt fences are not likely to be effective. The purpose of silt fence is to intercept and detain water borne sediment from unprotected areas to a limited extent. Silt fence is used during the period of construction near the perimeter of a disturbed area to intercept sediment while allowing water to percolate through. This fence should remain in place until the disturbed area is permanently stabilized. Silt fence should not be used where there is a concentration of water in a channel or drainage way. If concentrated flow occurs after installation, corrective action must be taken such as placing a rock berm in the areas of concentrated flow. Silt fencing within the site may be temporarily moved during the day to allow construction activity provided it is replaced and properly anchored to the ground at the end of the day. Silt fences on the perimeter of the site of around drainage way should not be moved at any time.

BUILDING PERMIT



FOR CITY USE ONLY

NOTE: SUBJECT TO APPROVAL BY THE CITY MAYOR

_____ IN _____ OUT OF FLOODPLAIN

DATE: _____ **INITIAL:** _____

PERMIT #: _____

APPLICANT MUST COMPLY WITH ORDINANCE NO. 2013/12 #2 WHICH IS THE ADOPTION OF 2012 EDITION OF THE INTERNATIONAL BUILDING CODE; THE 2012 INTERNATIONAL RESIDENTIAL CODE FOR ONE- AND TWO-FAMILY DWELLING; THE 2012 INTERNATIONAL MECHANICAL CODE; THE 2012 EDITION OF THE INTERNATIONAL PLUMBING CODE; THE 2012 INTERNATIONAL FIRE CODE; THE 2012 EDITION OF THE INTERNATIONAL FUEL GAS CODE; THE 2012 INTERNATIONAL ENERGY CONSERVATION CODE; THE 2012 INTERNATIONAL MAINTENANCE CODE; AND THE 2012 EDITION OF THE NATIONAL ELECTRICAL CODE.

IMPORTANT: Applicant MUST complete all items listed below.

LOCATION OF BUILDING	ADDRESS: _____	
	BETWEEN: _____	
	SUBDIVISION: _____ LOT: _____ BLOCK: _____	
IDENTIFICATION	NAME AND MAILING ADDRESS	TELEPHONE
OWNER		
CONTRACTOR		
ARCHITECT/ENGINEER		

THE OWNER/CONTRACTOR OF THIS BUILDING/UNDERSIGNED AGREES TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION.

SIGNATURE OF APPLICANT
APPLICATION DATE

ADDRESS

PRINTED NAME

CONTACT NUMBER OF APPLICANT

Must attach copy of Deed of Record and Blueprint of Building Plans

City of Hardin Permit Fee: \$100.00 * Residential \$400.00 * Commercial

All applicable fees must be paid at time of issuance. All permits will expire 365 days after approval.

1. TYPE OF IMPROVEMENT <input type="checkbox"/> NEW BUILDING <input type="checkbox"/> REPAIR / REPLACEMENT <input type="checkbox"/> ALTERATION <input type="checkbox"/> FOUNDATION ONLY <input type="checkbox"/> DEMOLITION (IF MULTIFAMILY RESIDENTIAL, ENTER # OF UNITS IN PART 3.) <input type="checkbox"/> MOVING (RELOCATION)	3. PROPOSED USE: _____ PREVIOUS USE: _____ RESIDENTIAL <input type="checkbox"/> ONE FAMILY <input type="checkbox"/> TWO OR MORE FAMILY ENTER # OF UNITS _____ <input type="checkbox"/> TRANSIENT HOTEL, MOTEL OR DORM. ENTER # OF UNITS _____ <input type="checkbox"/> GARAGE <input type="checkbox"/> CARPORT <input type="checkbox"/> MOBILE HOME <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> OTHER-SPECIFY _____ <hr/> NON-RESIDENTIAL <input type="checkbox"/> AMUSEMENT, RECREATIONAL <input type="checkbox"/> CHURCH, OTHER RELIGIOUS <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> PARKING GARAGE <input type="checkbox"/> SERVICE STATION, REPAIR GARAGE <input type="checkbox"/> HOSPITAL, INSTITUTIONAL <input type="checkbox"/> OFFICE, BANK, PROFESSIONAL <input type="checkbox"/> PUBLIC UTILITY <input type="checkbox"/> SCHOOL, LIBRARY, OTHER EDUCATIONAL <input type="checkbox"/> STORES, MERCANTILE <input type="checkbox"/> TANKS, TOWERS <input type="checkbox"/> SWIMMING POOLS <input type="checkbox"/> OTHER-SPECIFY _____ <hr/>	4. PRINCIPAL TYPE OF FRAME <input type="checkbox"/> MASONRY (WALL BEARING) <input type="checkbox"/> WOOD FRAME <input type="checkbox"/> STRUCTURAL STEEL <input type="checkbox"/> REINFORCED CONCRETE <input type="checkbox"/> OTHER - SPECIFY _____ 5. PRINCIPAL TYPE OF HEATING <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> OTHER - SPECIFY _____ <hr/>	8. TYPE OF WATER SUPPLY <input type="checkbox"/> PUBLIC/PRIVATE COMPANY <input type="checkbox"/> PRIVATE WELL 9. DIMENSIONS NUMBER OF STORIES _____ TOTAL SQUARE FEET OF SLAB AREA INCLUDING DETACHED GARAGES, PORCHES AND ADDITIONAL STORIES IF APPLICABLE _____ TOTAL LAND AREA, SQUARE FEET _____ <hr/>
2. OWNERSHIP <input type="checkbox"/> PRIVATE (INDIVIDUAL, CORP, NON-PROFIT) <input type="checkbox"/> PUBLIC (FEDERAL, STATE OR LOCAL GOVERNMENT)		6. TYPE OF MECHANICAL WILL THERE BE CENTRAL AIR: <input type="checkbox"/> YES <input type="checkbox"/> NO WILL THERE BE AN ELEVATOR:	10. NUMBER OF OFF-STREET PARKING SPACES ENCLOSED _____ OUTDOORS _____ <hr/>
		7. TYPE OF SEWAGE DISPOSAL <input type="checkbox"/> PUBLIC	11. RESIDENTIAL BUILDINGS <u>ONLY</u> NUMBER OF BEDROOMS: _____ NUMBER OF BATHS: FULL _____ HALF _____

