



City of  
**West University  
Place**

**Public Works Department  
Development Services**  
3826 Amherst St.  
West University Place, TX 77005

713.662.5833

713.662.5304 (F)

[inspections@westutx.org](mailto:inspections@westutx.org)

[www.westutx.gov](http://www.westutx.gov)

**NEW HOMES & ADDITIONS  
INFORMATION PACKET**

## BUILDING-PLAN SUBMITTAL CHECKLIST NEW CONSTRUCTION PROJECTS

PROJECT		
ADDRESS		
CITY	STATE	ZIP CODE
ACKNOWLEDGMENT		
<p>TO PROCESS YOUR PLAN REVIEW APPLICATION, THE ADJACENT DOCUMENTS AND/OR INFORMATIONS ARE REQUIRED.</p> <p><b>PLEASE NOTIFY DEVELOPMENT SERVICES OFFICE FOR A CUSTOMIZED LIST IF PLANNING AN ADDITION OR ALTERATION.</b></p> <p>I understand not providing some or all of the information requested may result in a delay of my plan review and permit approval.</p>		
APPLICANT SIGNATURE		DATE
PRINT NAME		

OFFICIAL USE ONLY	
RECEIVED BY	
SIGNATURE	DATE SUBMITTED

NEW CONSTRUCTION PROJECTS ONLY			
#	ITEM	YES	NO
1	Tree Disposition submitted with plans	<input type="checkbox"/>	<input type="checkbox"/>
2	Two separate sets of Drainage Plans with two Standard Base Level Certifications with <b>original</b> seal, signature and dated by a Licensed Surveyor or Engineer <b>max 11"x17"</b>	<input type="checkbox"/>	<input type="checkbox"/>
3	Completed Building Permit Application Signed and dated, <b>Front and Back</b>	<input type="checkbox"/>	<input type="checkbox"/>
4	Two complete sets of Building Plans. See Plan Submission Requirements— <b>max 24"x36"</b>	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>Original</b> Building Site Designation Form Signed and notarized	<input type="checkbox"/>	<input type="checkbox"/>
6	Survey of Property with seal and signature of Surveyor <b>max 11"x17"</b>	<input type="checkbox"/>	<input type="checkbox"/>
7	Site Plan—show all Existing & Proposed Buildings	<input type="checkbox"/>	<input type="checkbox"/>
8	Framed, Pervious and Open Areas Table	<input type="checkbox"/>	<input type="checkbox"/>
9	Electrical Load Analysis and Gas Riser Diagram	<input type="checkbox"/>	<input type="checkbox"/>
10	Geotechnical (soils) Report enclosed w/copy of Errors & Omissions Insurance.	<input type="checkbox"/>	<input type="checkbox"/>
11	<b>Original</b> Foundation Load Calculations with <b>original</b> seal, signature and dated by Structural Engineer	<input type="checkbox"/>	<input type="checkbox"/>
12	Two sets of Truss Plans and Layouts (if trusses are used). Both must be provided with <b>original</b> seal, signature and dated by Structural Engineer with their Errors & Omissions Insurance. (Truss deferral letter will be accepted if plans are not complete at time of submittal)	<input type="checkbox"/>	<input type="checkbox"/>
13	Energy Compliance Certificate — <b>2018 IECC</b>	<input type="checkbox"/>	<input type="checkbox"/>
14	Errors & Omissions Insurance for all Engineered Drawings <b>Framing, Truss Details, Truss Layout and Foundation</b>	<input type="checkbox"/>	<input type="checkbox"/>
15	Temporary Utility Release Letter	<input type="checkbox"/>	<input type="checkbox"/>
16	Separate 136 mph Wind Load Certification with <b>original</b> seal, signature and dated by Framing Design Engineer	<input type="checkbox"/>	<input type="checkbox"/>
17	8 Letters to surrounding neighbors (3 in front, 3 behind, and 1 on each side). Envelopes must include a Site Plan, be addressed to surrounding neighbors, include Contractor's return address and stamped postage. Must also include a letter for CenterPoint Energy Attn: Code Violation Dept. 4300 Bissonnet, Bellaire, TX 77401 <b>LETTERS NOT TO BE SEALED AND MAILED OUT BY CONTRACTOR</b>	<input type="checkbox"/>	<input type="checkbox"/>



Public Works Department  
Development Services

## BUILDING-TREE DISPOSITION PLANS AND SURVEYS

PROJECT		
ADDRESS		
CITY	STATE	ZIP CODE
CONTRACTOR		
FIRST NAME	LAST NAME	
PHONE	EMAIL	
COMPANY NAME		
COMPANY ADDRESS		
CONTACT PERSON		
FIRST NAME	LAST NAME	
MAILING ADDRESS		
PHONE	EMAIL	
PROPERTY OWNER		
FIRST NAME	LAST NAME	
MAILING ADDRESS		
PHONE	EMAIL	

OFFICE USE ONLY	
DATE SUBMITTED	PERMIT NUMBER

THE FOLLOWING ITEMS MUST BE ATTACHED
<input type="checkbox"/> <b>Tree Survey</b> —two (2) copies Include all trees 6" diameter and larger on property and adjacent.
<input type="checkbox"/> <b>Proposed Site Plan</b> —two (2) copies
<input type="checkbox"/> <b>Narrative/Report on Trees</b> i.e., removals, replacements, irrigation techniques and treatments.
PROJECT: PLEASE CHECK ONE OF THE FOLLOWING
<input type="checkbox"/> New Building—\$250.00 <input type="checkbox"/> Pool—\$250.00
<input type="checkbox"/> Remodel/Addition—\$150.00 <input type="checkbox"/> Garage—\$150.00
<input type="checkbox"/> Housemoving—\$150.00 <input type="checkbox"/> Demolition—\$150.00

