

Village of Bailey's Prairie

Application Flow Chart

Name: _____

Permit # _____

- Application for Permit
 - Legal Description
 - Physical Address
 - Type of Construction
 - # of Sq. Ft
- Determination of Flood Zone by Building Official
- Submit Following Documents
 - Copy of NG Elevation Certificate "Based of Construction Plans
 - Copy of application for sanitary facilities by Brazoria Cnty Health Dept.
 - Copy of DETAILED Building plans
- Applicant contact State Windstorm Office
 - 209 E. Mulberry #150
 - Angleton, Tx 77515
 - 979-848-0953
 - 979-848-1235FAX
- Applicant/Builder provide list of contractors
- Payment of permit fee calculation
 - Amt: _____ Date: _____ Cash/Ck# _____
- Authorization for foundation
 - Elevation of forms
- Documents to obtain Certificate of Occupancy
 - Final Construction Elevation
 - Final Windstorm Certification
 - Final septic permit issued by the Brazoria County Environmental Health Department

Certificate of Occupancy issued dated: _____

**VILLAGE OF BAILEY'S PRAIRIE
BUILDING PERMIT PROCESS**

Overview January 16, 2010

In order to insure orderly and quality growth, the Village of Bailey's Prairie has adopted a building permit process which attempts to promote growth and also to protect the health, safety, and welfare of the citizens of Bailey's Prairie. This overview is intended to guide the applicant through the permit process and help him avoid surprises and mistakes which can be costly and time consuming. The building permit process has three parts.

I. APPLICATION FOR BUILDING PERMIT:

The first part of the process is the initial application for a building permit. The applicant should contact the building permit official for the Village of Bailey's Prairie. Along with personal contact information, the applicant will be asked to provide information about the proposed building site. This includes the legal description of the property, street address, type of construction, and number of square feet of proposed construction.

FLOOD ZONE INFORMATION:

Using FEMA maps (Federal Emergency Management Agency) and the legal description provided, the Village Building Official will determine the Flood Zone, the base flood elevation, and the required floor elevation. Presently, the Village requires the floor to be built one foot higher than the base flood elevation. Those areas of the Village of Bailey's Prairie which are West of Oyster Creek are also subject to a special 3.0 foot depth criterion requirement. This means that the highest natural ground of the property must be within three feet of the base flood elevation. If the highest natural ground is too low, the applicant must also provide a study, prepared by a Registered Professional Engineer, which determines that the fill material to be placed in the flood plain will not cause significant adverse drainage impacts. Those areas of the Village which are East of Oyster Creek are subject to a 1.5 foot depth criterion requirement. In this area, if the highest natural ground elevation of the proposed building site is not within 1.5 feet of the base flood elevation, then the applicant will be required to provide a similar study showing no significant adverse drainage impacts due to fill material for the construction project.

DOCUMENTATION:

- A. The application must provide an elevation certificate, prepared by a Texas Registered Professional Land Surveyor and on a form approved by FEMA, which shows the high and low natural ground elevations of the property, the base flood elevation, and the reference bench mark. The surveyor should also establish a temporary bench mark at the construction site at the required floor elevation as determined by the Building Permit Official. This initial elevation certificate should be checked in the box which says "based on construction plans."
- B. A copy of the application for installation of private individual sanitary sewer

facilities, as submitted to the Brazoria county Environmental Health Department, must be provided.

C. A set of building plans which shows: floor plan, framing details, wall section details, foundation plans, electrical detail, mechanical detail (HVAC), plumbing detail, and material description.

D. Brazoria County and the Village of Bailey's Prairie are participants in the State of Texas Windstorm Insurance Program. All structures must be built in compliance with the State Windstorm requirements. At this time in the permit process, the applicant should make contact with the State Windstorm Office at 209 East Mulberry, Suite 150, Angleton, Texas 77515. Phone 979-848-0953. Fax 979-848-1235. The four inspections required for windstorm are Foundation, Rough Framing, Final Framing, and Mechanical. All inspections need to be made during the construction phase. Windstorm inspectors are unable to inspect a property after construction is complete. It will be necessary for the finished construction to be certified for Windstorm compliance and a copy supplied to the Building Permit Official, before a Certificate of Occupancy is issued by the Village of Bailey's prairie.

LIST OF CONTRACTORS:

The applicant must provide a list of contractors who will work on the construction project. This list includes the general contractor, the electrical contractor and his state license number, the well driller and his state license number, and the installer for the private sanitary sewer system and his license number.

PERMIT COST:

The cost of the building permit will be calculated at the ratio of \$150.00 for every \$100,000.00 of structure cost. For the purposes of this permit, the Village will use a factor of \$70.00 per square foot of the building's size.

Upon completion of the application, submission of all documentation, and payment of the permit fee, the building permit will be issued by the Building Permit Official.

The permit authorizes construction to begin and allows temporary electrical services to be provided for construction purposes.

