

Denton County Fresh Water Supply District #6 & 7

“Lantana”

Single Family Residential Building Permit

Application Guidelines

August 2000

Revised: 10/01/2012, 02/26/2020

Permit Application:

All Permit Applications shall include the following:

1. Completed Permit Application.
2. Three sets of Architectural Drawings. Foundation plan and related details shall be stamped and signed by a Texas licensed Professional Engineer. Post tension design foundations shall include an Engineer's post tension design letter. Architectural elevations shall include a masonry table, which indicates the masonry coverage of each elevation.
3. Three copies of the site plan. The site plan shall show: property lines, building line(s), easement(s), building footprint, front and rear setbacks, side setbacks, street(s), driveway(s), sidewalk(s), proposed finish floor elevations, and proposed final grading.
4. Contractor registrations shall be current for the Building, Mechanical, Electrical, and Plumbing Contractors.
5. A copy of the Denton County Development Permit will be required prior to permit issuance.
6. Mechanical, Electrical (excluding t-pole), and Plumbing work within the new construction do not require a permit for new single family residences.

Plan Review Information:

All residential plan reviews may take up to fifteen (15) working days. Upon completion of the plan review the permit applicant will be notified. All fees including the building permit fee, district facility charges, water meter fee(s), and water meter deposit(s) will be collected when the building permit is issued. All building plans shall be submitted for review and subsequent approval by the A.R.C. (Architectural Review Committee) prior to application for permit. No Building permit may be requested without plan approval by the A.R.C.

Other Required Permits:

1. *Fence Permit.* Fence Permits are required for all new fence installations and fence replacements except for fence replacements involving the replacement of an existing fence in the same location and of the same materials. Site plans are required for all Fence Permit applications.
2. *Irrigation Permit.* Irrigation Permits are required for the installation, modification or extension of any irrigation system. T.C.E.Q. (Texas Commission on Environmental Quality) requires by State Law an inspection and testing of the Backflow prevention device prior to the final inspection of the Irrigation system. The state licensed irrigation contractor shall submit a completed permit application, copy of state license and plans showing all heads, lines, valves, water meter, and double check valve assembly. An inspection of the double check valve and supply piping is required before covering the work. Double check valves shall **not** be located within the R.O.W. (right of way).
3. *Electrical Permit.* This permit is required for the t-pole only.

Other Required Permits: (cont'd.)

4. *Swimming Pool Permit.* Swimming Pool Permits are required for all in ground pools and spas. A permit is also required for all above ground pools and spas with a water capacity in excess of 5,000 U.S. gallons. Pools and spas, which are exempt from a pool permit, will still require an electrical permit for equipment power. In ground pools also require a plumbing permit. A site plan and pool plans are required for all pool permit applications.
5. *Retaining Wall Permit.* A permit is required for all retaining walls, which exceed a vertical height of four (4) feet. Height of wall is measured from the bottom of the footing to the top of the wall. A site plan and engineered wall design is required for all retaining wall permit applications.
6. *Satellite Dish Permit.* Satellite dish permits are required for all satellite and non-satellite reception dishes larger than eighteen (18) inches in diameter. A site plan is required for all satellite dish permits.

Plan Modifications:

All construction shall proceed in accordance with the approved construction drawings. In the event of a required plan modification, three (3) sets of revised drawings shall be submitted for review to the building inspection department. Plan revisions, which modify the original drawings approved by the A.R.C. shall be resubmitted to the A.R.C. The revised drawings shall be reviewed and approved prior to proceeding with construction. Plan review fees may be charged for any plan modifications, which occur after the original plans have been reviewed.

Contractor Registration:

All contractors, performing work, which requires a permit, shall be registered with the District. Mechanical, Electrical, and Plumbing contractors performing work within the District shall also maintain current contractor registrations with the District. Contractor registrations expire on December 31 of each year. Prorated contractor registrations are not allowed.

