

THE TOWN OF

Highland Park
TEXAS

4700 Drexel Drive, Highland Park, TX 75205
214-521-4161 office 214-559-9335 fax

Department of Building Inspection

Dear Contractor/Architect,

Please review the following plan submittal requirements for permitting process. We use the 2009 IRC and 2009 ICC Codes, along with the 2011 NEC, all with local amendments. The Town's Code of Ordinances is available online through our website at www.hptx.org. Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214) 521-4161 should you have any questions.

PLAN REQUIREMENTS FOR NEW CONSTRUCTION (and remodel if applicable)

- | | |
|--|---|
| <input type="checkbox"/> Two Sets of Plans | <input type="checkbox"/> Roof Plan |
| <input type="checkbox"/> Survey (With R.P.L.S. Stamp) | <input type="checkbox"/> Plbg/Elec Fixtures On Plan |
| <input type="checkbox"/> Site Plan (show: wm's, swr-tap, gas meter & elec svc.) | <input type="checkbox"/> Floor Plan & Elevations |
| <input type="checkbox"/> Foundation Plan (Engr'd) | <input type="checkbox"/> Handrail/Guardrail Details & Tread/Riser Dimensions |
| <input type="checkbox"/> A/C Compressor Location | <input type="checkbox"/> Wall Section (show: Insulation Specs & Drainage Plane) |
| <input type="checkbox"/> Floor Joist Plan (if open web &/or I-Joist then PE is req'd) | <input type="checkbox"/> Window & Door Sizes w/SHGC & U-Factor
(SHGC \leq 0.35 max & U-Factor \leq 0.50 max) |
| <input type="checkbox"/> Ceiling Joists Plan (show floored areas)
(Appropriate insulation R-Values shall correspond to Ceiling Joist sizes) | <input type="checkbox"/> Grade Elevations for Site Drainage |
| <input type="checkbox"/> Rafter Plan (slate or tile roof by PE) | <input type="checkbox"/> "Erosion Control Acknowledgement & Plan" (Silt/Mud Control & Prevention of Runoff onto Neighboring Property and onto Town Property). |
| <input type="checkbox"/> Drainage Plan (show discharge to paved R.O.W.) | |
| <input type="checkbox"/> Fireplace Details (pefab specs, hearth ext, surround,mantle) | <input type="checkbox"/> "Construction Site Conditions" Acknowledgement Signed and Submitted with plans. (See Attached) [24 month time limit] |
| <input type="checkbox"/> ICC-Certified 3rd Party Energy Report &/or Letter for Energy Compliance w/Inspector's NAME and ICC# | <input type="checkbox"/> "DPS Alarm Ordinance Requirements Letter" Acknowledgement Signed and Submitted with plans. (See Attached) |
| <input type="checkbox"/> Electric Load worksheets Submitted to ONCOR for New Electric Service (USE LINK BELOW...) http://www.oncor.com/pdf/construct/guidelines/cust_req_res.pdf | <input type="checkbox"/> Fire Sprinkler Application & Plans by registered Fire Sprinkler Contractor (if addn \geq 50% orig floor) |
| <input type="checkbox"/> Home Owner/Builder Preconstruction Meeting (Prior to Major Remodel/New Construction \geq 6 months) | <input type="checkbox"/> Construction Schedule, Front Yard Staging Plan, Construction Parking Plan, and Contractor's Neighborhood Letter |
| <input type="checkbox"/> Provide Dumpster & Constr Toilet Vendor info | <input type="checkbox"/> General Contr online registration completed (if not current) |

NOTE: * If **pre-engineered floor framing product** (i.e. *TJI*®, *LPI*®, *GPI*®, *Spacejoist*®, *Trimjoist*®) is used, then the layout shall be **approved by a Texas registered structural engineer**. The pre-engineered framing system plan shall be accompanied by an engineer sealed letter of review or stamp on the layout plan, laminate beam calculations sealed by engineer, a product specification sheet describing installation details and Building Code approval on the product. If an **open web truss system** (i.e. *Spacejoist*®, *Trimjoist*®, or custom truss) is used, then an engineer shall affix his/her **original seal** to the layout of the trusses. Also, each *open web* custom truss that is used shall accompany the layout plan with a profile drawing or shop drawing and bear an engineer's seal.

Sincerely,

Kirk Smith
Development Svcs Mgr
ksmith@hptx.org

Don Young
Senior Building Inspector
dyoung@hptx.org

Mary Kuebler
Permit Technician
mkuebler@hptx.org

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4700 Drexel Drive, Highland Park, TX 75205
214-521-4161 office 214-559-9335 fax

Department of Building Inspection

Dear General Contractor,

Please review the following list of required inspections for remodel/new construction. Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214) 521-4161 and the inspection cut-off time for same day inspection is 9:00 A.M. Please call should you have any questions.

LIST OF REQUIRED INSPECTIONS

(Call in with Address and Permit Number - except for Erosion Control)

- Erosion Control and Sedimentation devices installed per Town approved plan.
(To request inspection call Town Engineer at 214-521-4161 or schedule inspection request on www.hptx.org - **HP4U Resident Connection** link on homepage – select **Erosion Control** topic within **Public Works** title)
- Foundation/Setbacks (Pier inspection separate from Beam inspection)
- Floor Framing (prior to decking, and after sub-floor M.E.P. rough-ins)
- HVAC Rough
- Electrical Rough (with wire in conduit & airtight fixtures roughed-in)
- Plumbing Rough & Top-out
- Exterior sheathing / flashing / moisture control prior to installation of building veneer
- Fireplace: Firebox/Chimney
- Alarm Rough-in (Request Inspection w/H.P. Alarms Department)
- Fire Sprinkler Rough-in (Request Inspection w/H.P. Fire Marshal)
- Framing & Bldg Envelope
- ICC-Certified 3rd Party Energy/Insulation Inspection letter
- HVAC, Plumbing, Electrical, **ICC-Certified 3rd Party Energy Letter**, and Building Finals

HVAC, Plumbing, and Electrical contractors are responsible for calling in their own inspections and referencing their permit numbers! Fence, flatwork, curb/gutter, irrigation systems, drainage systems, utility connections, and pools/spas are not included in the permit for the remodel/new construction of a building... separate permits and inspections are required for each. **Town approved plans and Energy Code Compliance Form must be on jobsite for inspections.**

