




DEVELOPMENT HANDBOOK

TABLE OF CONTENTS

- I. [RESPONSIBILITIES OF CITY DEPARTMENTS](#) page 2-3
- II. [INTRODUCTION](#) page 4
- III. [DEVELOPMENT PROCESS](#) pages 5-6
- IV. [PRE-DEVELOPMENT MEETINGS](#) page 7
- V. [ZONING, SITE PLAN REZONING, VARIANCES, PLATTING AND SUBDIVISIONS](#) pages 8-19
- VI. [BUILDING PERMITS – COMMERCIAL](#)  pages 20-30
- VII. [FIRE DEPARTMENT REQUIREMENTS, PROCEDURES, & FIRE CODE EDITION](#) pages 31-36
- VIII. [BUILDING PERMITS – RESIDENTIAL](#) pages 37-43
- IX. [PUBLIC WORKS](#) page 44
- X. [PRE-CONSTRUCTION MEETING](#) page 45
- XI. [APPENDIX](#) pages 46-48
 - A. [Minimum Plan Requirements](#) page 47
 - B. [City Contacts](#) page 48

I. Responsibilities of City Departments

Development Concerns	Departments
Site Plan Review New Construction Plan Review Building Permits Building Inspections Certificates of Occupancy Electrical, Plumbing, Mechanical Zoning and Enforcement Enforcement/Compliance Building Demolition Sign Permits Landscaping Requirement Zoning Platting Parking Fees	Planning and Building
Street & Sidewalk Improvements Erosion Control Traffic Control Street Design & Lighting Site Plan Review Flood Plain	Engineering/Traffic/Planning
Site Plan Review New Construction Plan Review Fire Sprinkler Plan Review Underground Fire Sprinkler Plans Emergency Access to Property Emergency Egress Fire Extinguishing & Alarm Systems Operational Permits Flammable and Hazardous Storage	Fire Department

Site Plan Review Water, Sanitary, Storm, Sewer Design and Construction Water Distribution Design, Construction, Repair, & Alteration of Water System Water Service Connection &	Public Works/ Utilities
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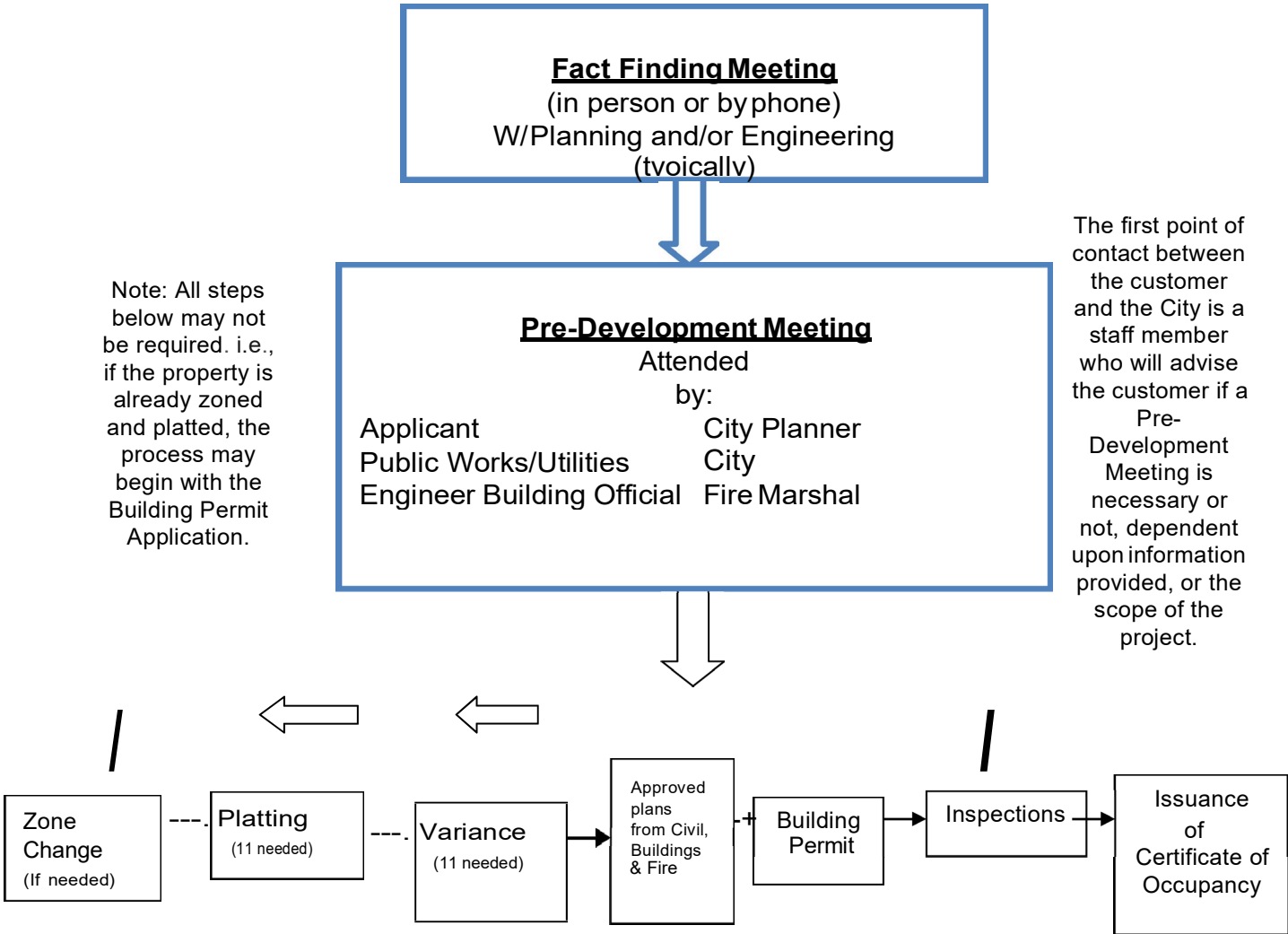
II. INTRODUCTION

- The City of Stephenville welcomes you. The City is happy to present the “Development Handbook”. It is our intention to assist developers with the development process and make it as easy and simple as possible. It is the City’s hope that this handbook will provide the information required in a user- friendly and easily understood format. This guide is not intended to discourage developers from contacting the city in person or by phone. On the contrary, this handbook is designed to give a better understanding of the process and give City of Stephenville an opportunity to work with developers in an effective manner.
- The guide follows the sequence of the development process, starting with pre-development meetings and continuing to a final certificate of occupancy. Each section contains a summary, flowchart, checklist applications, meeting dates and deadlines, and other necessary information.
- *A comprehensive list of minimum plan requirements for new construction*
- It is our intent to update this guide on a regular basis. Effectiveness of this guide will depend on input from the development community. Therefore, any feedback would be appreciated. Additionally, the City would appreciate any comments or suggestions that would help us serve you better.
- We would like to thank you for choosing the City of Stephenville for the development of your project.

Please note: This Development Handbook is not intended to take the place of any Ordinance. Please review the appropriate Ordinances and codes as they relate to your project.

III. DEVELOPMENT PROCESS

The following flow chart explains the overall development process in the City. Each of these processes is described in detail in the following sections.



**If zone change, variance, or platting is required, see the flow chart for that procedure.*



Applicability

- It is the policy of the City to consider the subdivision and development of land, as subject to the control of the City, in order to carry out the purpose of the Comprehensive Plan, and to promote the orderly, planned, efficient and economical development of the City.