ACKNOWLEDGMENT	
<p>I hereby certify that I have completed this document's information to the best of my ability. I understand that any information submitted in error will result in Tree Disposition Plans and Surveys being returned and an additional re-checking fee being assessed.</p>	
SIGNATURE	DATE
PRINT NAME	
TITLE	

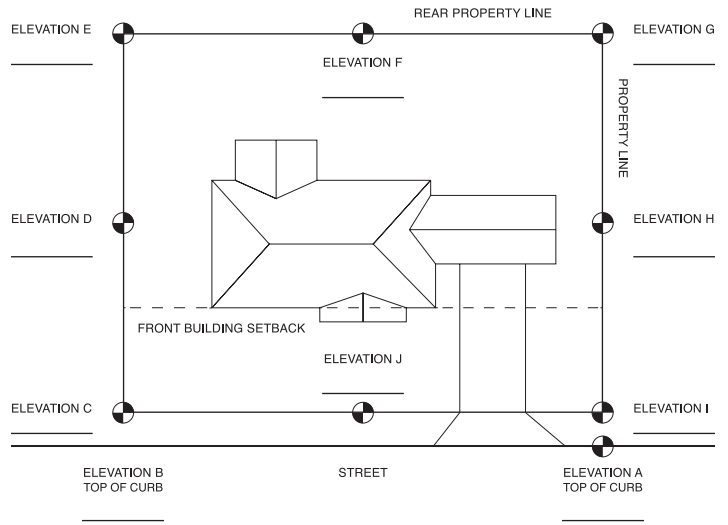


City of  
West University  
Place

Public Works Department  
Development Services

**BUILDING-STANDARD BASE LEVEL  
CERTIFICATE**

PROPERTY INFORMATION		
ADDRESS		
CITY	STATE	ZIP CODE
LOT	BLOCK	
LEGIBLE SEAL		
NOTES		



PROJECT BENCHMARK		
LOCATION OF PROJECT BENCHMARK		
<input type="checkbox"/> NAIL IN TREE	<input type="checkbox"/> TOP OF CURB	
<input type="checkbox"/> NAIL ON POWER POLE	<input type="checkbox"/> OTHER _____	
<b>YOU MUST USE THE SAME PROJECT BENCH MARK FOR THE FOLLOWING:</b>		
<ol style="list-style-type: none"> <li>1. Height Certification for Principal and Rear Yard Structure</li> <li>2. Drainage Plans</li> <li>3. Site Plans</li> </ol>		
METHOD A		
ELEVATIONS	=	BASE ELEVATION
<b>A + B/2</b>		
METHOD B		
ELEVATIONS	=	BASE ELEVATION
<b>C + D + E + F + G + H + I + J / 8</b>		
NOTE		
Failure to establish base ground elevation prior to disturbance of undisturbed soil, construction or demolition may require the use of <b>METHOD A</b> in determining base ground elevation.		
ORIGINAL ENGINEER / SURVEYOR SIGNATURE	DATE	

## BUILDING-PERMIT APPLICATION

PROJECT INFORMATION	
ZONING DISTRICT	FLOOD ZONE
BLOCK	LOT
OCCUPANCY TYPE <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL	
CLASS OF WORK <input type="checkbox"/> NEW <input type="checkbox"/> REMODEL <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ADDITION	
RENOVATION / DEMOLITION	
<b>As required for Public or Commercial buildings by Senate Bill 509 Effective January 1, 2002</b>	
Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP)?  <input type="checkbox"/> YES <input type="checkbox"/> NO	TDH INSPECTOR LICENSES NUMBER  DATE OF SURVEY    COPY ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>NOTE: If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of West University Place.</b>	
SIGNATURE	DATE
RESIDENTIAL	
NUMBER OF STORIES <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 2.5 <input type="checkbox"/> BASEMENT	NUMBER OF BEDROOMS
GARAGE <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> ATTACHED <input type="checkbox"/> DETACHED	# OF BATHS
EXTERIOR <input type="checkbox"/> BRICK <input type="checkbox"/> STONE <input type="checkbox"/> STUCCO <input type="checkbox"/> OTHER	
FRAMED AREA _____ SQ.FT.	BUILDING HEIGHT _____ .FT.
BUILDING SITE _____ SQ.FT.	
DESCRIPTION OF WORK	
VALUATION OF PROJECT \$ _____	IMPROVEMENTS _____ SQ.FT.
SIGNATURE OF PERMITTEE	DATE

PROJECT INFORMATION		
PROJECT NAME		
PROJECT ADDRESS		
CITY	STATE	ZIP CODE
PROPERTY OWNER		
FIRST NAME (OWNER)	LAST NAME (OWNER)	
MAILING ADDRESS		
PHONE NUMBER	EMAIL	
CONTRACTOR COMPANY		
COMPANY NAME	CONTRACTOR REGISTRATION NUMBER	
COMPANY ADDRESS		
PHONE NUMBER	FAX NUMBER	
CONTACT PERSON		
FIRST NAME	LAST NAME	
PHONE NUMBER	EMAIL	
OFFICIAL USE ONLY		
PERMIT NUMBER		
PREMATURE WORK CHARGE - 100% OF PERMIT		
PLAN CHECKING FEE \$ _____	BUILDING PERMIT FEE \$ _____	TOTAL FEES \$ _____
RECEIVED BY		TIME STAMP
NO EXCEPTIONS TAKEN		DATE

## BUILDING-PERMIT APPLICATION TREE DISPOSITION

### CHAPTER 82 SECTION 82-3

#### NOTES

- Complete copy of Chapter 82 is available in the Permit Office.
- Separate Permit is required for Tree Disposition.