Contractor registration fee

\$50.00 non-prorated, per
Calendar year

Building Permit and Related Fees:

Building Permit Fees

Total Valuation	Permit Fee
\$1.00- \$500	\$24.00
\$501- \$2,000	\$24 for the first \$500 plus \$3 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2001- \$40,000	\$69 for the first \$2,000 plus \$11.00 for each additional \$1,000, or fraction thereof, to and including \$40,000.
\$40,001- \$100,000	\$487 for the first \$40,000 plus \$9 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001- \$500,000	\$1,027 for the first \$100,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001- \$1,000,000	\$3,827 for the first \$500,000 plus \$5 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,001- \$5,000,000	\$6,327 for the first \$1,000,000 plus \$3 for each additional \$1,000, or fraction thereof, to and including \$5,000,000.
\$5,000,001 and up	\$18,327 for the first \$5,000,000 plus \$1 for each additional \$1,000, or fraction thereof.

New Single Family Residential valuations shall be calculated based on a value of \$55.00 per square foot of total area under roof.

Building Permit and Related Fees: (cont'd.)

Plan Review Fees	Plan review fees are not charged unless plan modifications occur after the initial plan review. Additional Plan Review \$47.00 per hour [minimum of one (2) hour].
Miscellaneous Permits (one trade only)	Based on total valuation of work; Charges are in accordance with the Building Permit Fee Table.
After Hours Inspection	\$47.00 per hour [minimum two (2) hours]
Reinspection Fee	\$47.00 per hour [minimum one (1) hour]

Water and Wastewater Fees:

District Connection Charges

Deposits

Water Meter Size	Charge	Meter Size	Amount
1" or less	\$ 5,500.00	1" or less	\$ 75.00
1 ½"	\$10,124.00	1 - ½"	\$250.00
2"	\$18,000.00	2"	\$350.00
over 2"	Established by District on case-by-case basis	over 2"	Established by District on case-by-case basis

Water Connection Fees

Meter Costs:	Amount
¾"	\$600.00
1"	\$800.00
1 ½"	\$1,000.00
2"	\$1,200.00
Administrative charge	\$ 25.00

Meter Box and Lid	Applicant responsibility
Tapping Cost	Applicant responsibility
Meter Cost	Applicant responsibility

Required Inspections:

1. Temporary Pole(if subdivision doesn't have E-taps) & Water Meter Box inspection
2. Plumbing Rough
3. Under Slab Electric
4. Foundation (Form survey required in Building Inspection Office prior to request of inspection. Date of survey shall post date the date of Plumbing Rough Inspection)
5. Flatwork (Driveway, drive approach, sidewalk, patio)
6. Framing (seconds) inspection includes: framing, brick ties, plumbing top out, rough electric, gas piping, and heat & air duct rough.
7. Insulation
8. Whirlpool tub inspection: required for tubs with circulation systems.
9. Fire box inspection: required for masonry fireplaces.
10. Building Final. Inspection includes: Building, Mechanical, Electrical and Plumbing Finals, Customer Service Inspection, Lot Grading and Landscaping Final and Final Inspection of any other Miscellaneous permits.

Inspection Requests:

Inspections may be requested 24 hours per day by requesting online at www.mygov.us. Inspection requests received by to 8:00 am will be made by 12:00 noon if possible. Inspection requests received by noon will be made prior to 5:00 pm if possible. Inspections will be conducted Monday through Friday, except for holidays.

Reinspection Fees:

A reinspection fee may be charged when:

1. Inspection requested is not ready;
2. Building address is not posted;
3. Approved plans not on job site;
4. Trash bin not on site;
5. Building is locked;
6. The inspection is turned down a second time for a previously noted deficiency;
7. Electric panel cover not removed at Final inspection;
8. Denied inspection sheet removed from job site.

T.C.E.Q. Requirements:

1. *Customer Service Inspection.* Effective January 1, 1996, State Law requires that a customer service inspection be performed. This inspection must occur prior to providing continuous water service to new construction, after any material improvement, correction, or addition to private plumbing facilities, or when the water supplier believes that a cross-connection or unacceptable plumbing exists.