- Land shall not be subdivided or developed until proper provision has been made for drainage, water, wastewater, transportation and other facilities required by these regulations. All public and private facilities and improvements shall be of at least the capacity necessary to adequately serve the development and shall conform to and be properly designed in accordance with the Comprehensive Plan of the City. These regulations shall supplement, and facilitate the enforcement of, provisions and standards contained in the Zoning Ordinance and building codes adopted by the City.

- Platting is required for the following purposes:
 - To create a building site on a single lot or tract;
 - To construct or enlarge any exterior dimension of any building, structure, or improvement on land without an existing Plat;
 - To subdivide land to divide a lot or tract into two or more parcels for development of the parcels;
 - To combine lots or tracts;
 - To amend a Plat; or
 - To correct errors on an approved and recorded Plat.

IV. PRE-DEVELOPMENT MEETINGS

- The purpose of Pre-Development meetings is to create a “one stop shop,” a means of meeting with all departments involved in the development process at the same meeting. These meetings are scheduled to introduce the developers to local development regulations and the officials responsible for all aspects of development. These meetings provide an opportunity for the developer to discuss his or her proposal with City Officials and get their input. These are strongly encouraged for each new development as each official responsible directly for the review of the project is in attendance.
- During the meeting, Staff explains the various City Ordinances pertinent to that project, permitting and development processes, and rules and regulations adopted by the City. In addition, all relevant information is given to the applicant at the end of the meeting.
- The meeting is attended by representatives of the following City departments:

Planning and Building
City Engineer

Public Works
Fire Marshal

V. ZONING

Site Plan Rezoning, Variances, Platting & Subdivisions

- Zoning divides the community into districts or zones in which permitted uses are established. Zoning also provides regulations on minimum lot sizes, building sizes, placement of building, minimum yard setback requirements, parking, screening between residential and non-residential uses, etc. These requirements vary from district to district.
- A permitted use is one that is allowed by right on a property. A site plan rezoning is similar to Zoning. Site plan rezoning lets us City know the specific type of development that is proposed for the property. Site plan rezoning (Conditional Use) is added to a Zoning District where a particular use is not included in that zone's allowable uses, but with certain conditions granted by the permit, could be compatible and acceptable. It is common for specific conditions to be placed on the approval of site plan rezoning in order to maintain the integrity of the neighborhood or community.
- A zone change may be needed for a property in order to ensure that the proposed development will be compatible with surrounding Zoning and land uses, and to ensure that proposed developments are constructed in accordance with Zoning and all development standards, such as building facades and landscaping.
- All property within the City of Stephenville must be properly zoned prior to the subdivision/platting and development and/or issuance of a building permit.

ZONING DISTRICTS AND THE TABLE OF USES

- One of the most important things to check before planning a project within the City is the current Zoning District of the property. The property Zoning will determine what is an allowable use. From large projects like a shopping center to smaller projects like a tenant lease space in a building, it is always important to check the Zoning first to ensure that Zoning permits the proposed use. If the Zoning does not allow the proposed use, a zone change or site plan rezoning application must be submitted and approved in order to allow the use.
- Zone changes and site plan rezoning are voted on by the Planning and Zoning Commission and the City Council, an application does not guarantee that the Zoning change or site plan rezoning will be approved. Even small additions to a property, especially a property that is non-conforming, may trigger a zone change or site plan rezoning. It is also important to check the Zoning for existing strip centers. For example, if there was a restaurant in a tenant space and the restaurant moves out; then another restaurant wants to move in, do not assume that the use is allowed simply because the proposed use is identical to a previous use. Always double check the Zoning.
- For Zoning District checks refer to www.stephenvilletx.gov/planningandbuilding, select Zoning to view maps. Search by general location and check the Zoning District designation.

NOTE:

Zone Change Application, Site Plan Application, and Plat Application can be found at: <http://www.stephenvilletx.gov/forms>

City of Stephenville Zoning Districts

The following is a listing of the different Zoning Districts that exist within the City of Stephenville. At the City, we typically refer to the Zoning of property by the abbreviation for the district rather than the full district name, such as A or E.

Zoning Districts

RE	Residential Estate District (43,560)
R-HA	Single Family Residential District (21,780)
R-1	Single Family Residential District (7,500)
R-1.5	Single Family Residential District (6,000)
R-2	One- and Two-Family Residential District
R-2.5	Integrated Housing District
R-3	Multiple Family Residential District
MH	Manufactured Housing District
B-1	Neighborhood Business
B-2	Retail and Commercial
B-3	Central Business
B-4	Private Club District
B-5	Restaurant with Alcohol Beverage Service
I	Industrial District
AG	Agricultural District
PD	Planned Development
SOB	Sexually Oriented Businesses

DEVELOPMENT REVIEW/APPROVAL PROCESS

Zoning Changes follow the approval procedure as follows:

1. Meet with City Staff.
Prior to submitting for a Zoning change application, the applicant should meet with the Development Staff to discuss the Zoning change process, Zoning Districts, and development of the property.
2. Submittal of the Application for a Change in Zoning
The applicant or property owner should submit all items as listed on the Zoning Submittal Checklist.
3. Review of Application by City Staff
The Planning Department/Building Inspection Department will process the proposed Zoning change. Staff may contact the applicant or owner for additional information during the review period if needed. The City will process the application and schedule a public hearing.
4. Notification of Public Hearing
Staff prepares a location map that identifies the subject property and all property owners within 200 feet of the subject property. Staff will notify the applicant of the date of the public hearing. The properties within 200 feet of the subject property are sent a notice of public hearing by mail, indicating the location of the property and the requested Zoning action, a minimum of 10 days prior to the date of the public hearing.
5. Zoning Commission Public Hearing
Zoning Commission Public Hearing and recommendation. Planning Board review and recommendation of the site plan if necessary, staff presents a summary or the proposed Zoning change to the Commission. The applicant and/or owner or representative is required to be present at the Public Hearing and must be prepared to discuss the Zoning change request and answer any questions that arise.
6. Zoning Commission Meeting
A favorable Zoning Commission recommendation is automatically forwarded to the City Commission or a recommendation of denial by the Zoning Commission requires an appeal to be filed within 10 days after the Zoning Commission Public Hearing. Be prepared to discuss the Zoning change and answer any questions that may arise.

7. Notice of the City Commission Public Hearing

A public hearing notice is published in the newspaper fifteen (15) days prior to the meeting.

8. City Commission to hear Public Hearing

A decision is made based upon recommendations of the Zoning Commission. Action could be deferred to a later date if more data is needed.

9. City Commission Application

The City conditionally approves the application or the City Commission could deny the application with no further action. Applicant can re-apply six (6) months after the denial.

At any time during the process before approval, the applicant may withdraw the proposed Zoning change request and resubmit the request in a different or similar form.

The entire Zoning change process requires approximately 45 to 60 days.

The Following List Contains Some of the Factors That Are Considered When Reviewing a Zoning Change

PURPOSE STATEMENT

The Planning and Building Department's goal is to make Stephenville safe, livable, and attractive by promoting orderly growth and development, safe construction, and neighborhood vitality.

