

Permit #



CITY OF HIGHLAND HAVEN

510 Highland Drive Ste A Highland Haven Tx 78654

Website

Email

Phone

highlandhaventx.com

buildingpermits@highlandhaventx.com

830-265-4366

Property Development Permit Application

HH Street Address _____ Lot# _____

Property Owner: _____

Mailing Address: _____

Phone: _____ Email: _____

General Contractor: _____

Phone: _____ Email: _____

- ☐ Commercial Development – Contact City Offices for preliminary discussion prior to continuing.
- ☐ New Single-Family Residence – Requires ATS Plan Review, request additional document checklist.
- ☐ Re-model, Major – Includes, but not limited to additional construction of a structure or a SFR that results in removal of weight-bearing wall(s), enlargement of footprint to add living space, an increase in the height of the ceiling, the addition of a second story, or the enclosure of a garage into livable (heated/air conditioned) space. May include HVAC, electrical and plumbing. – Requires ATS Plan Review, request additional document checklist.
- ☐ Waterfront, Major – Includes, but not limited to, any new structure on or over the water. Seawall, Bulkhead, Dock, or Boat ramp.
- ☐ Re-model, Minor – Construction of the interior or exterior of a structure, with or without HVAC, electric and / or plumbing, must not include change in footprint, additional living space or removal of load bearing wall.
- ☐ Waterfront, Minor – Additions to existing structure resulting in no change of footprint, no addition of concrete or structure and must remain within setback and navigational requirements. Example, PWC lift or floating PWC dock.
- ☐ Outbuildings – Any secondary building or structure located on an improved lot with the existence of a single-family residence. Includes: detached garage, workshop, storage shed, gazebo, greenhouse, or pergola. (See Code of Ordinance [Chapter 4.02.008](#) & [9.02](#))
- ☐ Structures / Secondary Structure – Anything constructed on land or otherwise located in, on or over the water surface. Any structure that is subordinate and incidental to the primary structure, may be attached or detached to the primary residence. Includes: patios, decks, swimming pools, hot tubs, or fountains.
- ☐ Non-structure – No structure above ground, Fence, Propane Tank, Septic System, Driveway, Flat Concrete, Electric Panel or Meter Loop, New Irrigation System, Landscape Drainage Alteration, or Water Well Plug.
- ☐ Demolition of Structure: type _____

Describe project:

Property owner and/or contractors are responsible for:

1. Adherence to applicable City Ordinances, the most pertinent being Code of Ordinance Chapter 4, Chapter 9 and Chapter 10.
2. Adherence to International Building Code and timely scheduling of Building Code inspections.
3. Ensuring contractors possess current license(s) (i.e., electrical, plumbing, mechanical or irrigation).
4. Any drainage issues onto adjacent properties resulting from new development on the property and if necessary, provide and execute a site drainage design.
5. **Prior to any modifications or changes to the permit purpose(s), the property owner/contractor must contact The City Building Permit Official and submit all required documents AND fees. All fees, construction compliance deductions, and permit extensions shall be applicable and effective at the rate established by the Highland Haven Ordinances in effect at the time payment is due.**

INDEMNIFICATION

A property development permit, when issued, does not imply that ownership claimed by the applicant is valid, nor is the quality of construction endorsed, approved, or certified by the City. City verification of ownership is limited to examination of the latest on-line records of the Burnet County Appraisal District. Property owner or owners hereby indemnifies and hold harmless the City of Highland Haven, its elected officials, agents, and appointees from all claims and damage, including court costs and attorney fees, which may result because of ownership claims and from failure of the property owner and/or contractors to comply with relevant building codes and/or city ordinance requirements.

Special circumstances for New Single-Family Residence (SFR): A Certificate of Occupancy issued by the City of Highland Haven must be obtained before any habitation of the residence occurs. No furnishings, personal property, or storage of items is permitted in the residence until the Certificate of Occupancy is issued.