This required inspection will be performed by Licensed Plumbing Inspectors from Lantana Building Inspection Department.

2. *Backflow Prevention Device Testing.* Also effective January 1, 1996, State Law requires that backflow prevention assemblies for irrigation systems be tested by a recognized (State Licensed) backflow prevention assembly tester. Backflow prevention assemblies which are installed to provide protection against high health hazards must also be tested at least annually by a recognized (State Licensed) backflow prevention assembly tester.

Prior to receiving a final inspection and/or a Certificate of Occupancy for any project a backflow prevention assembly testing certification shall be submitted to the Denton County Fresh Water Supply District 6 and 7 "Lantana" Building Inspection Department by a state licensed backflow prevention tester. A copy of the tester's credentials shall also be submitted.

Property owners with high health hazard backflow prevention assemblies shall arrange to have testing certification submitted to the Denton County Fresh Water Supply District 6 and 7 "Lantana" Building Inspection Department at least once annually.

Prior to receiving a final inspection on a backflow prevention device for a fire sprinkler line, testing certification shall be submitted to the Denton County Fresh Water Supply District 6 and 7 "Lantana" Building Inspection Department. This certification shall be prepared by a state licensed backflow prevention assembly tester who is employed by a State Licensed Fire Protection Contractor. A copy of the tester's credentials shall also be submitted.

Hours of Operation

HOURS OF CONSTRUCTION ON WEEK DAYS: 7:00 A.M. UNTIL 7:00 P.M.

HOURS OF CONSTRUCTION ON SATURDAY: 8:30 A.M. UNTIL 6:00 P.M.

HOURS OF CONSTRUCTION IN RIGHT-OF-WAY 7:00 A.M. UNTIL 5:00 P.M., M-F ONLY

NO EXTERIOR CONSTRUCTION IS ALLOWED ON SUNDAYS AND HOLIDAYS.

PLEASE FORWARD THIS INFORMATION TO THE CONSTRUCTION SUB-CONTRACTORS TO AVOID A \$250 FINE IF WORK IS NOT WITHIN THESE HOURS OF OPERATION. PLEASE INFORM CONSTRUCTION WORKERS THAT WORK RELATED NOISES AND MUSIC SHOULD NOT EMANATE BEYOND THE CONSTRUCTION SITE.

COMMISSIONING COMPLIANCE CHECKLIST (adapted from IECC-2015/2018)

Project Name: _____
 Project Address: _____ Permit Number: _____
 Commissioning Provider (CxP): _____
 Company/CxP address: _____

ITEM	COMMISSIONING DOCUMENTATION	APPROVAL
1.	Project Commissioning Requirements	
	Project commissioning requirements included in project contract documents.	
2.	Commissioning Plan	
	Commissioning Plan with checklists (before start of functional testing) completed. (Section C408.2.1)	
3.	Commissioning Plan Utilized	
	Commissioning Plan was used during construction and includes items required in Section 408.2.1	
4.	Systems Adjusting and Balancing	
	Systems Adjusting and Balancing has been completed	
5.	HVAC Equipment	
	HVAC Equipment Functional Testing has been executed. If applicable, deferred and follow up testing is scheduled to be completed on _____	
6.	HVAC Controls	
	HVAC Controls Functional Testing has been executed. If applicable, deferred and follow up testing is scheduled to be completed on _____	
7.	Economizers	
	Economizer Functional Testing has been executed. If applicable, deferred and follow up testing is scheduled to be completed on _____	
8.	Lighting Controls	
	Lighting Controls Functional Testing has been executed. If applicable, deferred and follow up testing is scheduled to be completed on _____	
9.	Service Water Heating	
	Service Water Heating Functional Testing has been executed. If applicable, deferred and follow up testing is scheduled to be completed on _____	
10.	Systems Manual	
	Project documentation, and Systems and O&M Manual, and training completed or scheduled.	
11.	Commissioning Report	
	Preliminary Commissioning Report submitted to Owner and includes all items required in C408.2.4	

