



CITY OF SUNRISE BEACH VILLAGE
124 Sunrise Drive
Sunrise Beach Village, Texas 78643-9283

Telephone (325) 388-6438
Website: www.cityofsunrisebeach.org

Fax: (325) 388-6973
E-mail: srbv@cityofsunrisebeach.org

Development Permit Application Package

The Development Permit Application Package consists of the following:

1. Cover Sheet and Instructions
2. Application Pages – 3 pages
3. Attachment A – Floodplain Development Application – 1 page
4. Attachment B – Deposit & Contractor Conduct – 3 pages
5. Attachment C – Residential Fee Schedule and Worksheet – 2 pages
6. Attachment D – Subcontractor information – 1 page
7. Attachment E – Item Submittal Checklist – 1 page

Instructions:

- 1) Complete all applicant information on the page 2 of the Application Package
- 2) Select the appropriate boxes in the Development Purpose section and include the requested description of square footage, rooms, etc.
- 3) Complete Attachment A for development in a designated floodplain.
- 4) Review Attachment B in its entirety
- 5) Use Attachment C to calculate the required permit fee and record it on page 4 of this Application Package and on Attachment E.
- 6) Complete the Subcontractor information in Attachment D
- 7) Review and complete Attachment E for required supplemental information and attach any supplemental information required.
- 8) Review the Permit Application Acknowledgements on page 3 and 4 of this Application Package
- 9) Attach check for permit fee payment made out to Sunrise Beach
- 10) Sign the application on page 4 of this Application Package and submit to the Sunrise Beach Building Inspector.

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.



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DEVELOPMENT PERMIT APPLICATION

APPLICANT INFORMATION

Development Site Address: _____ Application Date: _____

Development Site Zoning District (See Zoning Ordinance 347): _____

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 approximate conditioned square footage of _____ sq ft and approximate unconditioned square footage of _____ sq ft (Fill in the blanks)
 - 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) of approx. _____ sq ft (Fill in the blank)



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- Accessory structure ((Detached garage, 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):

- Demolition of an existing dock structure
- Boat dock (Wake boat, pontoon, ski boat or similar)
- 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.



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- 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 a 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.

PERMIT APPLICATION FEE

Amount calculated per Attachment C and enclosed with this application:

\$ _____

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 Permit Applicant (if different than owner)	Print Name	Date



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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 make the following declaration:

Location of Development (address)	Subdivision	Lot
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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 #347.1.)

- 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 Ordinance #205. However, I recognize that all changes made in the Floodplain require evaluation. I have enclosed a complete description of work to be accomplished.

List documents enclosed individually (please see next page for minimum requirements):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Comments: _____

Owner's Printed Name	Owner's Mailing Address
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Owner's Phone #	Signature
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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 day the material is not removed shall constitute a separate offense. The city's building inspector and code inspector are hereby given the authority to issue such citations.
 - 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



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- 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,



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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.
 - 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. 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, and 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



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street improvement project has been completed, the deduction amount will be doubled for each day there is a violation.

Attachment C – Residential Fee Schedule and Worksheet

Permit Item	Base Fee	Variable Fee	Refundable Deposit
New Residence – Complete Package	\$250	\$.40 X conditioned sq ft	\$1500
		\$.25 X unconditioned sq ft	
Remodel, Renovation or Addition			
Remodel, Renovation or Addition – Complete Package	\$250	\$.40 X conditioned sq ft	\$1500
		\$.25 X unconditioned sq ft	
➤ 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 Installation	\$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 ft	\$500
➤ Solar Panel Installation	\$50	N/A	\$50
Other			
➤ Permit Extension	\$50	N/A	N/A
➤ Other Development	\$50	Consult City Building Official	



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RESIDENTIAL FEE WORKSHEET

Brief Description of Development Project:

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
	\$ _____	Conditioned Sq Ft \$ _____	\$ _____	\$ _____
		Unconditioned Sq Ft \$ _____		

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	\$1500	\$2875
		Unconditioned Sq Ft \$125		

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



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Attachment D – Subcontractor Information

Please provide the following information for the primary subcontractors.

PLUMBING CONTRACTOR: _____

Mailing Address: _____ PH# _____

License # _____ Email: _____

ELECTRICAL CONTRACTOR: _____

Mailing Address: _____ PH# _____

License # _____ Email: _____

MECHANICAL/HVAC CONTRACTOR: _____

Mailing Address: _____ PH# _____

License # _____ Email: _____



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Attachment E – 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 that this Item is included with the Permit Application	Checklist Item	City Official initials indicate that this Item has been received with 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. Check here if engineering seal required and obtained. <input type="checkbox"/>	
	Plan to meet LCRA Erosion and Sediment Control practices and Highland Lakes Watershed Ordinance	
	Permit Fee Calculated per the City of Sunrise Beach Fee Schedule. Permit Fee Enclosed \$ _____	