Sincerely,

Kirk Smith
Development Svcs Mgr
ksmith@hptx.org

Don Young
Senior Building Inspector
dyoung@hptx.org

Mary Kuebler
Permit Technician
mkuebler@hptx.org

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4700 Drexel Drive, Highland Park, TX 75205
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Department of Building Inspection

Building Permit Fees:

The building permit fees for the Town of Highland Park, Texas shall be as follows:

\$500.00 - \$4,999.99.....	\$50.00
\$5,000.00 or more.....	1% of value to nearest \$1,000
Raze a main building.....	\$200.00
Raze an accessory building.....	\$25.00

Demolition:

A five hundred (\$500.00) dollar deposit is required prior to issuing a permit to raze or move a main building. All debris including all concrete structural members below grade shall be removed from the lot and the lot shall be completely cleaned and graded to prevent any retention of water. All utilities shall be disconnected and the sewer line shall be effectively plugged with concrete or as may be required by the Building Inspector, at or near the property line prior to the issuance of the raze permit. Public sidewalks shall not be removed, however all public sidewalks damaged during demolition or in need of replacement and/or abandonment shall be repaired and/or replaced in conformance with all applicable Town ordinances. Driveway approaches will be removed and curb and gutter installed within ninety (90) days from issuance of permit, unless extension approved by Building Inspector. When the lot is cleared, all utilities disconnected and/or capped, all repairs made and approaches removed, the deposit will be refunded. Costs incurred by the Town as a result of razing the building or performing any work deemed necessary by the Building Inspector shall be deducted from the deposit.

The raze contractor shall have a total of ten (10) working days from the date that work begins to complete the job and request a final inspection, unless an extension has been granted by the Building Inspector. If all requirements of the raze permit are not completed within the allotted time, then the five hundred (\$500.00) dollar deposit will be forfeited to the Town of Highland Park.

All but \$50.00 of the permit fee can be refunded if work has not commenced and request for refund is made in writing no less than thirty (30) days from issuance of permit.

Sewer-Tap.....	\$750.00 (Req'd for new construction)
Water Meter 5/8".....	\$750.00
Water Meter 1".....	\$850.00
Water Meter 1½.....	\$1,400.00

Note: Bonded contractor obtains permits to excavate & restore alley/easement in preparation for the Town to make utility taps.

HVAC, Fence, Irrigation System, Drainage System, ALARMS, Fire Sprinkler, Private & Public Flatwork, Curb/Gutter, Pools & Fountains are not included in this permit... Additional permits are required for each! Electrician, Plumber, Alarm, Fire Sprinkler, & HVAC Contractors are responsible for obtaining their own permits & inspection requests.

Permits issued with 1% fees:

FORM	PERMIT TYPES	SECTION
Accy-Non-C.....	Replace Non-Conforming Accy Bldg-----	ACC
Add	Residential Addition/Renovation Permit -----	ADD
Alarm	Alarm Installation Permit-----	ALR
Bpermit	Building/Structure Repair -----	BPE
Commercial.....	Commercial Remodel Permit -----	COM
Concrete.....	Concrete Permit -----	CON
Drain	Drainage Permit (Letter Req'd) -----	DRA
Fence.....	Fence Permit-----	FEN
Fire.....	Fire Sprinkler Permit -----	FIR
Mech.....	Mechanical Permit-----	MEC
Move.....	Move Building Permit -----	MOV
New.....	New Residential Dwelling Permit -----	NEW
Pool.....	Pool Permit-----	POO
Raze	Raze Permit-----	RAZ
Remodel.....	Residential Remodel Permit -----	REM
Reroof	Reroof Permit-----	RER
Sign.....	Sign Permit For Business-----	SIG
Tearout.....	Tear-Out In Preparation For Remodel-----	TEA
Tent.....	Tent Permit-----	TEN

General Contractor Annual Registration Fee ... \$125.00 (due to expire the 365 days from issuance)

Plumbing Permit Fee ...Paid by Plumbing Contr. (See fee schedule for PLUMBING PERMIT)

Permit fees covering the installation, alteration and repair of plumbing, plumbing fixtures, fittings and/or appurtenances shall be paid to the Town of Highland Park as follows:

Plumbing Permit Fee.....	\$50.00
Each Fixture	\$ 5.00
Reinspection	\$10.00
Water Service Line	\$ 10.00
Sewer Service Line	\$ 10.00
Customer Svc Insp.....	\$15.00
Sprinkler Systems.....	\$50.00
Contractor's annual registr fee -	N/A *

Fee in excess of \$50.00 can be refunded if work has not commenced and request is made within thirty (30) days of date permit is issued.

Gas Permit Fee ...Paid for by Plumbing Contr.

Permit fees covering the installation, alteration and repair of gas piping, gas appliance or gas equipment shall be as follows:

Permit Fee.....	\$50.00
Each Outlet	\$ 5.00
Reinspection	\$10.00
Yard Line	\$10.00
Contractor's annual registr fee -	N/A *

Fee in excess of \$50.00 can be refunded if work has not commenced and request is made within thirty (30) days of date permit is issued.

**The Plumbing/Gas Contractor Registration application shall contain a copy of a valid master plumber's license issued by the Texas State Board of Plumbing Examiners.*

Mechanical Permit Fee...Paid for by HVAC Contr.

Permit fees covering the installation, alteration, repair, or replacement of mechanical systems, equipment, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air conditioning and refrigeration systems or other energy-related systems shall be paid to the Town of Highland Park as follows:

- \$500.00 - \$4,999.99.....\$50.00
- \$5,000.00 - and up.....1% of value to nearest \$1,000.00
- Contractor’s annual registr fee - \$125.00*

Fee in excess of \$50.00 can be refunded if work has not commenced and request is made within thirty (30) days of date permit is issued.

**The Mechanical/HVAC Contractor Registration application shall contain a copy of a valid air conditioning license issued by the Texas Department of Licensing and Regulation.*

Electrical Permit Fee ...Paid for by Electrical Contr.

