



VILLAGE OF WEBBERVILLE, TX BUILDING PERMIT PROCESS CHECKLIST

Step 1

Identify the project

A permit is required for erect, construct, enlarge, alter, repair, improve, remove, convert, move or demolish any building or structure within the Village of Webberville as listed:

- New buildings (commercial, residential, accessory building, etc.)
- Additions (bedrooms, bathrooms, family rooms, etc.)
- Residential work (decks, garages, patios, covered structures, swimming pools, etc.)
- Renovations/Alterations (garage conversions, kitchen expansion, etc.)
- Electrical systems
- Plumbing systems
- HVAC (heating, ventilating and air-conditioning) systems
- Swimming Pools
- Fencing

Note: The above list of construction projects is not inclusive of all construction projects that require a permit. To ensure whether your project needs a building permit, please contact the Village at (512)-276-1865.

Step 2

Complete Building Permit Application

- Complete application form
- Drawings or site plans of your proposed project
The drawings submitted with the permit application need to be detailed enough so that the staff reviewing them would be able to construct the project. Drawings must be done at a standard, legible scale and must include dimensions.
- Application fee
Residential: \$500
Commercial: \$(Varies)
- Sanitary Documentation
 - Residential - *perc test and proposed design of septic system*
 - Commercial - *attach perc test, proposed design of septic system and OSSF permit*

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A minimum of three copies of all drawings with the following documentation, if applicable, should be provided and must be drawn to scale and fully dimensioned:

- Site Plan
- Floor Plan(s)
- Foundation Plan
- Exterior/Interior Elevations
- Cross Section(s)
- Floor/Roof Framing Plan
- Plumbing, Mechanical, Electrical Drawings and Calculations
- Landscaping plans
- Energy Calculations

Step 3

Building Permit Review

Once you submit your construction drawings with a complete permit application, a plan examiner will review your plans and determine if your project is in compliance with local building code requirements.

Step 4

Obtain Building Permit

After the plans are reviewed and approved, you will receive a building permit and you will have legal permission to begin construction in accordance with the International Codes, Village Zoning regulations, and other applicable laws and regulations.

Step 5

On-site Inspections

After obtaining the building permit, a fee based is collected for the inspection process.

- Inspection fee payment
 - Inspections are conducted to ensure the scope of work being completed conforms to local codes and Village approved plans. During construction of your project, feel free to contact a certified building inspector to help minimize potentially costly mistakes.

ADDITIONAL INFORMATION

- Attach your plot plan with this application showing all setbacks and easements from the property lines. All existing and proposed structures should be shown on the plan with dimensions to property lines.
- Separate permits are required for electrical, plumbing, mechanical and irrigation.
- The permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

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- The Village of Webberville does not regulate or enforce deed restrictions and/or covenants which might be associated with this property.
- The Village of Webberville recommends the verification of any deed restrictions and/or covenants prior to starting improvements.