Owner/Owner's Representative Acknowledgement

I hereby certify that the commissioning provider has provided me with evidence of mechanical, service water heating and lighting systems commissioning in accordance with the 2015/2018 IECC

Name/Company: _____

Owner Owner's Representative

Signature: _____

Date: _____



Insert City Seal

City of _____ Residential Energy Compliance Path Energy Code Requirements of the 2015/2018 IRC (IECC) as amended Submit with application for a building permit

Project Address: _____

N1101.13 (R401.2) – Projects shall comply with one of the following:

- Option #1a – Prescriptive: Sections N1101.14 (R401) through N1104 (R404):
Option #1b – Prescriptive-Using REScheck™ UA approach Only: Sections N1101.14 (R401) through N1104 (R404):
Option #2 – Section N1105 (R405) Performance Approach
Option #3 – ENERGY STAR Certified Homes®
Option #4 – Section N1106 (R406) Energy Rating Index Compliance Alternative
Option #5 – ESL 4ACH50 Tradeoff Code Equivalency Compliance a

Table with 3 columns: Envelope Component, Option #1, Option #2. Rows include R402.4 Air Leakage, Wall Insulation Value, Fenestration U-factor/SHGC, Ceiling R-value, Duct Insulation, and Radiant Barrier Required.

a Except for the values listed in the table, all other mandatory code provisions are applicable.
b First value is cavity insulation, second is continuous insulation or insulated siding.

NOTE: Attach appropriate compliance option "compliance report"

I certify that I have reviewed the construction documents including, but not necessarily limited to, insulation materials and R-values; fenestration U-factors and SHGC values; area-weighted average U-factor and SHGC calculations; mechanical system design criteria; mechanical and service water heating system and equipment types, sizes and efficiencies; equipment and system controls; duct sealing, duct and piping insulation and location; and air sealing details; and that the project as designed satisfies the minimum requirements for the compliance approach selected above.

Print Name: _____ Sign Name: _____ Date: _____

If this template form is modified, the NCTCOG logo must be removed as it is no longer a NCTCOG approved template.

Insert City Seal

City of _____
Residential Energy Compliance Certificate
Energy Code Requirements of the 2015/2018 IRC (IECC) as amended
Provide this form at building completion prior to final inspection



Project Address: _____ Permit Number: _____

DUCT LEAKAGE TESTING VERIFICATION

Rough-In Test Option (R403.3.3) Post Construction Option (R403.3.3)

System #1 - _____ CFM25 System #2 - _____ CFM25 System #3 - _____ CFM25

System #4 - _____ CFM25 System #5 - _____ CFM25 System #6 - _____ CFM25

I certify that I have conducted a duct leakage test and it has passed the requirements of the 2015 or 2018 International Energy Conservation Code, as amended locally. I further certify that I am certified to perform duct leakage testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, and have not installed the HVAC system; nor am I employed or have any financial interest in the company that constructs the structure.

Agency and Certification Number: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

BUILDING THERMAL ENVELOPE LEAKAGE TESTING VERIFICATION

Building Thermal Envelope Leakage Testing (R402.4.1.2): _____ ACH50

I certify that I have conducted an air leakage test and it has passed the requirements of the 2015 or 2018 International Energy Conservation Code, as amended locally. I further certify that I am certified to perform air infiltration testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, nor am I employed or have any financial interest in the company that constructs the structure.

Agency and Certification Number: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

COMPLIANCE STATEMENT

We have concluded all inspections, testing and plan reviews of the above project and hereby declare it in compliance with the residential provisions of the 2015 or 2018 IECC, as amended locally, for the selected compliance approach.

- Option 1(a) **Prescriptive:** Sections N1101.14 (R401) through N1104 (R404)
- Option 1(b) **Prescriptive: REScheck™ UA Approach Only:** Sections N1101.14 (R401)-N1104 (R404) (attach report)
- Option 2 **Performance:** Section N1105 (R405) Performance Approach (attach report)
- Option 3 **ENERGY STAR Certified Homes® (attach certificate)**
- Option 4 **Energy Rating Index Compliance Alternative (ERI):** Section N1106 (R406) ERI: _____
- Option #5 **ESL 4ACH⁵⁰ Tradeoff Code Equivalency Compliance**

Agency and Certification Number: _____

Agency Contact Information: _____

Signature of Responsible Party: _____

Printed Name and Title of Responsible Party: _____

If this template form is modified, the NCTCOG logo must be removed as it is no longer a NCTCOG approved template.