Fees covering the installation, alteration and repair of electric wiring, electric apparatus, and electric equipment shall be as follows:

- Permit Fee \$50.00
- Each Electrical Circuit \$ 2.00
- Electrical Service (per ampere) \$ 0.10
- Light Fixtures (each) \$ 1.00
- Motors (each) \$ 2.00
- Swimming Pool Ground..... \$10.00
- Reinspection \$10.00
- Temporary Pole \$10.00
- Contractor’s annual registr fee (w/State Master’s Lic) \$125.00*

Fee in excess of \$50.00 can be refunded if work has not commenced and request is made within thirty (30) days of date permit is issued.

**The Electrical Contractor Registration application shall contain a copy of a valid master electrician’s license issued by the Texas Department of Licensing and Regulation or master electrician’s license issued by the International Code Council.*

Fire Sprinkler Permit Fee...Paid for by Fire Contr.

Permit fees covering the installation, repair, alteration or replacement of a fire suppression system, equipment, fixtures, and/or appurtenances shall be paid to the Town of Highland Park as follows:

- \$500.00 - \$4,999.99.....\$50.00
- \$5,000.00 - and up.....1% of value to nearest \$1,000.00
- Contractor’s annual registr fee - N/A*

**The Fire Sprinkler Contractor Registration application shall contain a copy of the contractor’s State registration from the State Fire Marshal’s Office.*

Alarm Installation Permit by Alarm Contr.

No permit fee is required for the installation, alteration, repair, or replacement a burglar\fire detection system, equipment, fixtures, and/or appurtenances in the Town of Highland Park, but plans and application must be submitted to HPDPS prior to work occurring. The Alarm Contractor application shall contain a copy of the contractor’s State registration from the State Fire Marshal’s Office for the fire detection system and a copy of the contractor’s State registration from the Texas Department of Public Safety for the burglar alarm system. Plans are required to accompany the application for new installations (See Town Website www.hptx.org >Building Inspection Department >Forms to Download for additional submittal details).

TOWN OF HIGHLAND PARK

B _____

Receipt No. _____

Bldg. Permit No. _____

\$ _____

DEPARTMENT OF BUILDING INSPECTION

Permit Fee _____

Date _____

Application for Building Permit and Certificate of Occupancy

The undersigned hereby applies for a permit to build according to the submitted plans and specifications, a copy of which must be kept on the premises at all times during construction, and also agrees to complete this work in full conformity with the Ordinances of the Town of Highland Park and further applies for a Certificate of Occupancy and Compliance.

This permit becomes void unless the work is commenced within ninety (90) days from this date or if the work is abandoned or suspended, at any time after work is commenced, for a period of ninety (90) days.

OWNER: _____ **Address:** _____

LOT: _____ BLOCK: _____ ADDITION: _____

JOB SITE: Number _____ **Street:** _____ **Zoning District:** _____

Description of Work:

NOTE:

1. No change in the plans and specifications herewith presented for the construction or location of this building shall be made without the consent of the Building Inspector.
2. I, or we, hereby covenant to restore any and all damages to the Town sidewalks, streets, alleys, water mains, etc., which may result from this work..
3. At the beginning of work under this permit the Owner or Contractor must place in a conspicuous place in front of the premises a sign that will be furnished by the Department of Building Inspection stating that a Building Permit has been issued for this work.
4. No projection of any kind which may be beyond the street or alley or easement line is included or authorized in the permit under this application.
5. The Town of Highland Park zoning ordinance prohibits the display of business signs in residentially zoned districts.
6. Construction fences are not allowed in the required front yard.

ESTIMATED COST OF CONSTRUCTION: \$ _____

A/C SQUARE FOOTAGE OF CONSTRUCTION _____

Contractor's Company Name

Address

City/State

Zip

Signature of Applicant & PRINTED NAME

Phone

Building Inspector

Dumpster Co. Name _____

Construction Toilet Co. Name _____

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4700 Drexel Drive, Highland Park, TX 75205
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Department of Building Inspection

CONSTRUCTION SITE REQUIREMENTS

Due to the large volume of construction in Highland Park, it has become necessary for the Building Inspection Department to take steps which will protect the property of residents near job sites. A special concern is placed on the accumulation of trash and rubbish on work sites and the inability of residents to use streets, sidewalks, and alleys due to rock, dirt, building materials, and excavations on public property. Therefore, we must actively enforce existing ordinances which will improve these conditions. The following is a summary of applicable requirements:

PERMIT REQUIRED

Construction on private or public property shall not begin until all permits are issued and deposits made if needed. The contractor is responsible for contacting appropriate utilities to locate lines prior to excavation.

SIGNS

Only one real estate sign per street frontage; it may be either for the realtor or the property owner. The sign must be placed on private property only. No contractor, advertising, or other types of business signs are permitted in residentially zoned areas. (Zoning Ord. 14-101(2))

FENCES

*Fences (temporary construction, tree protection, permanent) are **NOT** allowed in the required front yard of residentially zoned districts. (Zoning Ord. 15-101) No accessory building, fence, or other structure shall be located or erected so as to extend into or obstruct any alley or utility easement. (Zoning Ord. 8-601[6])*

BARRICADES

Barricades must be in place and functional at the beginning of any work involving public property, and must remain in place and functional until all public property is restored to a safe, clean, passable condition. Each barricade must have at least one flashing light during nighttime hours. The condition and location of barricades shall be checked daily. (Code of Ord. Sec.3.13.086)

SIDEWALKS

Public sidewalks and alleys adjacent to construction sites must be kept completely clear, clean, and usable by the public for the duration of construction activity except when being replaced. Sidewalks will be replaced immediately following the removal of the old sidewalk. During replacement, all sidewalks will be properly barricaded. (Code of Ord. Sec. 8.01.012)

ALLEYS AND STREET EXCAVATIONS

Contractor is responsible for excavation in streets and alleys to expose utility mains for new connections. After utility taps have been made, contractor is responsible for repairing excavation. Fill material cannot contain rocks and must be compacted. Concrete shall be sawn back an additional eighteen (18) inches minimum. Damage to public utilities will be the responsibility of the contractor.

Except in emergency conditions, utility taps will be made within two (2) working days following approval by the Building Inspector. Excavation must be repaired within five working days after the right-of-way becomes impassable. Weather conditions will be considered, however, the contractor is responsible for using a pump or other means to expedite closing the excavation as soon as possible. (Code of Ord. Sec. 3.13.090)

TRASH/DEBRIS

All construction sites will be kept free of trash or rubbish. Trash containers, if used shall be kept entirely on private property. Clean up will be performed on a daily basis. The contractor is responsible for removal of construction debris and any related materials resulting from the construction site (Code of Ord. Sec. 13.05.005). Contractor will be issued a citation after two warnings. If the jobsite becomes unsightly and trash becomes a nuisance again, then job will be shut down until the site is clean.