#### (a) General Requirement

Every permit for development or predevelopment activity must contain tree disposition conditions meeting the requirements of this section.

#### (b) Essential and Mandatory Conditions

Tree disposition conditions are the most important means of protecting the urban forest of the city from unreasonable harm during development and predevelopment activity. Tree disposition conditions shall:

##### 1. Prohibit removal of or damage to any large tree, except:

- a. Removal of a tree which is diseased, severely damaged or dead may be authorized;
- b. Damage to or removal of a tree which causes an unreasonable impediment to the use and enjoyment of the applicant's property may be authorized; and
- c. Damage to or removal of a low-value tree may be authorized.

##### 2. Require replacement trees, to the extent provided in the criteria manual, for any large trees authorized to be damaged or removed.

EXCEPTION: No replacement is required for low-value trees.

##### 3. Require Protection for Large Trees and Critical Root Zones

The conditions may specify the methods of protection to be used.

##### 4. Require that any Authorized Damage to Trees be Minimized and Mitigated.

The conditions may specify methods of mitigation to be used.

##### 5. Require, if there is major development,

that the affected subject site attain a minimum planting standard of tree density as set forth in the criteria manual.

#### (c) Procedure

The **building official shall not issue any permit** for any development or predevelopment activity unless all of the following have first occurred:

##### 1. Tree Survey

The applicant must have filed a tree survey, and the urban forester must have approved it for compliance with this chapter.

##### 2. Tree Disposition Conditions

**Tree disposition conditions approved by the urban forester must have been inserted into the permit.**

The urban forester may require all persons owning land where a tree is located to agree to any removal of or damage to the tree authorized by the conditions.

#### (d) "Low-Impact" Exception

**Except for the requirement to insert the mandatory conditions,** this section does not apply to a subject site, project or other activity that will not have any significant, adverse effect upon any large tree, as determined by the urban forester.

#### ACKNOWLEDGMENT

I hereby certify I have read and examined this document and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. I further understand that plans submitted for approval will be subjected to a comprehensive check against municipal ordinance and building code. Any set of plans that must be returned for modifications or corrections in order to come into compliance with ordinance or code will be subject to rechecking in order of submittal. Under no circumstances will paid fees be refunded or transferred.

**Applications and plans will be held for 180 days. After 180 days this application and plans will be disposed of unless a valid building permit is issued.**

SEPARATE PERMIT REQUIRED: Fence, Pool/Spa, Flatwork, Irrigation, Drainage (below grade), pavers, MEP's.

SIGNATURE OF PERMITTEE

DATE

PRINT NAME

## BUILDING—RESIDENTIAL BUILDING PERMIT PLAN SUBMISSION REQUIREMENTS NEW HOMES & ADDITIONS ONLY

In order to perform a thorough Building Plan Review, and facilitate the Permit process, the following specifications, drawings and details must be submitted with your application for a building permit:

### NOTES

- Not providing this information may result in your plans being returned for corrections, delaying the review of your application.
- Drainage Plans. See Site Plan Requirements.

### Construction Plans

Construction plans (24"x36"—maximum) shall be drawn to scale with sufficient clarity and detail to indicate the nature and character of the work. In order to apply for a permit you must provide two complete sets of plans (all documents stapled together) which include the following information:

#### A. Cover Sheet with the following information:

1. Job address and legal description.
2. Contractor's name, address and contact person's phone number.
3. Proposed type of construction.
4. General notes. Cover sheet shall contain the following notes.
  - a. Only copper Type L or PEX a installed with PEX ring and fittings, ASTM F1960 shall be used for water distribution piping.
  - b. Water riser must be metal above ground; schedule 40 PVC may only be used for exterior piping that is underground.
  - c. Statement that the project was designed in accordance with the 2018 International codes and the 2017 NEC.
  - d. Structural engineer's certification that the project was designed in accordance with the Design Wind Loads of the 2018 International Codes. (136 mph Risk Category II exposure B per ASCE 7-16) Also submit signed and sealed statement in a separate letter.
  - e. Aluminum wiring is prohibited and 12/2 with ground is the smallest conductor size allowed.

- f. Compliance with IRC R312.2 for window fall protection.
- g. All walls with draw-waste-vent plumbing shall be 2x6 lumber.
- h. Fence Requirements: In addition to any fence requirements for tree protection, all building sites are required to be enclosed with a temporary fence a minimum height of 6 feet. This requirement applies to each side, rear, and 75% of the front yard during construction. Removal of this fence at any time during construction, for any reason, requires written authorization from the Building Official.