AIMS OF ZONING ORDINANCE

Zoning has three aims: (1) to assure orderly community growth and thereby to safeguard the general public welfare; (2) to regulate the use of private property thereby protecting the community against the harmful invasion of buildings and structures; and (3) to conserve property values

1. Will it conform to the City's Purpose Statement printed above?
2. Is rezoning in the public interest and is there a public need for this change in district classification?
3. Does it conform to the general intent and spirit of the Land Use Plan?
4. Will granting the request adversely affect adjacent land by lowering property values, noise, bright signs, odors or other nuisances?
5. Does the proposed use appear bona-fide or is the request merely to enhance land values?
6. Will rezoning increase the cost of providing City services and are utilities available at the site?
7. Was there an error in the original Zoning map which indicates the Zoning should have been included at that time?
8. Recommendations of the City Staff
9. In the event a Zoning request is denied by the City Commission and/or Zoning Commission, the property owner/applicant cannot reapply for the same classification rezoning change for six (6) months from original filing date.

STEPHENVILLE ZONING CHANGE PROCESS

Completed Application Filed with Planning and Building Dept.



Staff Review of Application & Request Revisions if necessary



Zoning Commission Public Hearing and



If Zoning Commission Recommends Denial Applicant has Option to File Appeal with City Council

If Zoning Commission Recommends Approval Application Automatically Forwarded to City Council



City Council Public Hearing and Decision



Denial of Application

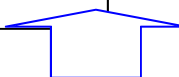
Conditional Approval



No Further Action



Final Approval by Ordinance after Applicant Submits Approved Building Plans to P&B. Dept.



VARIANCE:

A Variance is defined as permission for a property owner to depart from the literal requirements of a Zoning regulation in cases in which strict enforcement of the Zoning regulation would cause undue hardship in the use and development of the property due to special circumstances unique to the property itself.

The Zoning Board of Adjustment ('ZBA' or 'Board') is a quasi-judicial body that has the authority to decide the following:

- 1) Variances
- 2) Changes in Nonconforming Status

The Board also has the authority to decide appeals on the following matters:

- 1) The City's interpretation of any Zoning regulation
- 2) The City's decision on sign permits or interpretation of the sign regulations.



Criteria for Variance Approval

In deciding the variance application, the Board shall apply the following criteria:

- There are special circumstances or conditions arising from the physical surroundings, shape, topography or other feature affecting the land such that the strict application of the provisions of this Code to the proposed use would create an undue hardship or inequity upon or for the applicant, as distinguished from a mere inconvenience, in developing the land or deprive the applicant of the reasonable and beneficial use of the land;
- The circumstances causing the hardship do not similarly affect all or most properties in the vicinity of the petitioner's land;
- The variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner;
- Granting the variance application will not be detrimental to the public health, safety or welfare, or injurious to other property within the area;
- Granting the variance application will not have the effect of preventing the orderly use and enjoyment of other land within the area in accordance with the provisions of the Code, or adversely affect the rights of owners or residents of surrounding property;
- The hardship or inequity suffered by petitioner is not caused wholly or in substantial part by the petitioner;
- The request for a variance is not based exclusively on the applicant's desire for increased financial gain from the property, or to reduce an existing financial hardship; and
- The degree of variance requested is the minimum amount necessary to meet the needs of applicant and to satisfy the standards in this section.

No nonconforming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.



USE VARIANCES

Variations may be granted from dimensional requirements such as setbacks. However, variations may not be granted in order to allow a parcel of property to be used for a use that is not permitted under the Zoning Ordinance. For example, if a property is zoned as residential (A, B, etc.) and the applicant wants to construct a commercial business, the Board cannot grant a variance to allow the commercial business in the residential zone.

UNIQUE CONDITIONS AND UNDUE HARDSHIP

A variance may be granted only if there exist special circumstances related to the specific property itself that create a hardship in the use of the property. Among other things, special circumstances may relate to lot shape, topography, vegetation, or the presence of a lake or pond. Further, although the Ordinance does not define the term "undue hardship," it does not include:

- 1) the fact that property that cannot be used for its highest and best use;
- 2) financial hardship;
- 3) self-created hardship; or
- 4) The fact that development objectives of the property owner are frustrated.

PROPERTY MUST BE PLATTED

An application for a variance may not be heard or granted unless and until the subject property has been platted in accordance with the City's platting, unless determined otherwise by the City Planner.



CITY OF STEPHENVILLE

BOARD OF ADJUSTMENT APPLICATION

INFORMATION TO APPLICANTS

General

- Appeals to the Board of Adjustment can be taken by person aggrieved, or by an officer, department, or board of the municipality affected by any decision of the Building Official relative to the enforcement of the Zoning Ordinance. Such appeal must be filed within 15 days after the decision has been rendered by the Building Official, by filing with the Building Official and with the Board of Adjustment a notice of appeal specifying the grounds thereof.
- In actions before the Board of Adjustment, the burden of proof falls on the applicant, i.e. (1) If a variance is requested, factual evidence must be presented to satisfy the Board that a hardship exists, which is not generally true of other properties in the area and which is not a self-created hardship. (The economic cost of compliance is not legally considered a hardship). (2) If the decision of an administrative official is appealed, evidence must be presented to satisfy the Board that an error exists in the official's decision. (3) If a special exception is requested, evidence must be presented to satisfy the Board that a special exception to terms of the Ordinance is warranted due to the peculiar circumstance of the situation.

Meetings

- Meetings of the Board of Adjustment are generally held on the 2nd Thursday of the month at the City Hall, 298 West Washington. The date on which an application is heard by the board is dependent upon when the application was received, the completeness of the application and the time required to provide proper notice. Each application is posted as a Public Hearing item on the agenda, and notice of the Public Hearing is provided to owners of property within 200 feet of the subject site. Any person can speak in favor of or in opposition to a request before the Board of Adjustment.

Action of the Board of Adjustment

- In order for the Board of Adjustment to hear and take action on an application, at least four (4) of the five (5) members must be present. The concurring vote of four of the members of the Board is necessary to reverse a decision or determination of an administrative official or authorize a variance. A vote of 3-2 to approve a variance fails.