FIRES

Open fires may not be used for burning trash nor to provide heat. (Code of Ord. Sec. 5.04.004)

SANITARY FACILITIES

Sanitary facilities are required on each job site. If at all possible, the temporary sanitation buildings should be placed in the rear of the private property where an alley exists, or near the front building line where no alley exists. (International Building Code)

CUTTING OF MASONRY/STONE

The Town prohibits using a "dry" saw to cut masonry or stone units which will produce dust. The use a "wet" saw is required when cutting masonry or stone units. (Code of Ord. Sec. 3.02.005)

PLANTING, MAINTENANCE & REMOVAL OF TREES

Trees/shrubs that are proposed for planting on, or removal from, public property or adjacent to any utility easement shall be approved by the Director of Parks for compliance with tree planting regulations. (Ord.1250) Trees located on public property shall be protected during construction. (Resolution No.006-02)

CONSTRUCTION HOURS & DAYS REGULATED

Hours of construction are defined in the Town of Highland Park to be permitted between 7:00 A.M. and 6:00 P.M. Monday through Saturday, only. No construction shall occur on Sunday or on the following holidays: **New Years Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, or Christmas Day.** (Code of Ord. Sec. 8.01.005(b))

24 MONTH TIME LIMIT ON PERMIT

The permit is valid for 24 months from its issuance for new construction, remodels and additions. This time limit is effective on all residential permits issued after August 27th, 2007. An extension may be granted pursuant to Code of Ordinances. A violation of this ordinance is subject to a maximum fine of \$2,000.00 and each day constitutes a separate offense. (Code of Ord. Sec. 3.08.005)

INSPECTIONS REQUIRED

The following list of inspections are required for new construction, remodels(if applicable) and additions in the Town:

1. piers w/setback stringline,
 2. foundation beams w/setback stringline,
 - 3.subfloor framing & M.E.P. inspection w/crawlspace drainage system prior to decking/insulating crawlspace,
 4. M.E.P., Fire Sprinkler & Alarm roughs,
 5. framing / fireplaces,
 - 6.exterior sheathing & flashings prior to masonry/stucco application,
 7. 3rd Party Energy/Insulation certification,
 8. finals.
- The Plumber, Electrician Mechanical, Fire Sprinkler & Alarm contractors are responsible for calling in for their own inspections with their permit numbers.

Please give your immediate attention to any of the violations which may exist on your job site. Each violation carries a maximum fine of two thousand (\$2,000.00) dollars per offense, per day, and may result in the Building Inspection Department halting work progress. The Highland Park Department of Public Safety will take action on any of the violations that occur at night and on weekends.

We sincerely appreciate your cooperation in these matters. Feel free to contact the Town's Building Inspection Department at 214-521-4161, 7:30 A.M. to 4:30 P.M., Monday through Friday, should you have any questions.

Kirk Smith
Development Svcs Mgr
ksmith@hptx.org

Don Young
Senior Building Inspector
dyoung@hptx.org

Mary Kuebler
Permit Technician
mkuebler@hptx.org

Revised: 12/01/2015

Acknowledgment of Receipt

I do hereby acknowledge that I have received a copy of the Construction Site Requirements two page document and understand its contents.

Printed Name

Signed Name

Company

Date

***ALARM ORDINANCE REQUIREMENTS
FOR
NEW CONSTRUCTION / REMODELING***

On February 26, 2007 the Highland Park Town Council repealed the Code of Ordinance, Article 4.02 and enacted a new Article 4.02 Alarm Systems. Effective immediately, all alarm systems installed in Highland Park must include a fire alarm system that complies with NFPA Standards (current edition). All fire alarm initiating devices shall be connected to a UL listed control panel to communicate alarm signals to either the Town’s Monitoring Center or other monitoring stations as specified in section 2(C.) of Ordinance 1684. Single station 110 VAC smoke detectors installed either in stand-alone or tandem configuration do not meet the requirements of this section. The “Agency Having Jurisdiction” considers any new alarm system installed in an existing residence or business is considered as “New Construction” and must also comply with the same requirements. Any alteration, modification, or change to an existing fire alarm system must meet NFPA Standards (current edition).

- A monitored alarm system is required for this address based on the proposed construction and Ordinance 1684, Section 3(C.).
- Any work done installing a new alarm system in New Construction / Remodeling of older construction or Upgrading an existing alarm system must be done by an Alarm Business licensed for such purpose.
- Any alarm business employee doing the installation or upgrade of burglar, panic, and /or medical emergency alarm systems must have in his possession a license issued by the Texas Department of Public Safety Private Security Bureau for such purpose.
- The alarm business employee doing the installation or upgrade of a fire alarm system must have in his possession a license issued by the Texas Department of Insurance State Fire Marshall’s Office for such purpose.
- All burglar/fire alarm systems installed in “New Construction” must be scheduled for inspection by the Alarm Systems Coordinator or his designee before the Framing Inspection is conducted by the Building Official and before the Certificate of Occupancy is issued.
- At the time of inspection, the alarm business employee doing the installation/upgrade of the above listed equipment must be present for the inspection.

If you have any questions, please contact the Alarm Systems Coordinator at 214-559-9310.

I agree to abide by the Town Alarm Ordinance and NFPA Standards (current edition)

Owner, Builder or Contractor (signature)

Address of Property

Owner, Builder or Contractor (printed/typed)

Phone Number

Date

e-mail

Name of Alarm Installation Company

STANDARDS FOR ALARM SYSTEMS AND LOCAL ALARM SYSTEMS

(Excerpt from Ord. 1684 Section 3)

A. It is the responsibility of an Alarm User to insure that his Security System operates properly. To that end, an Alarm User shall be responsible for the maintenance of his Security System, as well as the reliability of its operation.

B. The Department may regulate the types of Alarm Systems that it will permit to function in the capacity of a Direct Connect Alarm System. In addition, the Department may test certain Alarm Systems to insure their compatibility with the Department's monitoring and/or signal receiving systems. The aforesaid acts of the Department shall not, however, serve as any warranty, representation, and/or guarantee that said Alarm System shall operate properly and reliably at all times.