#### 5. Framed area calculations:

Framed area is defined as the measurement from the outer exterior wall surfaces of all floor and ground areas under a solid, fixed roof. Floor and ground areas are measured on each level. (See zoning ordinance for those areas uncounted per the framed area definition)

**NOTE: Maximum allowed framed area is 80% for Single Family District sites.**

#### 6. Open and Pervious Area Calculations.

### B. Foundation plans, specifications, and engineering details to include:

1. Soils report by an A2LA certified laboratory indicating the required procedures and tests per the Technical Code provisions in Appendix C of The Code of Ordinances signed and sealed by a civil engineer.
2. Foundation design details signed and sealed by a registered Professional **Structural Engineer. (Original signature required.)**
3. Front, side, and rear building lines with dimensions on foundation layout plan.
4. Detail of allowable pipe penetrations through grade beams. **(Pipes shall be sleeved two (2) pipe sizes larger).**
5. Declaration on plans that the foundation was designed in accordance with the soils report. **(Indicate soil report number on plans)**

### C. Architectural plans must include:

1. Designer's name, address, and phone number. If an architect, plans must be signed and sealed with an **original signature.**
2. Details showing draft stopping compliance methods per the International Codes. Trusses at 500 sq feet intervals.
3. Details of all headers—both size and support.
4. If trusses or truss joist systems are used, provide a layout plan and design plans signed and sealed by Registered Professional **Structural Engineer.**
5. Attic access, minimum opening 25.5"x54", shall support 350 lbs with 20 minutes fire resistance.
6. Fireplace and chimney details.
7. Typical wall section.
8. Fully dimensioned drawings to determine areas and building height. Maximum height is measured above standard base level elevation.

**9. General notes:** Architectural plans must contain the following notes:

- a. Door between garage and any habitable space must be 20 minute fire rated with closer.
- b. All residential structures (R-1, 2, 3, and 4) shall use 5/8" type X Sheetrock throughout entire structure.
- c. Safety glass specifications and locations.
- d. Breezeways shall be draft-stopped.
- e. Tub/showers enclosure wall (no green rock).

**10. Site plan** with dimensioned lot size, proposed construction, setbacks, easements, driveways, approach and sidewalk ramps.

**D. Electrical Plans**

- 1. Complete plans and specifications of all electrical work.
- 2. Load calculations for all structures. (Minimum 150 amp main required)
- 3. Floor plan showing all receptacles, outlets and GFCI locations for each story.
- 4. Panel board schedule: note location of meter and exterior disconnect at main.
- 5. Smoke and carbon monoxide detector locations.
- 6. Symbol schedule.
- 7. Designer's name, address, and phone number.
- 8. General note: arc fault protection will be provided per NEC 210.12
- 9. Tamperproof receptacles per NEC 406.12

**E. Mechanical Plans**

- 1. Designer's name, address; and phone number.
- 2. Floor plan showing all the following:
  - a. Method for providing combustion air for utility rooms (louver door or undercut door 2")
  - b. Locations of all return air. (City ordinance requires all return air be 24" AFF or media or electrostatic)
  - c. Location of all indoor equipment.
- 3. Site plan showing location of all outdoor equipment with setback to property line shown.
- 4. Attic ventilation with calculations. 1:150
- 5. General note that all mechanical equipment exhaust must terminate on the exterior of the structure.

**F. Plumbing Plans**

- 1. Designer's name, address, and phone number.
- 2. Floor plan showing all the following:
  - a. Utility room floor drains and outside termination points above first floor

- b. Access for tub and whirlpools
- c. Water heater location
- d. Location of all plumbing fixtures
- e. Plumbing fixtures table
- f. Water supply and distribution plan showing piping sizes, valves, water heater details and temperature-pressure relief valve with discharge pipe
- g. Riser diagram water, sewer and gas/material, size, BTU, longest length
- h. Location of proposed city water and sewer taps

**G. Flood Plain**

If the property is located in a Special Flood Hazard Area (Zone AE) a FEMA elevation certificate based on construction plans must be submitted. A final "as-built" certificate must be submitted before final occupancy.

**Other Requirements**

In addition, when applying for a building permit, the following additional information and documentation are required.

- 1. A completed tree disposition plan for the site shall be provided.
- 2. Letters to adjacent residents shall be provided, 8 for interior lots and 5 for corner lots. Letters must be in an addressed, stamped envelope, unsealed. Each letter must contain the contractor's return address. A site plan must be provided with each letter.

**Additional Permits will be required for the following:**

- 1. Fences
- 2. Swimming Pools
- 3. Decks
- 4. Sidewalks and Driveways
- 5. Area Drains
- 6. Lawn Irrigation
  - a. Location of all sprinkler heads
  - b. Gallons per minute required per zone and show calculations
  - c. Location of cross connection control device (backflow PVB)
  - d. Copy of PVB test report by state licensed tester
- 7. Any additional grade raising or work not approved or shown on the original plans and application.



## BUILDING–DESIGN & CONSTRUCTION CODES AND ORDINANCES

Design and construction shall be in compliance with the following codes and ordinances:

### NOTES

- All setbacks are measured from the wall surface, not the foundation. See “Formal Decision of the Administrative Official” dated June 9, 2009

### I. Codes and Ordinances

- International **Building** Code  
2018 edition with local amendments.
- International **Plumbing** Code  
2018 edition with local amendments.
- International **Mechanical** Code  
2018 edition with local amendments.
- International **Fuel Gas** Code  
2018 edition with local amendments.
- International **Residential** Code  
2018 edition with local amendments.
- International **Energy Conservation** Code  
2018 edition.
- National **Electric** Code  
2017 edition with local amendments.
- Zoning Regulations, Appendix A, Code of Ordinances.
- Technical Codes, Appendix C.
- Chapter **18**, Buildings and Development.
- Chapter **26**, Electrical and Alarm Systems.
- Chapter **62**, Plumbing, Gas and Solar Energy.
- Chapter **70**, Street Areas and Public Places.
- Chapter **82**, Urban Forest Preservation and Enhancement.