Property Owner, and/or the owner representative authorizes contractor to make modifications to permit: Yes ____ No ____

Signature of applicant (must be property owner) _____ Date: _____

Printed name of applicant: _____

Signature of General Contractor: _____ Date: _____

Printed name of GC: _____

Application received by (City Official) _____ Date: _____

Site Plan has been checked for proper Lot Platting prior to issuing Building Permit

Permit Officer Signature/Approval: _____ Date: _____

Elected Official Signature/Approval: _____ Date: _____

If Required

P & Z Commissioner Signature/Approval: _____ Date: _____

Permit Approved: ☐ Permit Denied: ☐ Reason denied: _____ Date: _____

Allow a minimum of 7 days processing time (after receipt of all required supporting documentation) for new residence, major remodeling, and waterfront construction.

**LICENSED TRADESMEN MUST PROVIDE A VALID TDLR LICENSE#
PRIOR TO WORK PERFORMED**

Contractor Information

Primary Contractor: Company Name _____

Project Manager: Manager Name _____

Phone # _____ E-Mail _____

Electrical Contractor: Name _____ **License #** _____

Company Name _____ Phone # _____

Address _____

Plumbing Contractor: Name _____ **License #** _____

Company Name _____ Phone # _____

Address _____

Mechanical Contractor: Name _____ **License #** _____

Company Name _____ Phone # _____

Address _____

Irrigation Contractor: Name _____ **License #** _____

Company Name _____ Phone # _____

Address _____

Other Contractor: Name _____ **License #** _____

Company Name _____ Phone # _____

Address _____

Notes:

**City of Highland Haven Texas
Acknowledgement of Understanding Ordinances
Required for Permit Approval**

By signing below, I / We have obtained, read and understand all of the appropriate ordinances pertaining to the Permit Application for (address): _____ Violating any of these ordinances may result in deposit deductions, fines and / or citations to municipal court.

The following Ordinances can be found at the website below.

[Ordinances & Resolutions – City of Highland Haven, Texas \(highlandhaventx.com\)](https://ecode360.com/HI6341)

<https://ecode360.com/HI6341>

Chapter 4 Building Regulations

- [Chapter 4 Article 02](#) Permit Procedure **Property** Development Application Procedures, Fees, Surveys and Inspections, and Construction Compliance Enforcement. **(Required for all applications.)**
- [Chapter 4 Article 04](#) Floodplain Management **(Required for Zone A or AE)**
- [Chapter 4 Article 05](#) Construction Within Floodplain
- [Chapter 4 Article 06](#) Swimming Pools
- [Chapter 4 Article 07](#) Solar Panels
- [Chapter 4 Article 09](#) Landscaping / Fences
- [Chapter 9 Article 2](#) Zoning, Regulations
- [Chapter 10 Article 03](#) Driveway, Street Right of Way (Bar ditch or culvert installation)

Appendix A Fees

I/We have obtained, understand and agree to Permit Procedures and terms of permit validation, permit extensions and notification of completion of project as outlined in [Chapter 4.02.006](#).

I / We have obtained, understand and agree to Construction Compliance and Enforcement regulations as outlined in [Chapter 4.02.011](#).

I / We understand Building Code Inspections are required as outlined by [Chapter 4.02.009](#).

I / We understand Set Back requirements as outlined in [Chapter 9.02.004](#).

I / We understand construction on property within Floodplain Zone A or AE requires additional documentation and understanding, as required by [Chapter 4.04](#) and [4.05](#), to comply to Floodplain Management regulations.

Property Owner / Representative, Printed

General Contractor, Printed

Signature

Signature

Date: _____

Date: _____

APPLICANT CHECK LIST OF REQUIREMENTS

All City of Highland Haven Property Development Permit Applications require:

- _____ A Property Development Permit Application signed by the property owner.
- _____ A complete written description or architectural plans of improvements to be made.
- _____ Contractor licensing information for all electrical, mechanical, plumbing, irrigation system, and/or repair or plugging a water well. Any property owner acting as contractor must submit a Homeowner's License Exemption Permit application.
- _____ An agreement and acknowledgement form signed by both the property owner and the contractor, recognizing the requirements of applicable Ordinances, Construction Compliance Enforcement regulations, Building Code Inspection requirements, Set Back regulations, and Flood Plain requirements.
- _____ A Certified Site Survey if any structure may infringe on setback regulations. (Includes fences, septic and irrigation plans.)