C. A single or multi-station fire alarm system which complies with the National Fire protection Association ("NFPA") Standards (current edition) and the Texas Insurance code Article 5.43-2 (Fire Detection and Alarm Devices) and Title 28, Texas Administrative Code, Section 34.600 et seq (Fire Alarm Rules) shall be provided throughout:

1. All new, Assembly Group A, Business Group B, Educational Group E, Factory Industrial Group F, Hazardous Group H, Institutional Group I, Mercantile Group M, Storage Group S, Residential Group R, or Single Family and Multi-Family Residence, as defined in the 2003 International Fire Code regardless of floor area, height, fire partitions, exits, sprinkler systems, manual alarm systems, other requirements or code requirements.
2. All existing and new sections of any existing building whenever additions or alterations result in a fifty percent (50%) increase or a fifty percent (50%) alteration in the original floor area, or a new alarm system is installed, in any Assembly Group A, Business Group B, Educational Group E, Factory Industrial Group F, Hazardous Group H, Institutional Group I, Mercantile Group M, Storage Group S, Residential Group R, or Single Family and Multi-Family Residence, as defined in the 2003 International Fire Code, regardless of floor area, height, fire partitions, exits, sprinkler systems, manual alarms, other requirements or code requirements.
3. All Residential Group R or Multi-Family individual dwelling units shall be individually permitted and each individual dwelling unit shall have an individual alarm annunciator as defined in the 2003 International Fire Code, Section 902.
4. Any alteration, modification, or change to an existing fire alarm system must meet NFPA Standards (current edition).
5. For an Alarm System in the Fire Alarm Mode, the Alarm Site's Annunciator must continue to indicate and/or signal the presence of smoke and/or fire until manually reset.
6. All fire alarm initiating devices shall be connected to a UL listed control panel to communicate alarm signals to either the Town's Monitoring Center or other monitoring station as specified in Section 2 C. Single station 110VAC smoke detectors installed either in stand-alone or tandem configuration do not meet the requirements of this section.

D. Except where modified or qualified elsewhere herein, the following standards are required for Security Systems (and a copy of all standards shall be available for public inspection at the Department of Public Safety): **OBTAIN COPY OF ORDINANCE 1684 FOR COMPLETE CONTENT.**

Pre-construction Building Permit Meeting Acknowledgement

- **Prior to issuing a building permit** for new single-family residences and major renovation projects, a preconstruction acknowledgement meeting with the homeowner and builder is required to review the construction hours and time limits, including:
 - Potential municipal court citations for exceeding the allowable construction time period
 - Requirement for the builder to submit a construction schedule identifying critical points of construction
 - Review of the builder's construction staging plan for placement of:
 - ◇ Dumpster (*minimum side setback per Building Official*)
 - ◇ Portable toilet (*minimum side setback equal to main structure*)
 - ◇ Temporary construction office/trailer (*minimum side setback equal to main structure*)
 - Review of the builder's Construction Parking Management Plan.
- The permit will not be issued if the builder identifies that the construction cannot be completed within twenty-four (24) months. The applicant may appeal permit issuance to the Administrative Committee.
- Upon twelve (12) months into construction, the staff will conduct a joint meeting with the builder and the homeowner to verify conformance with the construction schedule. If staff is not assured that construction can be completed within the remaining twelve (12) months, the project will be referred to the Administrative Committee for review with the homeowner and builder. Failure by the homeowner to attend the Administrative Committee meeting shall be automatic grounds for denying the request to extend.
- If an extension is needed following the twenty-four month construction time period, the staff may, upon satisfaction by meeting with the homeowner and builder, provide an extension of not more than three (3) months, for a fee of twenty-five percent (25%) of the original building permit, with no guarantee that any additional extensions will be granted (e.g. Administrative Committee);
 - In approving the three (3) month extension, the staff will take into account:
 - ◇ Reasons beyond the control of the homeowner and builder to have completed the construction within the initial twenty-four month period
 - ◇ complaints related, but not limited to, on-street parking and jobsite cleanliness.
- The staff will meet with the homeowner and the builder, not more than forty-five (45) days from the staff-approved extension, to review work progress. If the property owner shall need additional time beyond the staff-authorized three-month extension, the request will be referred to the Administrative Committee. Only the Administrative Committee is authorized to approve any extension beyond the initially-approved staff extension of three months. In so doing, the Administrative Committee may place any time limits or performance standards as may be needed to ensure timely completion of the construction.
- In the event that no extension is granted (by the staff or the Administrative Committee), citations will be issued to the homeowner starting at five hundred dollars (\$500.00) per day, and escalating to two thousand dollars (\$2,000.00) per day, until a final inspection is approved by the Building Official.

I do hereby acknowledge and understand the aforementioned conditions.

Homeowner's Printed Name

Homeowner's Signature

Date

Address of Construction Site

Contractor's Signature

Date

Address of Property: _____

EXHIBIT A.

APPLICANT'S ACKNOWLEDGEMENT FORM

I, _____, hereby acknowledge that I have on this day received this copy of the Town of Highland Park's ("Town's") prescribed methods for eliminating and/or reducing erosion nuisances. I understand this information, and I further understand that the Town will not tolerate erosion nuisances occurring on properties within the Town. I understand that I share with my fellow workers and others a duty to prevent erosion nuisances. And finally, I understand that the Town, pursuant to **Article 3.16 Erosion and Sedimentation Control** et seq., will promptly and thoroughly investigate all instances of erosion nuisances and will take remedial measures, up to and including issuing citations and a stop work order for that work on a property that necessarily involves land disturbing activities and which is causing, in whole or in part, an erosion nuisance(s).

APPLICANT:

WITNESS:

Signature

Signature

Date _____

Date _____

EMAIL ADDRESS

**TOWN OF HIGHLAND PARK'S PRESCRIBED METHODS OF
ELIMINATING AND/OR REDUCING EROSION NUISANCES**

- A. Limit the size of disturbed areas to the greatest extent possible.
- B. Provide and install silt fence and/or other control measures to intercept silt from disturbed areas.
- C. Keep the velocities of storm water runoff below the erosive level.
- D. Protect inlets, streets, alleys and waterways from surface runoffs.
- E. Minimize the extent of sediment leaving the project site.
- F. Revegetate all disturbed area with a rapid, vigorous growth of long-term vegetation as soon as possible.
- G. Reduce the silt leaving a construction site on the wheels of construction vehicles by providing vehicle washing areas and/or established construction entrances and exits.
- H. Preserve and protect existing vegetation to the greatest extent possible.
- I. All loose and excavated materials shall be removed at the end of each day from areas located within waterways and floodplains.
- J. Replace and/or repair erosion control measures that are in disrepair.