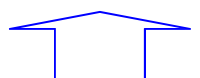
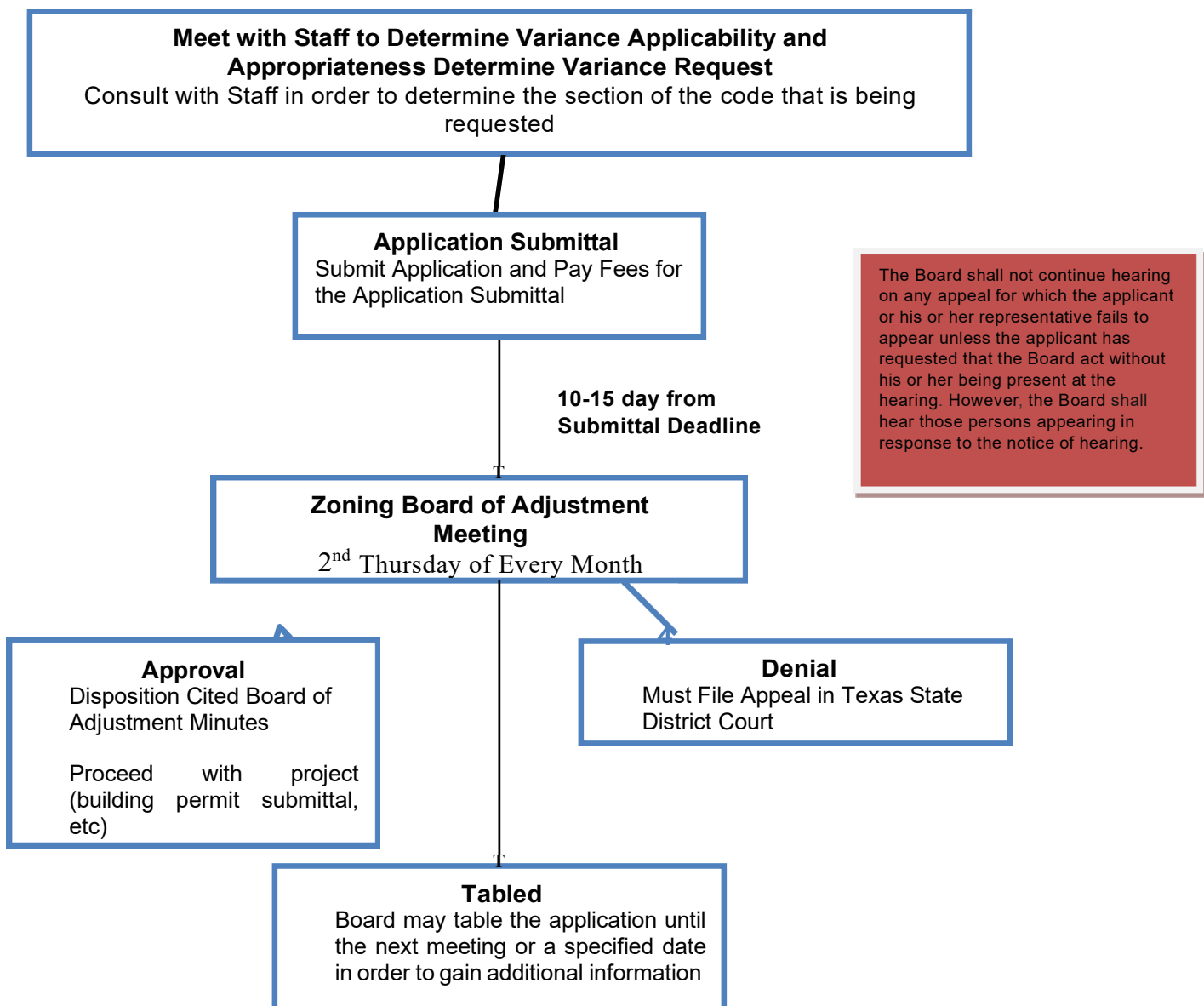




APPEAL OF A VARIANCE

Decisions made by the Board of Adjustment cannot be overturned by any City official or any other body within the City. By State law, even the City Council does not have the authority to overturn a decision rendered by the Board. Any appeal of the Board's decision must be heard by a District Court of the State of Texas. Appeals must be filed within 10 days of the Board's decision.

VARIANCE APPROVAL PROCESS (Approximately 30 days)



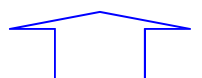
VI. COMMERCIAL BUILDING PERMITS

Introduction

- The City of Stephenville has adopted building codes and Zoning regulations to insure basic minimum requirements for all construction in the City, and to ensure the public health, safety, and welfare. This will allow for growth that does not infringe on existing residents and helps real estate values to continue to grow. Permits are required so that the City Staff can monitor growth and construction. Permits also allow the City to insure that commercial establishments present a proper appearance and meet minimum standards to upgrade the appeal of the City of Stephenville.

- Permits may be easily obtained by following the guidelines in the attached sections, commercial or residential, and submitting the required information to the Buildings Department, which is the only stop required for most permits. We are glad you have planned a project in the City of Stephenville and we welcome you.

- Building Permit and Certificate of Occupancy Applications can be found at:
<http://www.stephenvilletx.gov/forms>



Building Permit Process

Submit application and required attachments

Check platting and zoning return to planning if required

TxDot Application for State Highway

Plan review by Planning, Building, Engineering,
Public Works, & Fire Marshal

Develop List of Corrections

Return to Applicant

Applicant returns corrected plans

Correction reviewed and approved

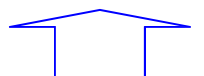
Check Planning and Zoning approval

Calculate Fees

Check Contractor named and
current insurance certificate

Collect Fees

Issue Permit



General Information

Pre-Development Meetings

Pre-Development meetings provide a valuable opportunity to discuss proposed developments with various City of Stephenville department representatives. The meetings are typically held at the City Hall Annex. For more information regarding these meetings, please refer to the section on Pre- Development Meetings.

General Contractor Requirements

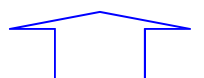
Contractors must provide the City with a Certificate of Insurance.

City Requirements

Land Use and Subdivision Ordinance
Engineering Design Criteria Manual/ISWM
Manual

Permit Approval Time

The review time for new commercial buildings varies depending on complexity. The review time on re-submittals is approximately two weeks for the initial review.



Permit Fees

BUILDING PERMIT FEE SCHEDULE

Residential Building Permit Fees (*Single Family, Duplex, Townhomes*)

Flat Fee per Dwelling unit	\$ 464.00
Plus additional cost per square ft.	\$ 0.42

Residential Remodel Fees

Flat Fee up to 1200 square ft.	\$ 258.00
Plus additional cost per square ft.	\$ 26.00

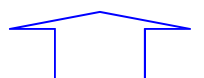
Multi-family Building Permit Fees

Flat Fee per Dwelling unit	\$ 464.00
Plus additional cost per square ft.	\$ 0.31

Commercial Building Permit Fees:

Value \$1 to \$500 – flat fee	\$ 26.00
Value \$501 to \$2,000, minimum	\$ 25.00 +
Pro-rated for each \$100 above \$500	\$ 4.00
Value \$2,001 to \$25,000, minimum	\$ 73.00 +
Pro-rated for each 1,000 above \$2,000	\$ 15.00
Value \$25,001 to \$50,000, minimum	\$ 404.00
Pro-rated for each \$1,000 above \$25,000	\$ 11.00
Value \$50,001 to \$100,000, minimum	\$ 662.00 +
Pro-rate for each \$1,000 above \$50,000	\$ 8.00
Value \$100,001 to \$500,000, minimum	\$1,022.00 +
Pro-rated for each \$1,000 above \$100,000	\$ 7.00
Value \$500,001 to \$1,000,000, minimum	\$3,494.00 +
Pro-rated for each \$1,000 above \$500,000	\$ 6.00
Value \$1,000,001 and up, minimum	\$6,069.00 +
Pro-rated for each \$1,000 above \$1,000,000	\$ 5.00
Demolition Permit	\$ 26.00
Structure Relocation Permit	\$ 75.00

Re-inspection fees will be charged to all commercial and residential buildings that schedule for an inspection but that are not ready for one.



SITE WORK & PREP
Processing Checklists

I.ENGINEERING

General Items

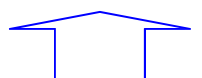
- Include a north arrow and graphic scale on all plan sheets.
- All plan sheets should be orientated such that north is either towards the top or to the right of the page.
- Provide a plan and profile for all work that crosses the right-of-way.
- Include a copy of the Plat as part of the Civil Plan Package.
- Include an Existing Site Plan or a copy of the topographic survey as part of the Civil Plan Package.
- All easements and setbacks shall be shown and clearly labeled on all plan sheets.
- Engineer shall provide the City of Stephenville with proof of acceptance of the development by any other municipal agencies (i.e. TX DOT), which have jurisdiction over the subject tract and require review and approval of all or part of the design. No permit will be issued until such proof of approval has been provided to the City of Stephenville.