Inspection Schedule

At Rough Mechanical

Duct insulation

- inside the building but outside the conditioned area R-5
- outside the building R-8
- ducts inside the building but outside the conditioned area require a vapor retarder of 0.05 perm, or aluminum foil of 2 mils
- joints and seams of approved mastics, tapes or other approved material (mastic is encouraged; "duct" tape is not permitted)

Piping insulation

- AC line (fluid temp range 40-55 °F) 0.75"

Inspection

At Framing

- Confirm window and door rough openings match approved plans
- Check glazing NFRC stickers for UF and SHGC ratings
- Penetrations (plumbing, electrical, HVAC, etc.) in top and bottom plates are sealed with foam or other approved sealant to prevent transfer of air with attic or under floor space

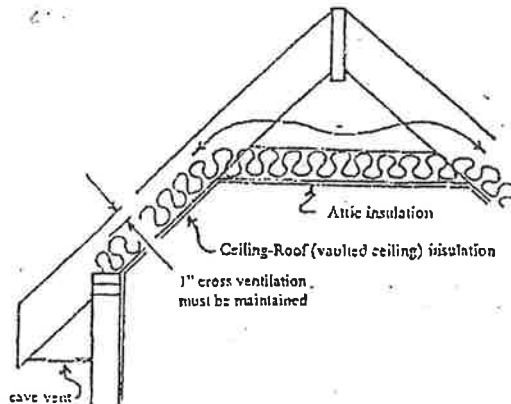
Insulation Inspection

(This is an extra inspection that must be called after the framing inspection and after insulation is installed, but before any gyp board is installed.)

- Check all insulation that will be concealed, e.g. wall, floor, vaulted ceiling, etc. for compliance with the R values required
- (Attic insulation that is accessible will be inspected at final)

Final

- Spot check electrical outlets, vents, plumbing and other envelop penetrations for sealing with caulk or bedding material
- Weather stripping of doors, windows or other penetrations
- Check HVAC equipment size, ratings and controls
- Attic insulation for correct R value





LANTANA

Denton County Fresh Water
Supply District #6 & 7

FOUNDATION INSPECTION POLICY

RE: Form Check Survey required at Foundation Inspection

I. PURPOSE:

The purpose is to verify the existence of adequate setbacks which meet or exceed DCFWSD #6 & 7 requirements for all structures erected within DCFWSD #6 & 7.

II. SCOPE:

Form check surveys or form check letters will be required for all structures built within DCFWSD #6 & 7. The survey/letter shall indicate all required setbacks and shall be stamped by a Texas Registered Professional Land Surveyor.

EXCEPTION:

1. Single family and single family attached room additions which clearly exceed the minimum setback requirements by one (1) foot or greater.

III. RESPONSIBILITY:

The DCFWSD #6 & 7 shall require a form check survey/letter. Said survey/letter shall be provided to the inspection department prior to requesting the foundation inspection. Failure to provide a form check survey/letter prior to requesting a foundation inspection will result in the issuance of a red tag turning down the foundation inspection. A re-inspection fee may be assessed for a request to conduct a re-inspection of a foundation if the form check survey/letter is not provided to the inspection department prior to the request for re-inspection.



LANTANA

Denton County Fresh Water Supply District 6
Denton County Fresh Water Supply District 7

NEW INSPECTION REQUEST POLICY

February 6, 2020

To All Lantana Construction Contractors:

The Lantana Building Department has always tried to provide a quick response to your inspection requests. Occasionally, a morning request will run over to the afternoon and an afternoon request will run over to the following morning. Therefore, please schedule your subcontractors accordingly to accommodate such occurrences.