APPLICANT'S INITIALS: _____

EROSION/SEDIMENTATION CONTROL PLAN SUBMITTAL REQUIREMENTS

Sec. 3.16.011 Submission of Erosion/Sedimentation Control Plan to Town

(a) In instances where an Owner or an agent in charge of any property seeks to conduct and/or to perform work which will necessarily involve land disturbing activities including, but not limited to, excavation, grading, demolition, drainage work, and/or stock piling of unprotected soil(s) and sand(s) within the Town* (*as determined by the Town's Building Inspection Department), prior to the commencement of said work, the Owner or agent shall first submit to the Town Engineer for review an erosion and/or sedimentation control plan. The Town Engineer or his designee will review each proposed plan to determine its conformance with the provisions of the regulation. Within ten (10) business days after receiving a proposed plan, the Town Engineer shall, in writing:

- (1) Approve the proposed plan, and issue a permit for said work;
- (2) Approve the proposed plan subject to and under the reasonable conditions as may be necessary to secure substantially the objectives of this regulation, and issue the permit for said work subject to those conditions; or
- (3) Disapprove the proposed plan, with the reason(s) for same, and also include the necessary items, procedures and/or conditions for the applicant to cover and/or to satisfy in a revised, proposed plan.

(b) For (2) above, and where the Town Engineer conditions the approval of a proposed plan on the installation of certain sediment control devices, no grading or construction at or on the property shall begin until the approved sediment control devices are installed, inspected, and approved by the Town Engineer or his designee.

(c) The applicant shall conduct all land disturbing activities in strict accordance with the applicant's approved plan.

(d) By approval of the plan, should it in fact occur, neither the Town nor the Town Engineer stipulates or warrants that the proposed controls will be sufficient to prevent adverse impacts onto private or public properties. Accordingly, the Town shall not be deemed to waive, in whole or in part, its rights to pursue its legal remedies in order to prevent or to stop erosion nuisances, both under this ordinance, and all other applicable ordinances and laws.

This complete Article (Erosion/Sedimentation Control) and is available free to download from the Building Inspection Department webpage titled "Forms to Download" at www.hptx.org .

Contact: Heath Haseloff, P.E., Project Engineer – hhaseloff@hptx.org or 214-559-9468

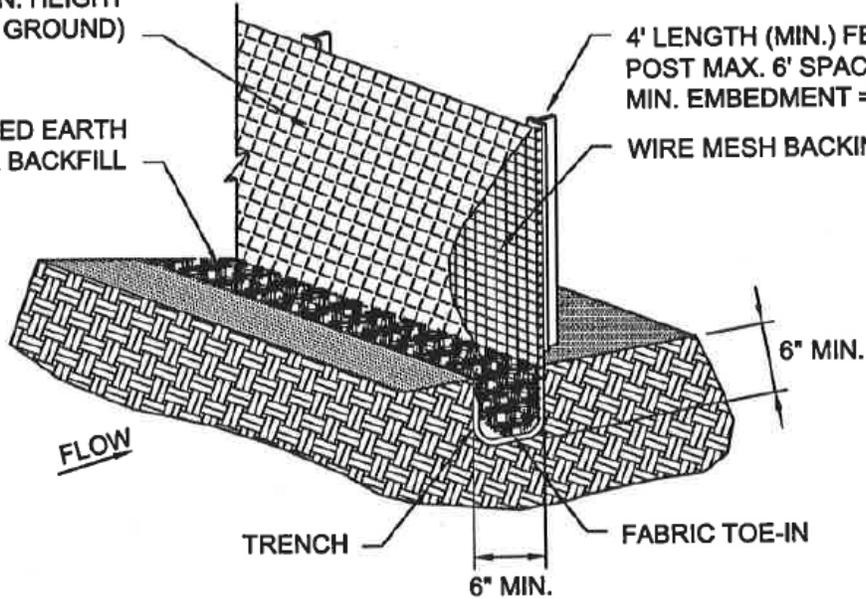
SILT FENCE (MIN. HEIGHT
24" ABOVE EXIST. GROUND)