A New Single-Family Residence (NSFR), or Major/Minor Remodel require:

- _____ LCRA floodplain compliance certificate approved by the City Floodplain Administrator and indicating the property location on the current Flood Insurance Rate Map (FIRM).
- _____ LCRA's approval for an on-site septic system or Continued Use Authorization.
- _____ An Elevation Certificate (current edition) is required when any lot is wholly or partially located within the Base Flood elevation (A and AE).
- _____ An architectural plan. Plans shall include a floor plan, electrical and plumbing installations, location of all HVAC condensers and elevations of all sides of the structure. Structural details may be requested depending on the complexity of the structure. All plans shall be scaled 1/4" = 1'. Pages exceeding 11"x17" may not be delivered digitally.

NSFR, Major Remodel, Major Waterfront, Outbuilding or Secondary Structure require:

- _____ A Certified Site Survey scaled 1" = 20'. Pages exceeding 11"x17" may not be delivered digitally. An acceptable certified site survey must depict building footprints and all proposed overhangs and/or eaves, locations of all lot lines, setbacks, easements, septic and propane tanks. Code of Ordinance Chapters 4.04 & 4.05 requires additional information if any portion of the site is located in a special flood hazard area. (A and AE) Additionally the site survey shall include: spot ground elevations at residential and nonresidential building corners, one foot contour elevations throughout the building site, Base Flood Elevation contour, and proposed locations of water supply, sanitary sewer, and utilities. Code of Ordinance Chapters 4.04 & 4.05 must be referenced for additional requirements.
- _____ An Engineered Foundation Plan is required for NSFR and expanded residential footprints, and bulkheads, certified by a State of Texas Licensed Engineer.

Waterfront structures (docks / bulkheads) require:

- _____ An architectural plan. The plan should include structural details and a description of materials to be used.

Additional Requirements During Construction:

Any new concrete foundation installation approaching setbacks or located in Zone A or AE shall require:

- _____ A Form/Foundation Survey shall be provided to the City of Highland Haven indicating the location of the form boards in relation to property lines, setbacks, and easements. The survey should be performed and submitted prior to rough plumbing and rebar. In the event the lot is located wholly or partially within the Base Flood elevation, the survey shall include elevation heights of the building corners.
- _____ Highland Haven boat ramps are private property and require a permit for commercial use. Contact HHPOA for permit information.

Prior to issuance of a Certificate of Occupancy, NSFR requires:

- _____ A Customer Service Inspection of City Water Supply.
- _____ A 911 address verification from the City of Highland Haven.
- _____ A form indicating Compliance of Texas Building Energy Code. (HH Building Permit Office.)
- _____ Proof of an IRBC approved termite treatment. (Code of Ordinance Chapter 4.02.010 (g))

Highland Haven, Texas

Required Building Code Inspections

Permit Number: _____ **Location:** _____ **Project Type:** _____

The City shall collect, at the time of permit issuance, BCI fees equal to the anticipated expense for planned inspections. Inspection fees are non-refundable. If the expense of BCI's exceeds the amount collected, the permit holder shall submit additional funds to the City to cover those expenses. Unpaid balances shall be deducted from the Construction Compliance Deposit.

New engineered foundations designed by a licensed engineer shall be inspected by an engineer, at owners' cost, prior to concrete. A report (letter) from the engineer shall be provided to the City. The BCI of the foundation listed below is also required.

Projects utilizing any of the following scope of work requires inspection by a Building Code Inspector. Inspections may be grouped together to improve efficiencies and lower costs.

1. Temporary Construction Power - Plumbing Rough-In Inspection.
2. Foundation - UFER - In Slab Water Distribution Inspection of any foundation utilizing rebar, prior to concrete installation.
3. Sheathing - Framing Inspection - Mechanical and Electrical Rough-In, Plumbing Top Out.
4. Insulation Inspection.
5. Lath and Masonry Tie Inspection.
6. Wallboard Inspection.
7. Building Final Inspection – HVAC- Electrical - Plumbing - Gas and Electric Service - Customer Service Inspection for new water service.

Received by owner: _____, printed.
_____, signature. _____, date.

Received by contractor: _____, printed.
_____, signature. _____, date.