COVER SHEET (All Commercial Development Civil Plans shall include a Cover Sheet)

- The Project Title
- Legal Description
- TDLR Project Number

SITE PLAN

- Clearly label all proposed buildings and existing buildings that are intended to remain. Note all proposed building footprint areas.
- Clearly show the location of all building entrances and exits and handicap accessible parking stalls.
- Label all paving area and note each pavement type.
- Label all property lines and lot lines.
- Label all adjacent properties, rights-of-way, and drainage easements.
- Clearly label the dumpster pad location(s).



For the following plans & maps refer to the City of Stephenville Zoning Ordinance. All requirements of the Zoning Ordinance should be met. www.stephenvilletx.gov/planningandbuilding

- DIMENSION CONTROL PLAN
- REGIONAL (OFFSITE) DRAINAGE AREA MAP
- ONSITE DRAINAGE AREA MAP
- PAVING, GRADING AND/OR DRAINAGE PLAN
- STORM WATER POLLUTION PREVENTION PLAN
- WATER DETENTION FACILITIES
- PROJECT WITHIN 100-YEAR FLOOD PLAIN

III. **Planning**

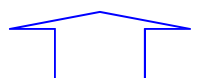
Site work and Prep checklist

- For Parking Requirements and Landscape Calculations refer to the City of Stephenville Zoning Ordinance. All Zoning Ordinance requirements should be met. www.stephenvilletx.gov/planningandbuilding

Items required for Permit Submittal

Building plans shall include:

- *Building Permit Application*
- Survey and copy of approved plat
- Two (2) complete sets of drawings – architectural, structural, MEP, civil (Once final plans are approved, please submit one additional set of drawings on CD or disk in PDF format.)
 1. Floor plans
 2. Elevation view of building showing exterior wall finishes.
 3. Wall sections
 4. A cover sheet with size of building, proposed occupancy, type of construction, required fire protection, occupant load, and any calculations for increases.
- Proof of registration with TDLR for Architectural Barriers

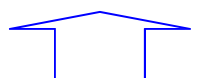


Site Plan and Drainage Plan should include the following:

- Site work application
- Refer to the Zoning Ordinance for Site, Drainage, and Landscape Plan Preparation packet for additional requirements for site and drainage requirements
- A table showing the zone of the property in addition to the required and proposed lot area, lot width, lot depth and all yard setbacks
- Details including the date and conditions of any variances approved for the property or PD's
- Platting information for the parcel – recordation number and date
- Right-of-way of abutting streets and any dedication, if applicable
- Parking layout with dimensions of parking and loading spaces, aisles and driveways, width of aisles, concrete curbs
- Parking calculations with parking ratios based on floor areas and the number of required and proposed parking spaces
- Location and size of all loading spaces, if provided
- Distance between driveways and between driveway and nearest street intersection
- Proposed and existing sidewalks and their width
- Dumpster location and details of screening
- Location and details of all proposed fences (including screening fences), if applicable
- Location of all outdoor merchandise display and storage areas, if applicable
- Add location map of parcel and adjoining parcels
- Building facade with details

Landscape Plan should include:

- Layout of proposed plantings including the quantity and type of plantings, percentage of landscaped area
- Details of special structural elements such as facades, walls, planters, foundation, berms, walkways and irrigation systems
- Calculations in terms of caliper inches to show conformance
- Landscape Survey in accordance with Zoning Ordinance
- Irrigation systems



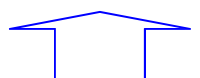
Required Inspections for Building Final

Building Inspections (Approved construction plans must **always** be kept on the job.)

Inspection Type	Information/Items required
Foundation	<ul style="list-style-type: none"> ✓ Form survey required at the time of foundation inspection after forms are in place, but before the slab is poured. Form survey must include registered surveyor seal, signature and date. ✓ If applicable, Elevation Certificate must be provided.
Building Piers	<ul style="list-style-type: none"> ✓ If applicable ✓ May substitute engineer report for inspection.
Brick Ties	
Building Truss	✓ If applicable
Framing	<ul style="list-style-type: none"> ✓ Inspected after electrical, plumbing, and mechanical roughs are complete. ✓ Windstorm certificate from windstorm inspector or engineer is required at framing inspection.
Water Meter Final	✓ Must be approved before building final inspection.
Building Final	✓ Debris must be removed, lots graded, appliances installed and working, address numbers on the building and have an approved water meter inspection.
Fire Marshal Final	✓ Must have Fire Marshal Final prior to receiving Certificate of Occupancy.

Engineering Inspections

Inspection Type	Items required at time of inspection, if any
Storm Sewer	
Plumbing Sewer (sanitary)	
Plumbing Water	
Paving	
Drive Approach	
Sidewalks	
Engineering Final	



Subcontractor Requirements

Electrical Contractors

- Certificate of Insurance
(\$1,000,000 insurance coverage - \$750,000 General Liability and \$250,000 per occurrence for bodily injury and property damage AND Worker's Compensation in accordance with Texas state law.)
- State of Texas Master License and Contractor License

Mechanical Contractors

- Certificate of Insurance*
- *STATE OF TEXAS MASTER LICENSE*

Plumbing Contractors

- Certificate of Insurance*
- State of Texas Master License

Irrigation Contractors

- Certificate of Insurance*
- State Irrigators License

**\$300,000 General Liability Insurance naming City of Stephenville as Certificate Holder*

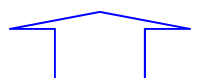
Commercial Build Out or Remodel - How to obtain a Permit

General Contractor Requirements

Contractors must provide the City with a Certificate of Insurance with a minimum of \$300,000 General Liability. The Certificate must list the City of Stephenville as the certificate holder.