### II. International Resident Code Sections

- Fireplaces—Chapter 10
- Glazing/Hazardous locations—Section 308.4
- Skylights—Section 308.6
- Stairs—Section 311.7

### III. Miscellaneous Information

- Walls with drain-waste and vent shall be 2x6 lumber, boring and notching standards to be followed.
- No utility grade lumber for studs, joist and rafters.
- R312.2 Window Sills—In dwelling units, where the opening of an operable window is located more than 72 inches (1829 mm) above the finished grade or surface below, the lowest part of the clear opening of the window shall be a minimum of 24 inches (610mm) above the finished floor of the room in which the window is located.
- Type “M” copper not allowed.
- PEX piping is allowed per local amendments.  
PEX-a with PEX-a ring and F-1960 fittings only.
- Water lines looped under the slab shall be sleeved with one continuous sleeve 0.025 thick. Terminating 6 inches above slab.
- Schedule 40 PVC, ASTM 1785 may be used for water distribution outside, underground only.
- Building drains, building sewers and sewer lines must be Schedule 40 PVC, ASTM 2665.
- Fences require a separate permit.
- Pools required a separate permit.
- Sidewalks, driveways and approaches require a separate permit.
- Provide at least one qualified tree in the front yard.
- The removal, damage or death of any large tree, except as authorized by an approved tree disposition plan, is prohibited.
- Copper wiring only, No. 12 with ground is the smallest wiring allowed.
- A single exterior main disconnect is required as close as possible to the meter; 150 ampere minimum.

**BUILDING-OWNER'S DESIGNATION OF  
A BUILDING SITE**  
AS DEFINED BY THE  
ZONING ORDINANCE OF THE CITY

**NOTES**

- An original survey depicting the property described below must be attached.

SUBJECT		
STATE OF  §	COUNTY OF  §	ON THIS DATE
The undersigned person(s) (referred to collectively as "Owner") certifies that the owner owns the Property described below and signs this designation. Words and phrases in this designation have the same meanings as in the Zoning Ordinance.		
PROPERTY INFORMATION		
ADDRESS		
LEGAL DESCRIPTION OF PROPERTY		

REPRESENTATION BY THE OWNER	
<p>The Owner represents to the City that the Property: (i) is contiguous, (ii) is all owned in fee simple and in common by the Owner, (iii) consists of one or more whole subdivided lots, (iv) includes no common-use areas, (v) includes no area within another building site and (vi) has the minimum dimensions prescribed by the City's Zoning Ordinance. The owner understands that the Zoning Ordinance restricts the division of building sites. The Owner also understands that building sites are regulated in many ways, both by the Zoning Ordinance and by other ordinances of the City.</p> <p><b>NOTE: If building site contains one or more partial lots, owner must provide city proof the building site was legally subdivided into present shape before 10/24/1987.</b></p> <p><b>Designation As One Building Site:</b> The Owner designates the entire Property described above as a single "building site" under the City's Zoning Ordinance.</p>	
SIGNATURE	DATE
PRINT NAME	

ACKNOWLEDGMENT OF FILING	
STATE OF  §	COUNTY OF  §
This instrument was acknowledged before me.	
BY	LEGIBLE SEAL
DATE ACKNOWLEDGED	
COMMISSION EXPIRATION	
NOTARY PUBLIC	

BUILDING SITE REVIEW (OFFICIAL USE ONLY)	
<input type="checkbox"/> ACCEPTABLE	<input type="checkbox"/> UNACCEPTABLE
<p><b>Building Site is unacceptable for the following reason(s):</b></p> <p><input type="checkbox"/> Building site is made-up of one or more partial lots that were not legally subdivided into present shape before 10/24/1987.</p> <p><input type="checkbox"/> Proof required lot was legally subdivided into present shape before 10/24/1987.</p> <p><input type="checkbox"/> Building site does not meet minimum dimensions as prescribed by Table 5-1 of the Zoning Ordinance.</p> <p><input type="checkbox"/> Other. (see attached)</p>	
CHIEF BUILDING OFFICIAL	DATE

# Company Letter Head

(Sample Letter)

Request for a deferred submittal of the Truss plans

Project Address: \_\_\_\_\_

Date: \_\_\_\_\_

To: Development Services Department

Dear Sir,

We are requesting a deferred submittal for the Engineered Truss detail and layout plans. We will provide two complete sets signed and sealed by a Structural Engineer as listed on the Texas State Board of Professional Engineers website along with errors and omissions insurance in the amounts required by city ordinance. These plans will be provided PRIOR to any inspection being performed by the city after the foundation.

Should you have any questions please call: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
( Type Name below signature)



City of  
West University  
Place

Public Works Department  
Development Services

## BUILDING—TEMPORARY RELEASE OF UTILITIES

PROJECT		
ADDRESS		
CITY	STATE	ZIP CODE
PERMIT NUMBER		
CONTRACTOR		
FIRST NAME	LAST NAME	
PHONE	EMAIL	
COMPANY NAME		
CONTRACTOR REGISTRATION NUMBER	COMPANY PHONE	
COMPANY ADDRESS		