II. AUTHORIZATION TO POUR CONCRETE FOUNDATION:

The second part of the process involves the authorization to pour concrete foundation. When the foundation forms have been completed and before any concrete is poured, the applicant should contact his surveyor to have the elevation of the forms certified. This must be done on the Official FEMA Elevation Certificate and the box on the form should be checked which says "Under Construction". The first windstorm inspection should be performed prior to placement of concrete. When the certificate is submitted and the

building forms are certified to be at least as high as the required floor elevation as shown on the building permit, the Building Permit Official will sign the "Authorization to Pour Concrete Foundation."

III. CERTIFICATE OF OCCUPANCY:

Upon completion of the construction, the applicant must provide documentation in order to obtain a Certificate of Occupancy. This documentation includes:

- A. Elevations - An elevation certificate prepared by a Texas Registered Professional Land Surveyor. The certificate should be checked in the box which says, "Finished Construction." Elevation information must be provided not only for the finished floor of the structure, but also for mechanical equipment including air conditioners, pool pumps, and well casings. Latitude, longitude, and pictures of the structure showing the relationship of elevations to the surrounding ground must also be provided.
- B. Final Windstorm certification from an inspector certified by the State of Texas Windstorm Office. This document should be a copy of the certificate which was submitted to the State Windstorm Office.
- C. A copy of the final septic permit as issued by the Brazoria County Environmental Health Department.

Upon proper receipt of the required documentation, the Building Permit Official will issue the Certificate of Occupancy. This certificate allows the structure to be occupied for use and permits the permanent electrical services to be installed and connected.

Any other questions may be directed to the Building Permit Official, Randy L. Stroud, P. E. at 979-849-3141

Thank you for considering the Village of Bailey's Prairie for your project.

TO BUILD IN THE VILLAGE

Contact the Building Permit Official's Office, Randy L. Stroud, P.E. at 979-849-3141.

The office is located at 201 South Velasco, Angleton, Texas 77515. Office hours are 8 to 12 and 1 to 5 Monday through Friday. The Building Permit Official will give you a list of items which

Must be provided in order to get a Building Permit (or Development Permit). The permit must be Obtained prior to any work being done on the property. The Building Permit Official will help you determine your flood plain designation after a legal description of the property is provided.

The Building Permit process is designed to insure compliance not only with Village of Bailey's Prairie rules, but also with FEMA, State Windstorm, as well as Brazoria County Health Department Rules for water wells and sanitarycontrol facilities.

After all required documents are submitted to the Building Permit Official and the building permit fee is paid, the Building Permit Official will issue a Building Permit. The permit is good for 6 months from the date of issuance and can be revoked for non-compliance with the regulations. If construction does not begin within the 6 month period, a new permit must be secured. The permit allows construction to begin and, also authorizes temporary electrical service to be installed.

Prior to pouring the concrete for the slab, copies of a FEMA elevation certification certifying the Elevation of the forms , and a Windstorm Foundation inspection, must be provided to the Building Permit Official. After a visual inspection, the Building Permit Official will issue a certificate to authorize the concrete to be poured.

Upon completion of construction, documentation must be provided for a FEMA final elevation certification, a final Windstorm inspection, and a final sanitation permit from the Brazoria County Health Department. After receipt of the documents, the Building Permit Official will issue a Certification of Occupancy which allows permanent electrical service to be connected and allows the building to be inhabited.

1-Aug-08 Village of Bailey's Prairie
Application for Building Permit

P.O. Box 71
Angleton, TX 77516-0071

NAME: _____ TELEPHONE: _____
ADDRESS: _____ Home: _____
Work: _____

Cell: _____
E-Mail: _____

PROPOSED BUILDING SITE:
Lot: _____ Block: _____ Subdivision: _____ Section: _____

Abstract: _____ Acreage: _____

Site Address: _____

Type of Construction: Single Family Residential Square Feet: _____
 Multi-Family Residential
 Commercial

ELEVATION INFORMATION:

B1. NFIP Community Name & Community Number Bailey's Prairie	480065	B2. County Name Brazoria	B3. State TX
B4. Map/Panel Number	B5. Suffix H	B6. FIRM Index Date 9/22/99	B7. FIRM Panel Effective/Revised Date 06/05/89
	B8. Flood Zone(s)	B9. Base Flood Elevation(s) (Zone AO, use base flood depth)	

Required Floor Elevation: _____

DOCUMENTATION:

ITEM: _____ DATE RECEIVED: _____

Elevation Certificate (based on construction drawings) _____
Copy of Application for Sanitary Treatment Facilities _____
(Brazoria County Environmental Health Department)
Building Plans _____

CONTRACTORS:

General Contractor: _____ License #: _____
Electrical Contractor: _____ License #: _____
Well Driller: _____ License #: _____
Sanitary Installer: _____ License #: _____

Cost of the Village's Development Permit is \$150.00 for every \$100,000.00 of structure cost. All square footages will be judged by a cost of \$70.00 per square foot of the building's size. All other permit costs in the 100-year floodplain will be evaluated by the Mayor and the Village Board of Aldermen.

Fee: \$ _____ Date Paid: _____

* Temporary electrical services may be installed in conjunction with this permit

Authorized Signature: _____
Date: _____