COMPACTED EARTH
OR ROCK BACKFILL

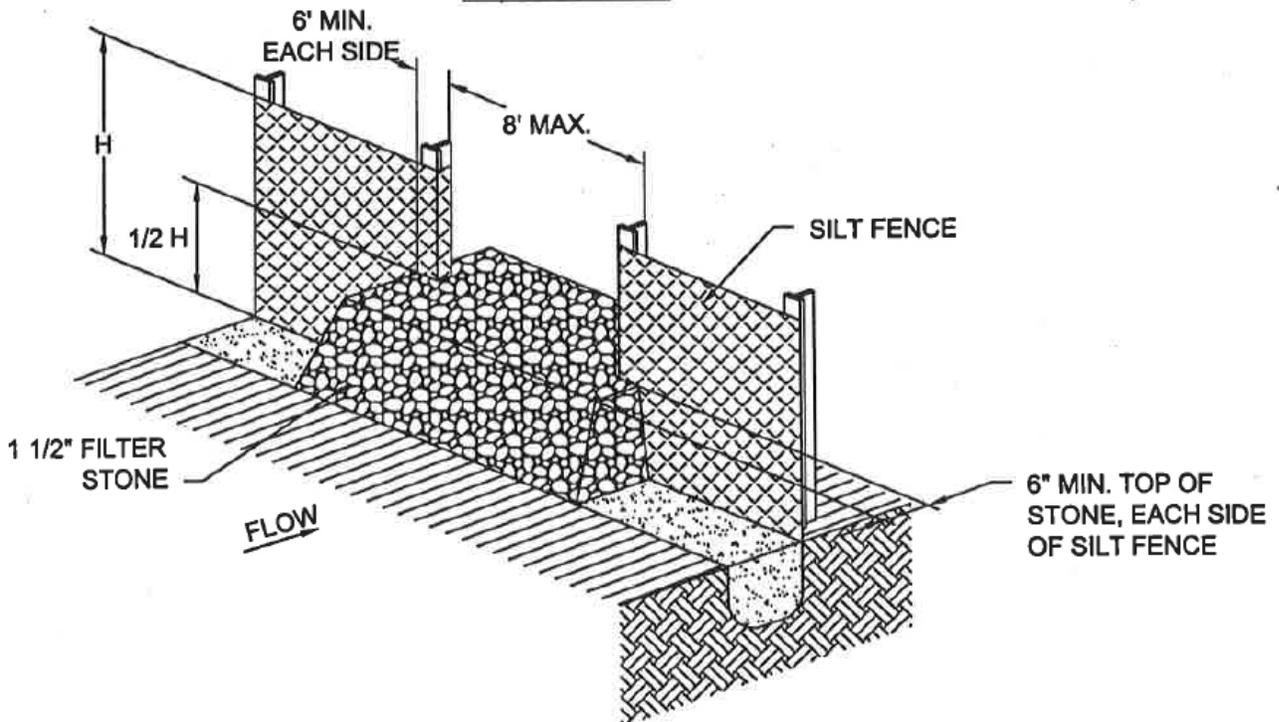
METAL POSTS REQUIRED

4' LENGTH (MIN.) FENCE
POST MAX. 6' SPACING,
MIN. EMBEDMENT = 1'

WIRE MESH BACKING



SILT FENCE



STONE OVERFLOW STRUCTURE

SILT FENCE

North Central Texas Council of Governments



STANDARD SPECIFICATION REFERENCE

201.5

DATE

OCT. '04

STANDARD DRAWING NO.

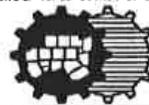
1020A

SILT FENCE GENERAL NOTES:

1. POSTS WHICH SUPPORT THE SILT FENCE SHALL BE INSTALLED ON A SLIGHT ANGLE TOWARD THE ANTICIPATED RUNOFF SOURCE. POST MUST BE EMBEDDED A MINIMUM OF ONE FOOT.
2. THE TOE OF THE SILT FENCE SHALL BE TRENCHED IN WITH A SPADE OR MECHANICAL TRENCHER, SO THAT THE DOWNSLOPE FACE OF THE TRENCH IS FLAT AND PERPENDICULAR TO THE LINE OF FLOW. WHERE FENCE CANNOT BE TRENCHED IN (e.g. PAVEMENT), WEIGHT FABRIC FLAP WITH ROCK ON UPHILL SIDE TO PREVENT FLOW FROM SEEPING UNDER FENCE.
3. THE TRENCH MUST BE A MINIMUM OF 6 INCHES DEEP AND 6 INCHES WIDE TO ALLOW FOR THE SILT FENCE FABRIC TO BE LAID IN THE GROUND AND BACKFILLED WITH COMPACTED MATERIAL.
4. SILT FENCE SHOULD BE SECURELY FASTENED TO EACH SUPPORT POST OR TO WIRE BACKING, WHICH IN TURN IS ATTACHED TO THE FENCE POST. THERE SHALL BE A 3 FOOT OVERLAP, SECURELY FASTENED WHERE ENDS OF FABRIC MEET.
5. INSPECTION SHALL BE AS SPECIFIED IN THE SWPPP. REPAIR OR REPLACEMENT SHALL BE MADE PROMPTLY AS NEEDED.
6. SILT FENCE SHALL BE REMOVED WHEN FINAL STABILIZATION IS ACHIEVED OR ANOTHER EROSION OR SEDIMENT CONTROL DEVICE IS EMPLOYED.
7. ACCUMULATED SILT SHALL BE REMOVED WHEN IT REACHES A DEPTH OF HALF THE HEIGHT OF THE FENCE. THE SILT SHALL BE DISPOSED OF AT AN APPROVED SITE AND IN SUCH A MANNER AS TO NOT CONTRIBUTE TO ADDITIONAL SILTATION.