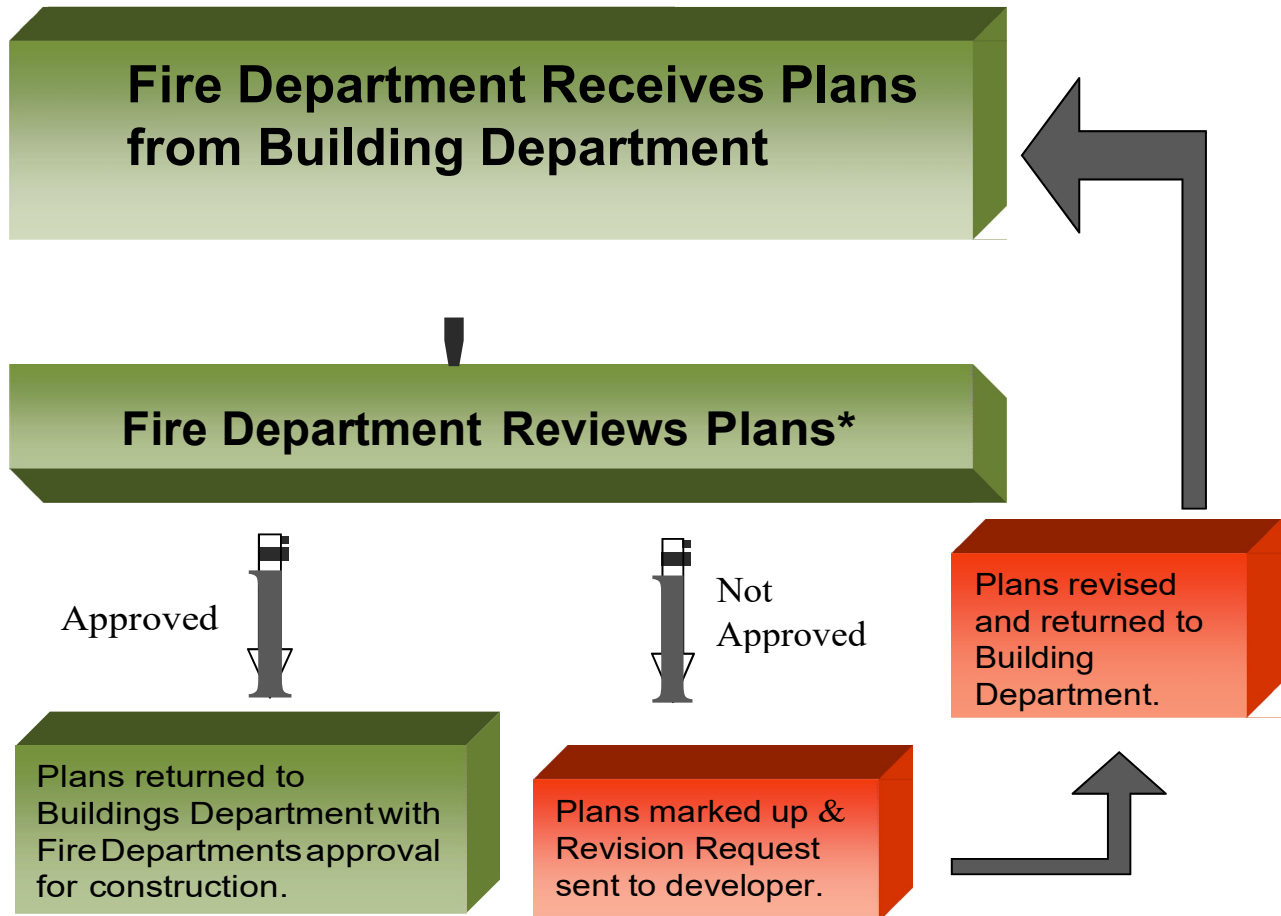
Permit Approval Time

The review time for a commercial build out is a minimum of two weeks. This does not include any re-submittals that may be required.



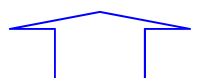
VII. FIRE DEPARTMENT

Stephenville Fire Department Building & Site Plan Review Process

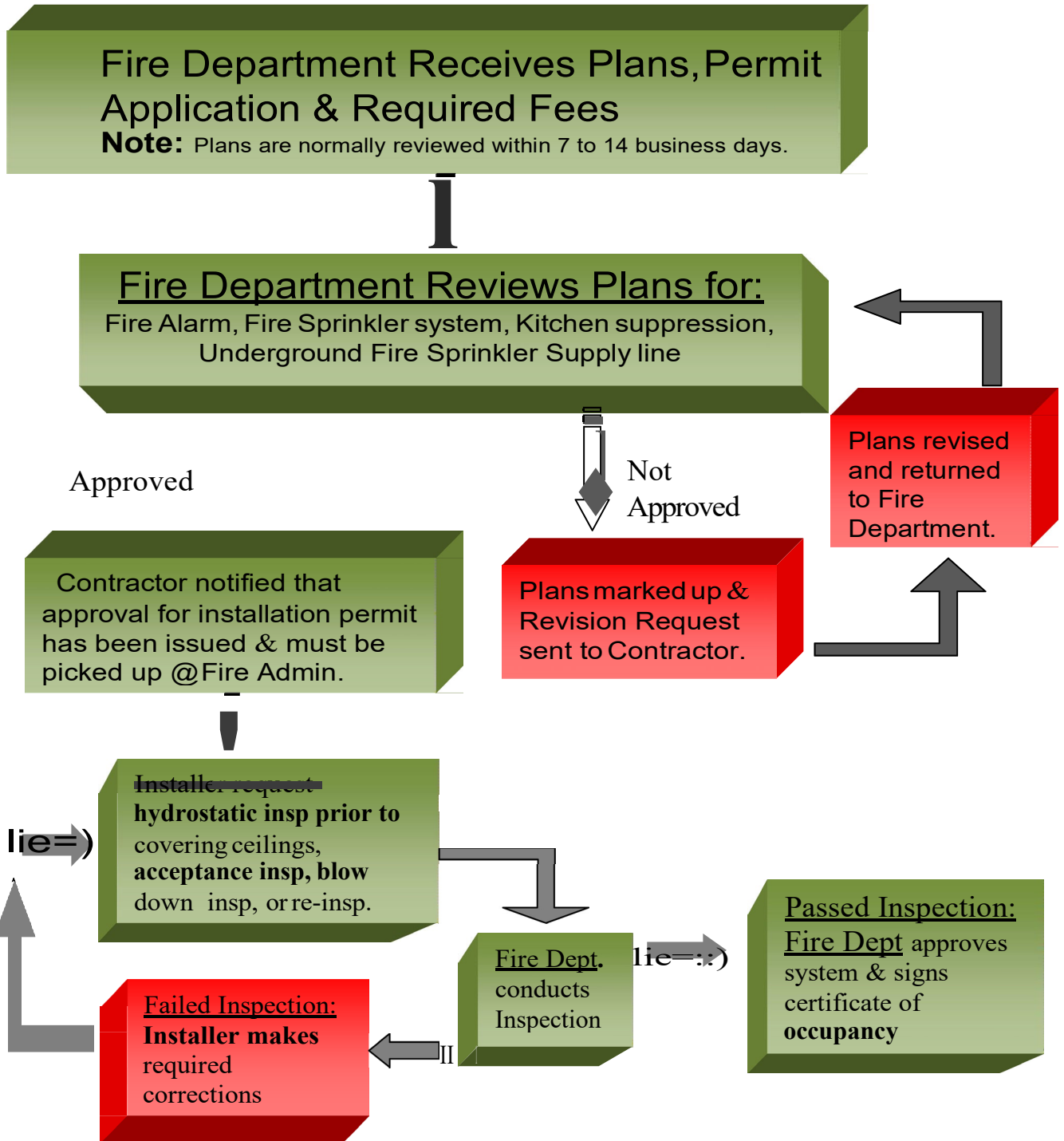


* *The length of time it takes for the Fire Department to review plans depends on the size of the project. Most plans are reviewed within 7 to 14 business days.*

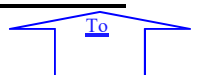
Note: Fire Sprinkler plans, Alarm plans & Vent hood suppression system plans must be turned in directly to Fire Department Administration.



Stephenville Fire Department Fire Protection Systems Plan Review Process



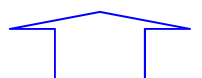
Note: Fire Sprinkler plans, Alarm plans & Vent hood suppression system plans must be turned in directly to Fire Department Administration.



