

## These are the Building Permit Requirements for the City of Hallettsville:

- Building Permit Application—1-2 week turn-around time from receipt of plans and appl.
- Meet with City Officials on site for all new construction (PW Director, Inspector, Water & Sewer Supervisor) prior to construction
- 3 sets of full size plans from architect or engineer, one stamped
- 1 set of specs, prefer 2 to 3 for large projects
- ALL NEW CONSTRUCTION must be registered by a design professional.
- Construction must be 4 ft from curbs on City Streets, 10 ft from St. Hwys (contact TxDOT)
- Drip line cannot interfere with neighbor's property
- Construction cannot obstruct view of traffic
- Building Contractor Contact Information for all subcontractors. I like for all construction, plumbing, electrical... to be in one permit if possible.
- Building Contractor License \$50.00—good for one year; renewable at \$25.00 annually
- \$5,000.00 Surety Bond or equivalent listing City of Hallettsville as additional insured
- Determine if property is in Flood Plain or not. [If in Flood Plain, will need elevation certificate from surveyor.](#)
- Register with Texas Dept. of License & Regulations (Need TDLR Registration Number)
- For interior commercial demo---asbestos survey required. See attachment.
- Permit Fee. See Fee schedule
- Check Payable to "City of Hallettsville". You may write one check.
- City Ordinance adopted the 2009 Building Code, 2008 NEC, 2009 IPC, 2009 IFC, 2008 NFPA 96

Permit No. \_\_\_\_\_

**CITY OF HALLETTSVILLE**

101 N. MAIN ST.  
HALLETTSVILLE, TEXAS

**BUILDING PERMIT APPLICATION**

Date Received \_\_\_\_\_ Review Approved: Yes  No  Date: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments \_\_\_\_\_

Property Owner \_\_\_\_\_ Job Address \_\_\_\_\_

Owner mailing address \_\_\_\_\_ Phone \_\_\_\_\_

Total Cost of Job (Include all sub-contractors) \_\_\_\_\_ Type of Building \_\_\_\_\_

Building use: Residential  Non Residential  **\*\*\*by marking the Non Residential box the applicant Must certify to the following statement.**

\*\*\*  \_\_\_\_\_ I hereby certify that an asbestos survey has been done in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the area being renovated and/or demolished. \*\*\*

\*\*\*  \_\_\_\_\_ I, the undersigned, hereby certify that I have read this statement and understand the asbestos rules and regulations. \*\*\*

If this is a non residential permit and the total cost of the job is over \$50,000 the project must be registered with Texas Department of License and Regulation (TDLR) Registration number \_\_\_\_\_

Class of Work: New \_\_\_\_\_ Addition \_\_\_\_\_ Remodel \_\_\_\_\_ Repair \_\_\_\_\_ Move \_\_\_\_\_ Demolition \_\_\_\_\_

Description of Work \_\_\_\_\_

Roof Type \_\_\_\_\_ Walls \_\_\_\_\_ Foundation \_\_\_\_\_

Building Size (Sq. Ft.) \_\_\_\_\_ No. of Stories \_\_\_\_\_ Central Air/Heat \_\_\_\_\_

Is the property located in an identified flood hazard area? ( ) Yes ( ) No

**The issuance of this Permit by the City of Hallettsville does not alleviate the applicant from the responsibility of obtaining any required State or Federal Permits.**

Blue prints will be requested when necessary.

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION IS NOT COMMENCED WITHIN 6 MONTHS, OR IF NO BUILDING INSPECTIONS HAVE BEEN REQUESTED FOR A 6 MONTH PERIOD.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT, THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

\_\_\_\_\_  
**SIGNATURE OF CONTRACTOR/OWNER**

\_\_\_\_\_  
**APPROVED**

**CITY OF HALLETTSVILLE**  
**FLOOD PLAIN CERTIFICATE**

**Name of Applicant** \_\_\_\_\_

**The above named applicant with property located at:**

\_\_\_\_\_ has been reviewed by the City Building Official and it is his determination the proposed location is not within the identified flood plain of the City of Hallettsville.

**Warning:**

The flood hazard boundary maps and other flood data used by the City Building Official in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on 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. This exemption certificate does not imply that developments outside the identified areas of special flood hazard will be free from flooding or flood damage. Issuance of this exemption certificate shall not create liability on the part of the City of Hallettsville, the City Building Officials or any officer or employee of the City of Hallettsville in the event flooding or flood damage does occur.

\_\_\_\_\_  
**Acknowledgement of Warning by Applicant**

\_\_\_\_\_  
**Signature of City Building Official**

**Date of Issuance** \_\_\_\_\_

City License Yes \_\_\_\_\_ No \_\_\_\_\_

**LIST ALL CONTRACTORS:**

**General Contractor** \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ City/Zip \_\_\_\_\_

**Contact** \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Electrical Contractor** \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ City/Zip \_\_\_\_\_

License # \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Plumbing Contractor** \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ City/Zip \_\_\_\_\_

License # \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Air/Heat Contractor** \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ City/Zip \_\_\_\_\_

License # \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Other Contractor** \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ City/Zip \_\_\_\_\_