DESCRIBE IN DETAIL PROPOSED USE OF BUILDING

City of Hardin

142 CR 2010

Hardin, Texas 77561



Requirements for the installation of a Manufactured Home

Any person who violates any provision of the Manufactured Home Ordinance shall upon conviction be punished by a fine of not less than Ten Dollars (\$10.00), nor more than Two Hundred Dollars (\$200.00). Each day that a violation continues of any such provision shall constitute a separate offense.

The following work, including electrical, water, sewer connections must be completed and inspected before utilities will be turned on.

1. Manufactured Home Information sheet and site plan must be provided and approved and a permit must be issued **BEFORE** the manufactured home is installed.
2. Proof of ownership and legal description of property must be provided. Example: Deed of Trust, Current Appraisal District or Tax Roll Information.
3. Any manufactured home unit manufactured more than 10 years old shall not be allowed in the City of Hardin. Any manufactured home unit manufactured not bearing a label or seal of compliance with the Federal Manufactured Home Construction and Safety Standards shall not be allowed in the City of Hardin.
4. The following checked permits must be obtained:
 - A. Manufactured Home
 - B. Electrical
 - C. Plumbing
 - D. Air Conditioning / Heating

NOTE: Manufactured home installation, including AC/Heating must be performed by STATE licensed Personnel. Electrical and plumbing work may only be performed by the homeowner when the property is listed on the tax roll as their homestead. Sewer tap installation must be performed by a licensed plumber.

5. Only on residence per legal size lot.
6. Property must have hard surface – off street parking for a minimum of two (2) vehicles. (Example: gravel, rock, concrete and/or asphalt.)
7. Manufactured home must be skirted with a solid material. (Example: wood, plastic, vinyl, masonry, or metal.)

I have received the above requirements and agree to abide by all provisions of the Manufactured Home Ordinance as set forth by the City Council of the City of Hardin.

Signature

Date

Printed Name

**CITY OF HARDIN
MANUFACTURED HOME PERMIT APPLICATION**

THE FOLLOWING INFORMATION MUST BE COMPLETED IN FULL.

Date _____ Daytime Phone _____ Cell Phone _____

Name of Home Owner _____

Mailing Address _____

Street Address of Home _____

Name of Land Owner _____

Manufactured Home Park _____

Subdivision _____ Lot _____ Block _____

MANUFACTURED HOME INFORMATION

Manufacturer _____ Model _____

Label/Seal # _____ Serial # _____

Year Model _____ Cost \$ _____ Size _____ New _____ Used _____

Retailer _____ Phone _____

Address _____ City, State, Zip _____

Installer Name _____ State License # _____

Address _____ City, State, Zip _____

REQUIREMENTS

Distance from property line: Front _____ Back _____ Side _____

****NOTE:** Minimum lot size is 50 feet by 100 feet. Minimum setback requirement from property lines are as follows:

Inside lot: Front – 20 feet; Each side – 7 ½ feet; Back – 10 feet

Corner lot: Front – 20 feet; Street side – 10 feet; Interior side – 7 ½ feet; Back – 10 feet

(Check setback requirements in Deed restrictions also).