- Inspection requests are submitted on the www.mygov.us website. Give us a call if you need assistance.

If you should have any other questions, please do not hesitate to call our office at 940-728-5050.

Sincerely,

Donna Turner, Off. Mgr.
Permitting & Building Department



LANTANA

Denton County Fresh Water Supply District 6
Denton County Fresh Water Supply District 7

TO: All Lantana Building Contractors
FROM: Kevin Mercer, General Manager
DATE: January 9, 2004
RE: Construction Activity within Rights-of-Way

Effective immediately contractors shall not perform any construction activity within any Right-of-Way at any time other than Monday – Friday, 8:00 a.m. - 5:00 p.m., excluding District recognized Holidays. Construction activity shall include but not be limited to: excavation, grading, plumbing installation, setting form work, placement of concrete and landscaping.

Should you have any questions please do not hesitate to contact me at 214-869-5416.

forms,orders: construction activity in rights of way

Date:
Time Rec'd:
By:

DENTON COUNTY FRESH WATER SUPPLY DISTRICT #6
DENTON COUNTY FRESH WATER SUPPLY DISTRICT #7
2650 FM HIGHWAY 407 E. STE. #125
BARTONVILLE, TEXAS 76226
(940) 728-5050 Fax: (940) 725-2192

Permit Code
Permit #
Receipt #
By:

TYPE OF APPLICATION (bldg., swim pool, remodel, etc.)			JOB ADDRESS			
BLOCK	LOT	USE	TOTAL VALUE OF WORK \$		PERMIT FEE \$	
TOTAL SQ. FT.	NEW CONSTRUCTION YES OR NO		FIRE SPRINKLER YES OR NO		TYPE OF HEATING	
SUBDIVISION		L. SETBACK	R. SETBACK	REAR SETBACK	FRONT SETBACK	
A.R.C. APPROVAL DATE	PRO. PARK.	REQ. PARK.	LOT AREA	DISTRICT	STORIES	LIV. UNIT

DESCRIPTION OF WORK	
PROPERTY OWNER	ADDRESS
CONSTRUCTION CONTRACTOR	State Registration # BUSINESS ADDRESS
ELECTRICAL CONTRACTOR	BUSINESS ADDRESS
MECHANICAL CONTRACTOR	BUSINESS ADDRESS
PLUMBING CONTRACTOR	BUSINESS ADDRESS

I have carefully read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the District requirements and State Laws will be complied with whether herein specified or not. I agree to comply with all property restrictions. I am the owner of the above property or his duly authorized agent. Permission is hereby granted to enter premises and make all inspections.

APPLICANT'S SIGNATURE

CONTACT PHONE #

FOR OFFICE USE ONLY date _____ by _____

REMARKS:	DENIED - COMMENTS
PERMIT FEE _____	
METER _____	
METER DEPOSIT _____	
CONNECTION FEE _____	
ADMINISTRATIVE FEE _____	
OTHER FEE _____	
TOTAL _____	

ROUTE TO	CHK'D BY	DATE	COMMENTS
BUILDING			
ELECTRICAL			
MECHANICAL			
PLUMBING			
ENGINEERING			
HEALTH			
FIRE MARSHAL			

DENTON COUNTY DEVELOPMENT DISTRICT 4
DENTON COUNTY FRESH WATER SUPPLY DISTRICT 6
DENTON COUNTY FRESH WATER SUPPLY DISTRICT 7

"Lantana"

CONTRACTOR REGISTRATION APPLICATION

Today's Date: _____

CONTRACTOR CLASSIFICATION: Check each classification that applies to your business

1010-General Building 1020-Electrical 1030-Plumbing 1040-Heat/Air Mechanical
 1050-Fence 3060-Concrete Finishing 1080-Other _____
 3020-Lawn Sprinkler 3050-Back Flow Tester 3030-Sign 3040-Swimming Pool

NAME OF BUSINESS: _____

BUSINESS ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OWNER OF BUSINESS: _____ BUSINESS PHONE NO: _____

DRIVER'S LICENSE NO: _____ STATE: _____ D.O.B.: _____

STATE OR MASTER'S LICENSE NO.: _____

APPLICANT'S SIGNATURE

PRINT NAME CLEARLY

NOTE: Registration fees are \$50.00 per calendar year. Registration fees are not pro-rated for partial year registrations. Electrical contractors shall provide a copy of their electrical license and a copy of the Driver's License. Mechanical and Plumbing contractors shall provide a copy of their state license and Driver's License. Backflow testers shall provide a copy of their State license and a current copy of their gauge certification.