FIRE DEPARTMENT

The Stephenville Fire Department- Fire Prevention
Division enforces local fire and state fire codes and laws
by conducting inspections regarding:

- Life Safety
- Flammable and Combustible Liquids
- Hazardous Chemicals
- Fire Extinguishers
- Automatic Fire Extinguishing Systems
- Fire Alarm Systems
- Emergency Access & Emergency Egress
- Fire Hydrant placement, Underground Sprinkler lines & Fire Sprinkler water supply
- Stephenville Ordinances & all codes adopted by the city
- Operational permits
- Reviews and inspects site plans
- Reviews building plans
- Reviews drawings for building alterations, remodels and build outs
- Knox Box Requirements: Allows after-hours access to buildings, sprinkler systems and alarm panels.

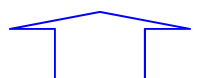


Detailed Plans must be submitted to the Fire Department and approved prior to construction for the following:

- Underground water supply for fire sprinkler system
- Fire Sprinkler system
- Fire Alarm System
- Vent hood suppression systems
- Underground Storage Tanks
- Spray & Finishing Booths
- Above Ground storage tanks for construction sites

FIRE PROTECTION SYSTEMS CERTIFICATE OF OCCUPANCY PROCESS:

- Plans submitted to Fire Department
- Plans approved by Fire Department
- Permit issued to construct each component: Alarm, Sprinkler, Vent Hood Suppression, Underground Fire Line
- Installer calls for acceptance & hydrostatic inspections
- Fire Department conducts inspections
- Notify Building Department when approved for Certificate of Occupancy
- Fire Department signs Certificate of Occupancy



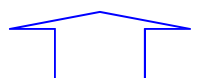
FIRE LANE REQUIREMENTS

- All fire lanes shall be maintained and kept in a good state of repair at all times by the owner and the City of **Stephenville** shall not be responsible for the maintenance thereof.
- It shall further be the responsibility of the owner to insure that all fire lane markings required by City Ordinance be kept so that they are easily distinguishable by the public.

- **Markings**- approved striping or, when allowed by the code official, signs and or both shall be provided for the fire apparatus roads to identify such roads or prohibit the obstruction thereof.
- Signs and striping shall be maintained in a clean and legible condition at all times and be replaced or repaired when deemed necessary by fire code official to provide adequate visibility.

- **Striping**-Fire apparatus access roads shall be marked by painted lines or red traffic paint six inches (6") in width to show the boundaries of the lane.
- The words "NO PARKING FIRE LANE" OR "FIRE LANE NO PARKING" shall appear in four inch (4") white letters at 25 foot intervals on the red border markings along both sides of the fire lanes.
- Where a curb is available, the striping shall be on the vertical face of the curb.

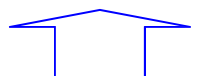
- **Signs**-shall read "NO PARKING FIRE LANE" OR "FIRE LANE NO PARKING" and shall be 12" wide and 18" high.
- Signs shall be painted on a white background with letters and borders in red, using not less than 2" lettering.
- Signs shall be permanently affixed to a stationary post and the bottom of the sign shall be six feet, six inches (6'6") above finished grade.
- Signs shall be spaced no more than fifty feet (50) apart.
- Signs may be installed on permanent buildings or walls or as approved by the Fire Chief or Fire Marshal.



Requirements for Fire Marshal's Final

*Fire Inspections (Approved construction plans must **always** be kept at the job site.)*

Inspection Type	Information/Items required to pass:
Underground Hydrostatic Test	<ul style="list-style-type: none"> ✓ Contractor's Material and Test Certification for Underground Piping (TOI form SFO42) ✓ Hydrant discharges must be a minimum of (18") inches in height from final grade to lowest point of discharge.
Sprinkler System Hydrostatic test prior to ceiling cover	<ul style="list-style-type: none"> ✓ No leaks in system.
Sprinkler system acceptance	<ul style="list-style-type: none"> ✓ Contractor's Material and Test Certification for above Ground Sprinkler Piping (TOI form SF0041) ✓ System coverage area diagram on riser. ✓ Hydraulic Cale plate. ✓ Inspectors Test valves must be labeled.
Fire Lanes & Access Roads	<ul style="list-style-type: none"> ✓ Approved striping for fire lanes. ✓ Access Roads must be proper unobstructed width.
Premise Identification & Signage	<ul style="list-style-type: none"> ✓ All mechanical rooms must be labeled. ✓ Sprinkler Riser room must be labeled. ✓ Electrical rooms must be labeled. ✓ Storage rooms must be labeled. ✓ FDC's must be labeled. ✓ Emergency Exits labeled.
Alarm System Acceptance	<ul style="list-style-type: none"> ✓ System must be monitored. ✓ Fire Alarm Installation Certificate (TOI form SFO 035)
Building Final	<ul style="list-style-type: none"> ✓ Ceiling in Place. ✓ Electrical outlet faceplates in place. ✓ Extinguishers mounted. ✓ Main disconnect & breakers labeled
Kitchen Suppression System Acceptance	<ul style="list-style-type: none"> ✓ <i>*If applicable:</i> Blow down test must be completed.
All Above Inspections	<ul style="list-style-type: none"> ✓ Must be approved and completed prior to Building Official Final
Building Official Final	<ul style="list-style-type: none"> ✓ Must have prior to receiving a Certificate of Occupancy.



VIII. RESIDENTIAL BUILDING PERMITS

Introduction

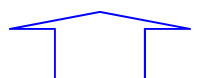
- The City of Stephenville has adopted building codes and Zoning regulations to insure basic minimum requirements for all construction in the City, and to ensure the public health, safety, and welfare. This will allow for growth that does not infringe on existing residents and helps real estate values to continue to grow. Permits are required so that the city staff can monitor growth and construction. Permits also allow the city to insure that residential establishments present a proper appearance and meet minimum standards to upgrade the appeal of the City of Stephenville.
- Permits may be easily obtained by following the guidelines in the attached sections, commercial or residential, and submitting the required information to the Building Inspection Department, which is the only stop required for most permits. We are glad you have planned a project in the City of Stephenville and we welcome you.

This section includes the following:

General Information:

- Application Requirements
- Building Permit Process flow chart
- Required Inspections
- Temporary Construction Trailers and Sales Offices
- Permit Fee Schedule
- Subcontractor Requirements

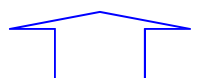
- Building Permit and Certificate of Occupancy Applications can be found at:
<http://www.stephenvilletx.gov>



Application Requirements

- Building Permit Application
- Blue line Survey/Plot Plan
- Two (2) sets of building drawings with engineer stamp
- Elevations
- Floor Plan (including electrical, mechanical and plumbing)
- Framing details
- Wall section details
- Foundation Plan with engineer stamp
- Beam details
- Mechanical Energy Check or RESV Energy Conservation
- Indication of compliance with Wind storm requirements

*Elevation Certificate is required to be in Building Inspection Department before foundation approval is given.



Building Permit Process

Submit application and required attachments

Check platting and Zoning return to planning if required

Plan review by Inspection & Fire Department

Develop List of Corrections

Return to Applicant

Applicant returns corrected plans

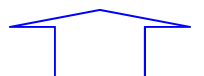
Corrections reviewed and potentially approved

Calculate Fees

Check Contractor named and
current insurance certificate

Collect Fees

Issue Permit



Required Inspections for Residential Permits

Building Inspections – Approved construction plans must **always** be kept on the job site.