ACKNOWLEDGMENT	
<p>I am requesting temporary release of utilities for the purpose of testing equipment and/or performing work to make this building ready for a final inspection.</p> <p>I agree that this building will not be occupied prior to passing <b>all final</b> inspection and a certificate of occupancy is issued. I understand that occupancy of this building prior to final inspections, and the issuance of a certificate of occupancy is a violation of the law.</p> <p>I further acknowledge and agree that any temporary release of utilities, requested by the company I represent, may be denied if the building is occupied prior to passing <b>all final</b> inspections and, obtaining a certificate of occupancy.</p>	
OWNER OF AUTHORIZED REPRESENTATIVE	DATE
PRINT NAME	
PERMIT HOLDER IF DIFFERENT FROM ABOVE	DATE
PRINT NAME	

**SAMPLE LETTER ONLY**  
CONTRACTOR'S COMPANY LETTERHEAD

DATE

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(To immediately adjacent houses)

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Address

---

City, State, Zip

Dear Resident:

Soon (construction of a new residence), (major remodeling of residence), will begin at the above address. We realize that the construction may cause temporary inconveniences to those living nearby; however we intend to minimize this disruption by taking necessary precautions to protect your property as well as property in the surrounding neighborhood. The purpose of this letter is to inform you of certain ordinances that deal directly with situations that commonly occur in construction:

1. **LOUD AND EXCESSIVE CONSTRUCTION NOISE:** Occurring before 7am and after 8pm Monday - Friday, before 8am and after 8pm on Saturday, and before 12:00 noon and after 8pm on Sunday, **New Year's Day, Thanksgiving Day, Christmas Day, and whenever New Year's Day or Christmas Day falls on a Saturday or Sunday the corresponding Friday or Monday on which the City observes that holiday is prohibited.**
2. **PORTABLE SANITARY FACILITIES:** Should not be placed on the easement or sidewalk, but positioned within boundaries of the property line.
3. **LOCATION OF CONSTRUCTION MATERIAL (lumber, bricks, etc.):** Stacked and stored on the sidewalk or in the street is prohibited.
4. **LITTER TRASH CONTAINERS FOR LOOSE TRASH:** Required; making it unlawful to deposit trash and debris within the city in such a manner that it may be carried or deposited by the elements upon the street, easement, street of right-of-way, vacant lot, or any occupied/unoccupied premises.

5. **TRESPASSING:** Any person found on a homeowner's property are in violation of Criminal Trespass Statute, and may anticipate arrest.
6. **FENCE DAMAGE:** Civil matter between the contractor and homeowner's.
7. **CURB, GUTTER, & SIDEWALK:** Unlawful to injure, deface, or destroy any real or personal property belonging to the city. The contractor is responsible for repairing any damages.
8. **WATER:** No person shall take water from public or private hydrant unless permission has been granted.
9. **PARKING:** No person shall stop or park any vehicle upon a street clearly marked prohibiting parking, nor leave available less than ten feet of the width of either lane or roadway.
10. **SERVICE TRUCKS:** All service oriented trucks and vehicles shall display the name, address, and phone number of their business on the side of the vehicle.
11. **TREES:** All "Protected Trees", as defined in Chapter 22, must be fenced or otherwise protected prior to demolition of the existing residence to prevent damage to tree roots. Storage of materials, trash containers, or portable sanitary facilities within protective fencing is prohibited. Existing sidewalks and driveways shall remain in place as long as possible to minimize damage to tree roots from vehicles.

The city requires us to notify you of existing city ordinances and state laws, which will be enforced. Should you however experience any type of inconvenience, annoyance, or problems please contact (the name of person with the company & telephone), and he/she will certainly do everything within his/her power to correct the matter.

---

(Signature of contractor or builder)

Type name and title:

Type name of company:

**SAMPLE LETTER ONLY**



City of  
West University  
Place

Public Works Department  
Development Services

**BUILDING-OWNER'S DESIGNATION OF  
SIDE SETBACK AREAS (SIDE YARD)**  
UNDER THE ZONING ORDINANCE OF THE CITY  
OF WEST UNIVERSITY PLACE

SUBJECT		
STATE OF _____ §	COUNTY OF _____ §	ON THIS DATE _____
The undersigned person(s) (referred to collectively as "Owner") certifies that the owner owns the Property described below and signs this designation. Words and phrases in this designation have the same meanings as in the Zoning Ordinance.		
DESIGNATED SIDE SETBACK AREAS		
The _____ <sup>1</sup> side setback area—measured from the _____ <sup>1</sup> property line of the Building Site described above—is designated as the area _____ feet in width parallel and adjacent to such property line.		
The _____ <sup>2</sup> side setback area—measured from the _____ <sup>2</sup> property line of the Building Site described above—is designated as the area _____ feet in width parallel and adjacent to such property line.		
<sup>1</sup> Insert, e.g., "north", "south" or other clear identification of the first side property line (i.e. the property line for which the first designation is made).		
<sup>2</sup> Insert, e.g., "north", "south" or other clear identification of the second side property line (i.e. the property line for which the second designation is made).		
SIGNATURE	DATE	
PRINT NAME		
OFFICIAL USE ONLY		
STATE OF _____ §	COUNTY OF _____ §	
ACKNOWLEDGMENT OF FILING.		
The building official of the City acknowledges that this instrument was duly filed as required by the Zoning Ordinance of the City.		
BY	LEGIBLE SEAL	
DATE ACKNOWLEDGED		
COMMISSION EXPIRATION		

NOTES
• An original survey depicting the property described below must be attached.