Date Paid _____ Receipt No. _____ By _____ Date Entered _____ By _____

Please Make Check Payable to: DCFWSD #7

Revised 4/2009

APPLICATION FOR DEVELOPMENT PERMIT (ADP) (02/07)

Denton County Flood Damage Prevention Ordinance

Planning & GIS Division, Denton County, Texas

PURPOSE:

To receive a Development Permit as set forth in the Denton County Flood Damage Prevention Ordinance, the **Application for Development Permit (ADP)** form, a Development Site Plan, and any Additional Required Supplemental Materials must be completed, submitted to the Denton County Planning Division for review in accordance to the current fee schedule, and **MUST** be approved by the Denton County Flood Plain Administrator.

REQUIRED MATERIALS:

- The Application for Development Permit (ADP) form for each structure and each parcel
- A Development Site Plan, drawn to scale, showing the **location, dimensions, and elevation** of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, the location of the foregoing in relation to Special Flood Hazard Areas (SFHA), their distance to at least two property lines, distance from the entrance road, north arrow showing orientation of the property, showing any exiting septic systems and any or all other required documentation
- Additionally the following information is required of all development requested in the SFHA
 - Elevation (above mean sea level), of the lowest floor (including basement) of all new and substantially improved structures
 - Elevation (above mean sea level) to which any nonresidential structure shall be flood proofed
 - A certificate from a registered professional engineer or architect that the nonresidential flood proofed structure shall meet the flood proofing criteria of Article 5§(B)(2) of the Denton County Flood Damage Prevention Ordinance
 - Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development
 - When base flood elevation information is available for the building site, a completed elevation certificate with the necessary base flood elevations, hydrological and hydraulic data as needed

INSTRUCTIONS:

- 1) Complete Part A – Applicant Information contained on the ADP form
 - a. First Name is required
 - b. Last Name is required
 - c. Address is required
 - d. City, State, Zip is required
 - e. Company is optional
 - f. Phone is required
 - g. Fax is optional
 - h. Email is optional
- 2) Complete Part B – Property Information contained on the ADP form as it is shown on the Denton County Tax Assessor/Collector Property Tax Statement/Certificate* or on the Denton Central Appraisal District (DCAD) Property Detail Sheet form**
 - a. The ‘R’ Number is required and is the DCAD Property Number typically starting with ‘R’
 - b. Owner first name is required
 - c. Owner last name is required
 - d. Land Area (Acres) is required
 - e. Owner Address is required
 - f. Owner City, State, Zip is required
 - g. If the property is platted in a subdivision, check the box and complete the information about the subdivision
 - or*
 - h. If the property is NOT platted in a subdivision, check the box and complete the information about the abstract
- 3) Complete Part C – Development Information contained on the ADP form
 - a. Check the type of development, whether gas or oil well, and show any other pertinent structure information
- 4) Complete the Development Site Plan and include it with the ADP form
 - a. The Development Site Plan should be drawn to scale, showing the **location, dimensions, and elevation** of proposed landscape alterations, existing and proposed structures, including the placement of manufactured homes, and the location of the foregoing in relation to Special Flood Hazard Areas (SFHA) and their distance to at least two property lines, distance from the road, showing any exiting septic systems and all other required documentation
- 5) Read the Acknowledgment and complete Part D – Signature by signing and dating the ADP form
- 6) Submit to the Denton County Planning Division the following items:
 - a. The Denton County ADP form
 - b. The Development Site Plan
 - c. Any additional Required Supplemental Materials