Inspection Type	Information/Items required
Foundation	<ul style="list-style-type: none"> ✓ Form survey required at the time of foundation inspection after forms are in place, but before the slab is poured. Form survey must include registered surveyor seal, signature and date. ✓ If applicable, Elevation Certificate must be provided.
Drive Approach	
Sidewalks	
Brick Ties	
Framing	<ul style="list-style-type: none"> ✓ Electrical, plumbing and mechanical rough inspections are also done at the framing inspection. ✓ Windstorm certificate from windstorm inspector or engineer is required at framing inspection.
Water Meter Final	✓ Must be approved before building final inspection.
Building Final	✓ Debris must be removed, lots graded, appliances installed and working, address numbers on the building, and have an approved water meter inspection.

Electrical Inspections

Inspection Type	Items required at time of inspection, if any
T-Pole	
Rough	Covered when builder calls in for framing inspection.
TCI	Temporary Cut In – Required before Building Final
Final	Covered when builder calls in for final inspection.

Plumbing Inspections

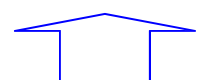
Inspection Type	Items required at time of inspection, if any
Ground	
Rough	Covered when builder calls in for framing inspection.
Gas	Required before Building Final
Final	Covered when builder calls in for final inspection.

Mechanical Inspections

Inspection Type	Items required at time of inspection, if any
Rough	Covered when builder calls in for framing inspection.
Final	Covered when builder calls in for final inspection

***DO NOT remove red or green stickers from the structure before final inspection.**

***DO NOT cover up work before ALL INSPECTIONS ARE PREFORMED.**



Temporary Construction Trailers and Sales Offices

Permitting Requirements:

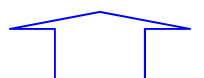
- Building Permit Application
- Plot Plan – Sales trailers require 4 off street parking spaces and handicap access. These items must be shown on the plot plan.

If a builder plans to use a garage as a sales office, the entire house must be permitted with all appropriate fees. The garage can then be built first, and the house can be built at a later date. If the house plans change during this time, a new permit must be obtained for the plan change.

Fees for a Residential Building Permit

Fees are due to the Building Inspection Department prior to permit being issued.

Make checks payable to the City of Stephenville.



Subcontractor Requirements

Electrical Contractors

- **Certificate of Insurance**
(\$1,000,000 insurance coverage - \$750,000 General Liability and \$250,000 per occurrence for bodily injury and property damage AND Worker's Compensation in accordance with Texas state law.)

- State of Texas Master License and Contractor License

Mechanical Contractors

- Certificate of Insurance*
- *STATE OF TEXAS MASTER LICENSE*

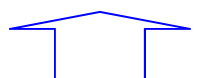
Plumbing Contractors

- Certificate of Insurance*
- State of Texas Master License

Irrigation Contractors

- Certificate of Insurance*
- State Irrigators License

**\$300,000 General Liability Insurance naming City of Texas City as Certificate Holder*



IX. Public Works

SERVICES PROVIDED:

- Water main line repair
- Sewer main line repair and stop ups
- Repair water meter leaks from the main to the meter
- Locating water and sewer mains only
- Installation of water and sanitary sewer taps

WATER/SEWER TAPS:

(Individual Only)

Water

- 5/8 and 3/4" Meter Tap Cost = \$733.26
- 1" Meter Tap Cost = \$907.99
- 1 ½ inch tap= \$1,450.36
- 2-inch tap= \$1,968.49
- Larger Meter Tap Cost= Time and Material

Sewer

- 4" Tap Cost = \$564.48
- 6" Tap Cost= \$674.24
- Man-Hole = At Cost

REQUIREMENTS OF NEW CUSTOMERS AND DEVELOPERS

- Questions regarding street repairs, drainage, sanitation, GIS Sections, or Construction Projects contact Public Works (254)918-1292

LOCATING MAINS:

- To locate water and sewer mains only contact the City of Stephenville (254) 918-1230
- Before you dig, contact 811 to locate all other utility, service, pipelines, etc. lines.

This document is provided for informational purposes only and nothing in this document is to be construed as superseding any applicable water and sewer design, inspection, or operation requirements of City, other local, state, and federal regulatory requirements.

X. PRE- CONSTRUCTION

Pre-construction meetings will be scheduled for new major developments and on an as-needed basis for other projects. Attendees will be the general contractor, building department, fire marshal, engineering, and public works.

The owner or owner's representative and licensed sub-contractors are also encouraged to attend. Required inspections, reports and use of the automated inspection request system will be discussed. The intent of this meeting is to co-ordinate and exchange information for a smooth start and successful completion of construction projects.

Items discussed:

1. Overall inspections procedures.
2. When to call in for inspections.
3. Time and type of inspections conducted by various departments;
Engineering - utilities, paving and sidewalks.
Building – Structural, Plumbing, Electrical, HVAC
Public Works – utility connection, water meters.
Fire Marshal – Fire sprinklers, kitchen hoods, fire alarms.
4. Explanation of automated inspection system and time to call in.
5. Required testing procedures and persons responsible to conduct the tests.
6. All required forms to be completed.
7. Requirements of certificate of occupancy, checklist of inspections and required reports from contractors.

Please contact Public Works to arrange a meeting or for more information.

XI. APPENDIX

A. Minimum Plan Requirements for New Construction

B. City Contacts

A. MINIMUM PLAN REQUIREMENTS

- Two (2) Complete Sets of Prints with State of Texas Registered P.E. Stamp on Foundation Plan including Electrical, Plumbing, and Mechanical.
- Drawing Index, Graphic Scale
- Graphic Legend, Indication of North direction.
- Construction type
- List All Occupancy types within structure
- Total building area
- Occupant load calculation
- Evaluate number of exits required.
- Interior finish requirements: Ceiling, Floor, Walls and doors. This includes door ratings and hardware.
- Building Description/Uses: bakery, office, retail, barber shop, church, daycare, deli, etcetera....
- Contact List (phone #'s, email): Architect, Structural Eng, Mep Eng, Civil, Owner /Developer.
- State of Texas P.E., and or Texas Registered Architect Stamped
- Fire Protection Features: (Sprinkler system, alarm system, hydrants, extinguishers, exit lights, emergency lighting, and fire lanes).
- Door Schedule for Fire Rated Doors
- Wall Schedule for Fire Rated Walls
- Masonry Shown-80% -100% on Gateway-including Apartments; Masonry Stone includes Stone, Stucco, Block and Brick
- Need Elevation for Foundation- Established and Cited on Plan
- TDLR # for Application Showing Approval
- Use or Classification Identified on Plans-A,B,C,D
- Site Plan showing location of structure on the lot
- RES check or MEC Check (Energy) for New Residential Construction

B. CITY CONTACTS

Director of Development Services
Steve Killen
skillen@stephenvilletx.gov

Office: (254)918-1222

Building Official
Harold Sandel
hsandel@stephenvilletx.gov

Office: (254)918-1214

Permit Technician
Heather Misemer
hmisemer@stephenvilletx.gov

Office: (254)918-1213

Fire Marshal
Gregg Schruppf
gschrumpf@stephenvilletx.gov

Office: (254)918-1202

Public Works Director
Nick Williams
nwilliams@stephenvilletx.gov

Office: (254)918-1223

Assistant Public Works Director
Barbara Horton
bhorton@stephenvilletx.gov

Office: (254) 918-1201

Planning Coordinator
Tina Cox
tcox@stephenvilletx.gov

Office: (254) 918-1225

[To](#)

