



***OWNER-CONTRACTOR REVIEW CHECKLIST**

Application No. _____

Address: _____

Initials (Contractor please initial all that apply)

- _____ Trees marked for removal are not allowed to be cleared prior to the receipt of a building permit.
- _____ Construction materials are not allowed on site prior to the receipt of a building permit.
- _____ Grading or modifications to drainage are not allowed prior to the receipt of a building permit.
- _____ Topography and lot drainage plans including its effect on adjacent property required with permit application.
- _____ Construction plans and details including required set backs on a plat drawing required with permit application.
- _____ Portable toilet facilities required on all sites where house toilet facilities are not available
- _____ Construction debris contained in either a dumpster or four-sided site constructed container.
- _____ Foundation designed by Texas Professional Engineer
- _____ Compliance with all Town Ordinances and the latest edition of the International Residential Code.
- _____ Permits are good for six (6) months. Thirty-day grace period. Monthly fee upon expiration of Permit.
- _____ Construction hours limited to: 7:00 a.m. - 9:00 p.m.

_____ **construction inspections are: (For Office use Only)**

- site review/foundation date: _____
- rough out plumbing date: _____
- pre-pour concrete date: _____
- rough-in electrical/plumbing/HVAC pre-sheetrock date: _____
- Final electrical/plumbing/HVAC- date: _____
- Certificate of Occupancy date: _____

Owner

Contractor

Building Official

Date: _____