PROPERTY INFORMATION
ADDRESS
LEGAL DESCRIPTION OF PROPERTY

BUILDING SITE REVIEW
<input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE
<b>Building Site is unacceptable for the following reason(s):</b> <input type="checkbox"/> Table 7-2 Note 2 <input type="checkbox"/> Table 7-2 Note 3 <input type="checkbox"/> Table 7-2 Note 6 <input type="checkbox"/> Table 7-6 Note 5

CHIEF BUILDING OFFICIAL	DATE
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OFFICIAL USE ONLY	
STATE OF _____ §	COUNTY OF _____ §

ACKNOWLEDGMENT OF FILING.
The building official of the City acknowledges that this instrument was duly filed as required by the Zoning Ordinance of the City.

BY	LEGIBLE SEAL
DATE ACKNOWLEDGED	
COMMISSION EXPIRATION	



City of  
**West University  
Place**

Public Works Department  
Development Services

## BUILDING–FOUNDATION CERTIFICATE

Unless otherwise indicated, word and phrases used in this document have the same meanings as in **The Technical Codes Schedule** of the Code of Ordinances (“**Foundation Ordinance**”) of the City of West University Place, Texas (“City”).

SUBJECT		
New foundation built at the site described below: ("New Foundation")		
SITE ADDRESS		
ADDRESS		
CITY	STATE	ZIP CODE
SITE INFORMATION		
LEGAL DESCRIPTION OF THE SITE		
PERMITTEE	BUILDING PERMIT NUMBER	

OFFICIAL USE ONLY	
<b>ACKNOWLEDGMENT OF FILING.</b> The building official of the City acknowledges that this certification was duly filed as required by the Foundation Ordinance.	
BY	DATE ACKNOWLEDGED

### CERTIFICATION

BY SIGNING BELOW, I CERTIFY AS FOLLOWS:  
(CHECK APPLICABLE SECTIONS)

- I am an “RLPE” as defined in the Foundation Ordinance.**  
[ “RLPE” means a licensed or registered professional engineer of the State of Texas who is: (1) listed with the State Board of Professional Engineers in the structural branch of engineering; (2) employed by a registered engineering firm of the State of Texas; and (3) (unless waived by the BSC) covered by professional errors and omissions insurance that: (i) has limits of at least \$500,000 per claim (and at least \$1,000,000 per year, aggregate) and (ii) has effective dates—including any retroactive coverage date—that include the entire period when the person provides services or takes actions regulated by this section.]
- Observations of the New Foundation:**
  - were performed either by me or by one or more persons under my direct supervision and control whose professional qualifications were approved by me;
  - included actual measurement of piers, fill, compaction, reinforcement, forms, materials, dimensions, structural elements, attachments, etc. before the work was covered or concrete was placed.  
**Note: dimensions of an underground element may have been measured or estimated from the forms, boring or cavity for the element, before pouring or filling;**
  - were performed continuously during placement of concrete; and
  - were documented in a form and manner approved by the building official of the City.
- Referring to and based upon the professional observations described above, the New Foundation complies with the plans and specifications last approved by the building official (with any field changes that were ordered by me and reported to the building official and that comply with applicable regulations). This is based upon my professional opinion and does not constitute a guarantee or warranty, expressed or implied.
- This certification does not rely upon any other certification, except as indicated below:
  - This certification relies in part upon an **attached** certification by a RLGE, as to geophysical matters.  
—Optional, with attachment
  - This certification relies in part upon an **attached** certification by an A2LA Lab, as to materials testing.  
—Optional, with attachment

### CERTIFYING RLPE INFORMATION

PRINT FIRST NAME	PRINT LAST NAME
EMPLOYED BY (REGISTERED ENGINEERING FIRM)	TEXAS REGISTRATION NUMBER
SIGNATURE OF RLPE	DATE SIGNED

### LEGIBLE SEAL





Public Works Department  
Development Services  
3826 Amherst St.  
West University Place, TX 77005  
713.662.5833  
713.662.5304 (F)  
inspections@westutx.gov  
www.westutx.gov

## Memorandum

January 21, 2016

From: The Desk of the Chief Building Official

Subject: General Information for Engineers when filling out the Foundation & Framing Certificates

When filling out the city required **Foundation Certificate** there may be items on the certificate that were not inspected by you because they were not required to be installed per your design or not part of your required inspection, i.e. form, compaction (where none was designed by you. In this case draw a line through the non-inspected/required item.

Example:

- Included actual measurement of piers, fill, compaction, reinforcement, forms, materials, dimensions, structural elements, attachments, etc. before the work was covered or concrete was placed.

**NOTE: dimensions of an underground element may have been measured or estimated from the forms, boring or cavity for the element, before pouring or filling.**

When filling out the city required **Framing Certificates** please answer each check box, , with a check mark showing confirmation the inspection as stated was performed by you or an N/A, meaning nothing in that space was applicable to this project.

The last check box on both **Foundation and Framing Certificates** must always be checked because it states; this certificate **does not rely** upon any other certification, except as indicated below. In cases where you as the Engineer of record authorize someone listed to perform an inspection for you, then check that space and provide a copy of their report for our records as well.

Should you have any questions please contact me at:

cchew@westutx.gov  
713.662.5830

**K. Clay Chew**  
*Chief Building Official, CFM*



City of  
**West University  
Place**

Public Works Department  
Development Services

## BUILDING-FRAMING CERTIFICATE

Unless otherwise indicated, word and phrases used in this document have the same meanings as in **The Technical Codes Schedule** of the Code of Ordinances ("**Structural Framing Ordinance**") of the City of West University Place, Texas ("City").