Fee Schedule: Permit Fee \$100.00 / Inspection Fee \$50.00

I, _____ do solemnly swear that I have read the above and foregoing application for a **Manufactured Home Permit**, and that the facts stated therein are true.

Date Signature of Applicant Printed Name

All permits are void if not complete within 60 days

Approved By: _____ Date _____ Fee Paid \$ _____

Electrical Permit

City of Hardin

Mailing Address: P O Box 324, Hardin, TX 77561

Phone: (936) 298-2117

Email: cityofhardin@hardintexas.com

Permit # _____

Work Site Address: _____

Work Activity Location: _____

Occupancy: **Single Family** **Multi-Family** **Commercial** **Institutional** **Industrial**

Description of Work:

List Associated Building Permits: _____

WORK SITE OWNER / TENANT INFORMATION	CONTRACTOR INFORMATION Fill out completely if applicable, no exceptions.
<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Owner's Agent Name: _____ Phone: _____ Fax: _____ Address: _____ City/State: _____ Zip: _____	Company Name: _____ License Info: _____ Phone: _____ Fax: _____ Address: _____ City/State: _____ Zip: _____ All electrical work must be performed by electrician licensed by the State of Texas. First time contractors must provide a copy of license to City Hall.

Payment and Responsibility for Fees:

I, _____, am the **Owner / Applicant** of the above referenced property.

I hereby acknowledge that I have read this application and state the above is correct and agree to comply with the City of Hardin Ordinances and State Laws regulating construction. I also acknowledge I am the property owner or authorized to act as the owner's agent in obtaining this permit.

No work is to be started before the permit application has been approved. Office personnel will contact you when the permit application has been approved. Any deviation from this original application causes the permit to become null and void. False or incorrect information will be grounds for permit to be revoked.

Signed this _____ day of _____ 20____.

By _____ of _____.
Signature Company Name

All permits will expire 90 days after approval. **Call 936-298-2117 to schedule inspections (24 hour notice is required) DO NOT conceal any work until inspections are completed.
Fee Schedule: Permit fee \$25.00 / Residential Inspection \$25.00 / Commercial Inspection \$50.00

Office use only:
Approved: Fees: Certificate of Approval:

**City of Hardin
Sewer Permit**

P O Box 324, 142 CR 2010
Hardin, TX 77561
(936) 298-2117
cityofhardin@hardintexas.com

Office use only:

Permit #: _____

Approved: _____

Fees Paid: _____

Work Site Address: _____

Work Activity Location: _____

Occupancy: Single Family Multi-Family Commercial Institutional
Industrial

Description of Work: _____

List Associated Building Permits: _____

WORK SITE INFORMATION	CONTRACTOR INFORMATION Contractors hired for sewer tap to city sewer main must provide a copy of State of Texas License to City Hall prior to permit being issued.
<p><input type="checkbox"/> Owner <input type="checkbox"/> Owner's Agent</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Address: _____</p> <p>City/State: _____ Zip: _____</p> <p>Must attach copy of Deed of Record</p>	<p>Company Name: _____</p> <p>License Info: _____</p> <p>Phone: _____ Fax: _____</p> <p>Address: _____</p> <p>City/State: _____ Zip: _____</p> <p>All work performed on City Sewer lines must be made by plumber licensed by the State of Texas. Contractors must provide a copy of license to City Hall.</p>

Payment and Responsibility for Fees:

I, _____, am the **Owner / Applicant** of the above referenced property. I hereby acknowledge that I have read this application and state the above is correct and agree to comply with the City of Hardin Ordinances and State Laws regulating construction. I also acknowledge I am the property owner or authorized to act as the owner's agent in obtaining this permit.

No work is to be started before the permit application has been approved. Office personnel will contact you when the permit application has been approved. Any deviation from this original application causes the permit to become null and void. False or incorrect information will be grounds for permit to be revoked.

Signed this _____ day of _____ 20_____.

by _____ of _____.

Signature

Company Name

Inside City Limits

Sewer tap: \$25.00 Sewer permit connection fee: \$300.00

Sewers tap inspection: \$50.00 Sewer re-inspection fee: \$50.00

Outside City Limits

Sewer tap: \$25.00 Sewer permit connection fee: \$800.00

Sewer tap inspection: \$50.00 Sewer re-inspection fee: \$50.00

All applicable fees must be paid at time of submittal.

All permits will expire 90 days after approval.

***CONTINUE APPLICATION ON BACK
IF NEEDED....***

SEWER LOCATION PLAN