SILT FENCE

North Central Texas Council of Governments



STANDARD SPECIFICATION REFERENCE

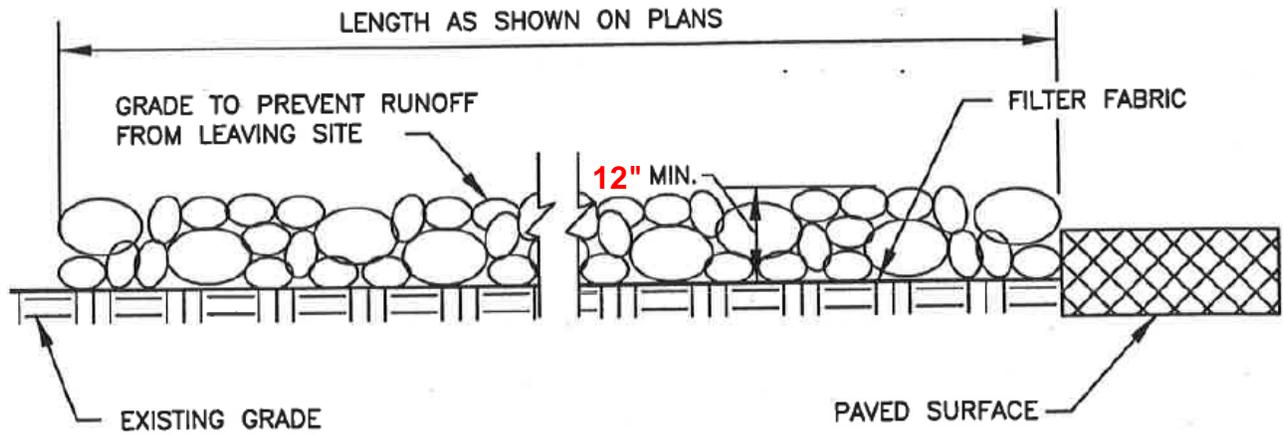
201.5

DATE

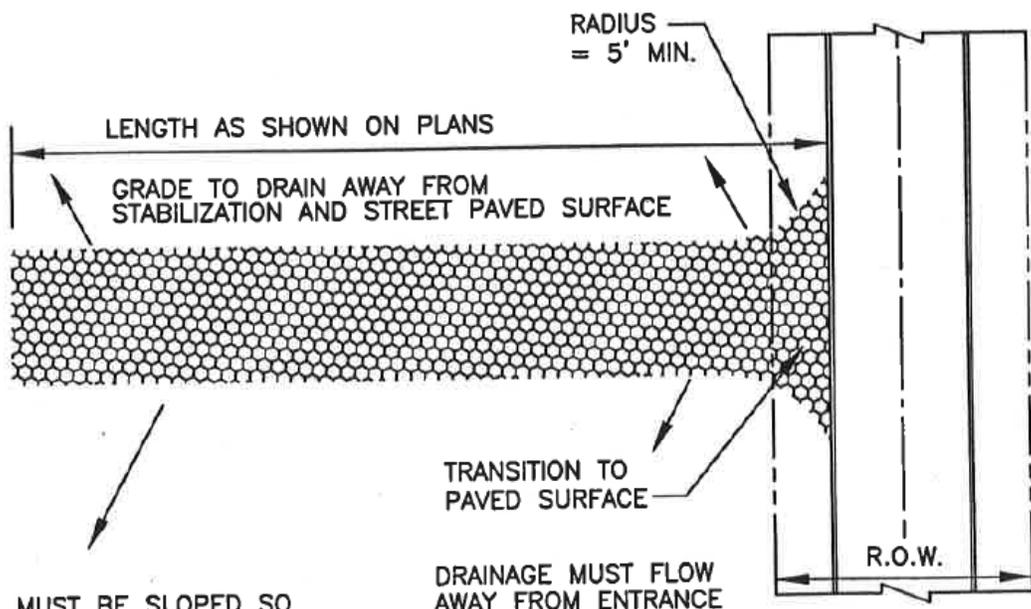
OCT. '04

STANDARD DRAWING NO.

1020B



PROFILE VIEW
N.T.S.



ENTRANCE MUST BE SLOPED SO THAT STORM WATER IS NOT ALLOWED TO LEAVE THE SITE AND ENTER ROADWAYS.

PLAN VIEW
N.T.S.

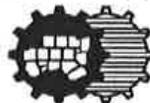
<h1>STABILIZED CONSTRUCTION ENTRANCE</h1>	North Central Texas Council of Governments 	STANDARD SPECIFICATION REFERENCE 201.10
		DATE OCT. '04

STABILIZED CONSTRUCTION ENTRANCE GENERAL NOTES:

1. STONE SHALL BE 3 TO 5 INCH DIAMETER COARSE AGGREGATE.
2. LENGTH SHALL BE AS SPECIFIED IN THE SWPPP.
3. THE THICKNESS SHALL NOT BE LESS THAN 12 INCHES.
4. THE WIDTH SHALL BE NO LESS THAN THE FULL WIDTH OF ALL POINTS OF INGRESS OR EGRESS.
5. WHEN NECESSARY, VEHICLES SHALL BE CLEANED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO A PUBLIC ROADWAY. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE WITH DRAINAGE FLOWING AWAY FROM BOTH THE STREET AND THE STABILIZED ENTRANCE. ALL SEDIMENT SHALL BE PREVENTED FROM ENTERING ANY STORM DRAIN, DITCH OR WATERCOURSE USING APPROVED METHODS.
6. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PAVED SURFACES. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE AS CONDITIONS DEMAND. ALL SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ONTO PAVED SURFACES MUST BE REMOVED IMMEDIATELY.
7. THE ENTRANCE MUST BE PROPERLY GRADED OR INCORPORATE A DRAINAGE SWALE TO PREVENT RUNOFF FROM LEAVING THE CONSTRUCTION SITE.
8. PREVENT SHORTCUTTING OF THE FULL LENGTH OF THE CONSTRUCTION ENTRANCE BY INSTALLING BARRIERS AS NECESSARY.
9. INSPECTION SHALL BE AS SPECIFIED IN THE SWPPP.

STABILIZED CONSTRUCTION
ENTRANCE

North Central Texas Council of Governments



STANDARD SPECIFICATION REFERENCE

201.11

DATE

OCT. '04

STANDARD DRAWING NO.

1070B

THE TOWN OF



Construction Parking Management Plan

Parking Policy/Regulations available for download from www.HPTX.org or from the Department of Building Inspection office

HOMEOWNER INFORMATION

Property Owner's Name:

Property Address:

CONTRACTOR INFORMATION

Contractors Name:

Primary Business Address:

City:

State:

ZIP Code:

Business Telephone:

Business Fax:

24-Hour Emergency Phone Number:

Business Email Address:

On-Site Foreman's Name:

On-Site Forman's Cell Phone Number:

CONSTRUCTION INFORMATION

Start Date:

End Date:

Number of available on-site parking spaces:

Average per-day on-street parking occupancy:

Days of the week and time periods for on-street parking:

Description of the total project disturbance area where contractor, sub-contractor, and all applicable vehicles related to the construction or remodeling will be parked (use additional pages, if needed, and submit a diagram or schematic of the parking space locations, both on-site and on-street spaces):

SAMPLE LETTER

GENERAL CONTRACTOR'S BUSINESS LETTER HEAD

Business Address:

Business Phone:

Business Email:

CONSTRUCTION NOTICE

(ADDRESS OF CONSTRUCTION SITE)

(DATE THE LETTER WILL BE SENT, EX: AUGUST 2, 2012)

Dear Resident:

Beginning (**construction start date**), (**name of contractor's company**) Contracting Services, will begin construction at (**construction site address**). The construction is expected to last (**number of months**) months. Work hours are (**days of week and hours**). Construction vehicles will be parked along (**location(s) of all the streets construction vehicles will be parked**). There will be approximately (**number of vehicles**) construction vehicles parked in this area per day during construction. A copy of the Construction Parking Management Plan will be available at the construction site and at the Town's Building Inspection office, 4700 Drexel Dr., Highland Park, TX 75205.

Please contact (**contractor's name**), or (**contractor's job-site representative's name**), at (**cell phone number**) should you experience any inconveniences because of the construction. For emergencies or after-hours, please call (**24-hour contact phone number**).

To register a complaint with the Town, please log onto the Town's Citizen Request Management (HP4U) system located at <https://user.govoutreach.com/highlandpark/>

(**Contractors Company**) appreciates your patience and cooperation. Our goal is to complete the construction in a timely manner with minimal disruption to you and the Town of Highland Park.

Sincerely,

(Name)

(Title)