* For information contact the Tax assessor/Collector Office
940-349-3500 or 972-434-8835
tax.dentoncountv.com/taxweb/database/search

** For information contact the DCAD office
940-349-3800 or 972-434-2602
www.dentoncad.com



APPLICATION FOR DEVELOPMENT PERMIT (ADP) (02/07)

Denton County Flood Damage Prevention Ordinance
Planning & GIS Division, Denton County, Texas

PART A – APPLICANT INFORMATION

RESIDENTIAL PERMIT **COMMERCIAL PERMIT**

First Name: _____ Company: _____
 Last Name: _____ Phone: _____
 Address: _____ Fax: _____
 City, State, Zip: _____ Email: _____

PART B – PROPERTY INFORMATION

DCAD 'R' #: _____ Land Area (Acres): _____
 Owner First Name: _____ Owner Address: _____
 Owner Last Name: _____ Owner City, State, Zip: _____

Property is part of a Subdivision: -- or -- **Property is part of an Abstract:**

Name: _____ Number: _____
 Phase: _____ Name: _____
 Block: _____ DCAD Tract: _____
 Lot: _____ County Tract: _____

PART C – DEVELOPMENT INFORMATION

Application is for: **House** **Manufactured House** **Excavation/Fill**
 Other (if "Other", describe the proposed improvement on the line below)
Building Square Footage: _____

Address or Road Name: _____ **Address Requested: (Y) (N)** **Precinct #** _____

APPLICANT MUST ATTACH A SITE PLAN SHOWING LOCATION OF PROPOSED AND EXISTING IMPROVEMENTS, THEIR DISTANCE TO AT LEAST TWO PROPERTY LINES, DISTANCE FROM THE ENTRY ROAD, NORTH ARROW SHOWING ORIENTATION OF PROPERTY, PERMIT APPLICATION FROM THE FIRE MARSHAL AND ANY OTHER REQUIRED DOCUMENTATION.

Acknowledgment: The Flood Insurance Rate Maps (FIRM) and other flood data used by Denton County 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. Issuance of a Development Permit in accordance with the Denton County Flood Damage Prevention Ordinance does not imply that development outside the areas of special flood hazard will be free from flooding or flood damage. Issuance of a permit shall not create liability on the part of Denton County or any officer or employee of Denton County in the event flooding or flood damage does occur.

Construction of improvements should not be commenced at the above location until the Owner/Applicant is in compliance with all applicable regulations regarding floodplain management, subdivision platting, and zoning for the government of Denton County. This permit does not waive any other restrictions or regulations imposed privately or by law.

Applicant verifies that she/he has signed this application in the capacity designated, if any, and further attests that she/he has read this document, and that the statement contained herein and any attachments are true, accurate and factual.

Violation of this verification may result in Applicant being prosecuted under Texas Penal Code §37.10 (a) (1)

PART D – SIGNATURE

Request Architectural Plans be returned upon approval
For Office Use Only!

Signature: _____
 Date: _____

PART E – DENTON COUNTY USE ONLY

Permit Number: _____ Fees Paid: (Y) (N)
 FIRM Panel #: _____ Cash: _____
 Reviewer: _____ Check #: _____
 Engineering Review: (Y) (N) In SFHA: (Y) (N)
 Fire Marshal Permit: # _____ Zone: _____
 Culvert Permit: # _____

THIS PERMIT REQUIRES APPROVAL FROM _____

NOT VALID UNLESS SIGNED

Planning – Plats, Permits, Subdivisions & Zoning
 1505 E. McKinney St., Ste 175, Denton, TX 76209-4887
 (940) 349-2990: Main • (940) 349-2991: Facsimile
 (972) 434-8868: Metro • www.dentoncounty.com
 A Division of the Public Works Department



Geographic Information Systems (GIS) – Mapping
 1505 E. McKinney St., Ste 175, Denton, TX 76209-4887
 Main: (940) 349-2999 • Facsimile: (940) 349-2991
 www.dentoncounty.com • Metro: (972) 434-8869
 A Division of the Public Works Department