

**CITY OF ROPESVILLE      BUILDING PERMIT APPLICATION      Ordinance No.30**

**ADDRESS/LOCATION:** \_\_\_\_\_ (Lot) (Street) \_\_\_\_\_

**Property owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Is this Project a:**

New home (size) _____	Manufactured home (size) _____
Alter _____	Repair _____
Move In _____ Move Out _____	Fence _____
Storage or other building _____	Other _____

**Please describe the type of Permit you need:** \_\_\_\_\_

A permit is required to build, alter, add, move in or move out any type of structure, building, home, inside the city limits, therefore you may not build, alter any building, home, or structures without a building permit that has been approved by the City Secretaries.

**2. Permits are required for the following:**

- a) All Buildings including new or old houses, new manufactured home, shop building, garages, carports, sheds, storage buildings
- b) All rooms, porches, any addition to an existing building including ready built additions.
- c) All fences.
- d) If you are unsure about getting a permit, please call the City Office at (806) 562-3531

**3. The following criteria should apply to obtain the permit:**

- a) The property owner must show ownership of the property by giving the **Legal Description: Owner's name:** \_\_\_\_\_ **Address:** \_\_\_\_\_
- b) **Lot:** \_\_\_ **Block:** \_\_\_\_\_ **Subdivision:** \_\_\_\_\_
- c) The property owner **must show** the City Employee their property lines by showing the permanent surveyed stake markers, and map. If you are unable to show the proper markers, **your property must be surveyed by a certified surveyor**, before any structure can be added, built, or placed on the property, this will also include building a fence. This process is to help set the setback area.
- d) **Setback is measured from the property line not the curb, street, or alley.**
- e) **You will need to draw the building, structure, addition and/ or home that is being built, added, altered, or repaired with a description of the project in the space provided.**
- f) **If you are replacing or adding water and sewer lines, please request a form from the city secretary.**

**FOUNDATIONS**

*Buildings of any type will require a 12" X 12" concrete footing level with the elevation and 2 3/8 steel rod reinforcements that are 4" apart. The Foundation must be inspected by the city before the concrete is poured. You will be required to add ground rods to the foundation for all new homes or manufactured trailer homes. You may apply for a different type of foundation, but you must meet the code standards set by the international building Code 2006.*

**SET BACK**                      **No building or structure shall be located on any lot closer than:**

- a) 10' feet from the street corner lot, or side street.
- b) You must set back any structure from the adjoining property line by 5' feet.
- c) The front set back line for construction shall be 20' feet.
- d) The setback area for the alley is 10' feet.

**You may request a variance from the City Council on the above listed setbacks.**

**ADDITIONS**

**Fences, hedges, or other installments, construction on any property should not be placed where it would disrupt traffic or block the view of the oncoming traffic from another direction.**

1. All new homes, ready-built homes, relocated homes, or manufactured trailer homes will be required to have a square footage of at least 816 square feet, or (24 X 34) or more footage.
2. Fences can be built on the property line, but the owner must consider the view of the traffic as stated above, and the owner must show the property stake markers before building the fence.
3. All manufactured trailer homes must be new.
4. When requesting a house to be brought into town, if older than one (1) year, will also need to be inspected. (The owner may present pictures of the inside and outside of the house to the City Secretaries.)

**The purpose of this permit is to provide minimum requirements to safeguard life, health and public welfare. All permits will be approved and will follow the International Building Code and the City of Ropesville Ordinances,**

**PLEASE PROVIDE A DRAWING OF THE ADDITION YOU WISH TO ADD TO YOUR PROPERTY ON THE NEXT PAGE.**

**I HEREBY MAKE APPLICATION FOR A BUILDING PERMIT PROVIDING ALL INFORMATION AND ATTACHMENTS AS MAY BE REQUIRED BY THIS PERMIT.**

\_\_\_\_\_ OWNER                      \_\_\_\_\_ DATE

**Permit:** \_\_\_\_\_ **Approved:** \_\_\_\_\_ **Rejected:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- e) *All external structures changes will require a permit. And shall require the property owner to attend the city council meeting for permit approval. Addition(s) to existing structure will require the property owner to show the property line that will include the property markers and is the owner shall be charged a fee of \$25.00 for inspection (inspection).*
  
- f) *All new homes, trailer homes, mobile homes, building, business, will require a permit with a base charge of \$25.00 for inspection of building site; and will require a building foundation inspection, or site inspection with a fee of \$25.00.*
  
- g) *A Fee of \$.10 cents will be charged per square foot for any structure, building, home built in the city limits of Ropesville.*

***City of Ropesville - P.O. Box 96 Ropesville, Texas 79358***