SUBJECT		
New foundation built at the site described below: ("New Structural Frame")		
SITE ADDRESS		
ADDRESS		
CITY	STATE	ZIP CODE
SITE INFORMATION		
LEGAL DESCRIPTION OF THE SITE		
PERMITTEE	BUILDING PERMIT NUMBER	

OFFICIAL USE ONLY	
ACKNOWLEDGMENT OF FILING.	
The building official of the City acknowledges that this certification was duly filed as required by the Foundation Ordinance.	
BY	DATE ACKNOWLEDGED

### CERTIFICATION

BY SIGNING BELOW, I CERTIFY AS FOLLOWS:  
(CHECK APPLICABLE SECTIONS)

- I am an "RLPE" as defined in the Structural Framing Ordinance.**
- [ "RLPE" means a registered or licensed professional engineer of the State of Texas who is: (1) listed with the State Board of Professional Engineers in the structural branch of engineering; (2) employed by a registered engineering firm of the State of Texas; and (3) (unless waived by the BSC), covered by professional errors and omissions insurance that: (i) has limits of at least \$500,000 per claim (and at least \$1,000,000 per year, aggregate) and (ii) has effective dates—including any retroactive coverage date—that include the entire period when the person provides services or takes actions regulated by this section.]
- Observations of the New Structural Frame:**
- were performed either by me or by one or more persons under my direct supervision and control whose professional qualifications were approved by me;
  - included actual observations of structural elements and attachments in crawl spaces before they are covered by floors or other materials.
  - include actual observations of each beam, joist, rafter, truss and similar element, including each related weld and high-strength bolt:
    - a. after all required plumbing, electrical and mechanical "rough-in" inspections have been passed and all expected notching, boring, and similar work has been done, and
    - b. before the item is covered.
  - were documented in a form and manner approved by the building official of the City.
- Referring to and based upon the professional observations described above, the New Structural Frame complies with the plans and specifications last approved by the building official (with any field changes that were ordered by me and reported to the building official and that comply with applicable regulations). This is based upon my professional opinion and does not constitute a guarantee or warranty, expressed or implied.
- This certification does not rely upon any other certification, except as indicated below:
- This certification relies in part upon an **attached** certification by an A2LA Lab, as to materials testing.  
—Optional, with attachment
  - This certification relies in part upon an **attached** certification by an inspector certified by the City of Houston or in compliance with Section 1704.3.3 of the IBC, as to welds or high-strength bolts.  
—Optional, with attachment

### CERTIFYING RLPE INFORMATION

PRINT FIRST NAME	PRINT LAST NAME
EMPLOYED BY (REGISTERED ENGINEERING FIRM)	TEXAS REGISTRATION NUMBER
SIGNATURE OF RLPE	DATE SIGNED

### LEGIBLE SEAL



Public Works Department  
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Example:

- Included actual measurement of piers, fill, ~~compaction~~, reinforcement, ~~forms~~, materials, dimensions, structural elements, attachments, etc. before the work was covered or concrete was placed.

**NOTE: dimensions of an underground element may have been measured or estimated from the forms, boring or cavity for the element, before pouring or filling.**

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713.662.5830

**K. Clay Chew**  
*Chief Building Official, CFM*

## BUILDING-HEIGHT CERTIFICATION PRINCIPAL & REAR YARD STRUCTURE



DIAGRAM 1  
PRINCIPAL & "DETACHED" REAR YARD STRUCTURES

DIAGRAM 2  
"ATTACHED" REAR YARD STRUCTURES

PROJECT BENCHMARK	
MUST BE THE SAME USED FOR <b>BASE ELEVATION CERTIFICATE</b>	
LOCATION OF BENCHMARK	
<input type="checkbox"/> NAIL IN TREE	<input type="checkbox"/> TOP OF CURB
<input type="checkbox"/> NAIL ON POWER POLE	<input type="checkbox"/> OTHER _____
STEPS TO DETERMINE THE HEIGHT OF STRUCTURE	
1. From <b>Project Benchmark</b> , determine <b>Top of Slab Elevation</b> .	
2. When framing is complete, determine distance from <b>Top of Slab to Heights Roof Peak</b> . If " <b>Attached</b> " <b>Rear Yard Structure</b> , see <b>Diagram 2</b> and use <b>20' Rear Height Setback Line</b> for your <b>Heights Point</b> .	
3. Subtract <b>Base Elevation</b> from <b>Highest Roof Peak Elevation</b> (or <b>Highest Point</b> at the <b>20' Rear Height Setback Line</b> ) to determine <b>Structure Height</b> above base elevation.	

PROPERTY INFORMATION		
ADDRESS		
BLOCK	LOT	SECTION
LEGIBLE SEAL		
ORIGINAL ENGINEER / SURVEYOR SIGNATURE		DATE

NOTES

PRINCIPAL STRUCTURE — MAX HEIGHT= 35' ABOVE BASE ELEVATION								
TOP OF SLAB ELEVATION	+	TOP OF SLAB TO HIGHEST ROOF PEAK	=	HIGHEST ROOF PEAK ELEVATION	-	BASE ELEVATION (FROM BASE ELEVATION CERTIFICATE)	=	HEIGHT OF STRUCTURE
REAR YARD STRUCTURE <input type="checkbox"/> ATTACHED <input type="checkbox"/> DETACHED — MAX HEIGHT= 25' ABOVE BASE ELEVATION								
TOP OF SLAB ELEVATION	+	TOP OF SLAB TO HIGHEST ROOF PEAK	=	HIGHEST ROOF PEAK ELEVATION	-	BASE ELEVATION (FROM BASE ELEVATION CERTIFICATE)	=	HEIGHT OF STRUCTURE