

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**

To Whom It May Concern:

Please review the following plan submittal requirements for permitting process. 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.

**LIST OF REQUIREMENTS FOR DRAINAGE PERMIT**

- Drainage acknowledgement letter from property owner (Town supplied letter)
- One (1) printed set of plans and one (1) PDF copy to be uploaded to online application
- Plans must contain:**
- Site plan
- Drain lines shown on site plan with discharge locations identified
- Drain lines shall **not** discharge into utility easement
- Drain lines through curb shall have 1.5" minimum of concrete above pipe
- Curb &/or public sidewalk that will be removed/repared shall be by separate permit
- Coring of curb does not require separate permit
- Permit Fee: (\$10.00 per \$1,000.00 of total construction cost... \$50.00 min permit fee)

**Required Inspections:**

- - Ditch inspection with pipes installed (before cover-up)
- - Final Inspection

Sincerely,

***Building Inspection Department***

**Kirk Smith**  
Building Inspector  
[ksmith@hptx.org](mailto:ksmith@hptx.org)

**Don Young**  
Senior Building Inspector  
[dyoung@hptx.org](mailto:dyoung@hptx.org)

**Mary Kuebler**  
Building Permit Tech  
[mkuebler@hptx.org](mailto:mkuebler@hptx.org)

TOWN OF HIGHLAND PARK

# B \_\_\_\_\_

Receipt No. \_\_\_\_\_

Bldg. Permit No. \_\_\_\_\_

DEPARTMENT OF BUILDING INSPECTION

Date \_\_\_\_\_

Application for Building Permit and Certificate of Occupancy

\$ \_\_\_\_\_

Permit Fee

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: \_\_\_\_\_ District: \_\_\_\_\_

Building to be USED AND OCCUPIED as \_\_\_\_\_ for \_\_\_\_\_ UNITS.

Description of Work:

Install drainage system with discharge to:  Curb outlet (&/or)  Alley outlet...to drain the following:

Area drains

Downspouts

French drains

Curb  cut/repair or  curb-core  IS /  IS NOT included in this permit by this contractor .

\* 1½ inches minimum of concrete is required above top of drain outlet pipe in curb.

To Be Completed by Building Department

Permit Type:

- Accy-Non-C  Antenna  Bpermit  Commercial  Concrete  Drain  Fence  Fire  Irrig
 Mech  Move  New  Paint/Repairs  Pool  Raze  Remodel  Reroof  Sign
 Tearout  Tent  OTHER

- 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: \$ \_\_\_\_\_ (fee = 1% of nearest rounded \$1000 est)
(\$50.00 Min Fee for all work less than \$5000)

Contractor's Company Name \_\_\_\_\_

Contractor's Company Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

X
Signature of Applicant \_\_\_\_\_

Phone \_\_\_\_\_

Building Inspector

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TEXAS

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

**Department of Building Inspection**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Name

\_\_\_\_\_  
Property Address

Dear Resident,

The Building Inspection Department has received an application and proposed plans for the construction of a drainage system at the above referenced address. After review of these plans, a potential drainage problem could occur that you must be made aware of prior to issuance of a building permit.

The possible drainage problem involves the termination of the drain system at the alley or curb of this residence. The drainage system shall not discharge into any utility easment. The discharge of water into the surface drainage system of the town that promotes the breeding of mosquitoes, growth of algae, or that softens the ground under curbs, street, or sidewalks contributing to their displacement or destruction would be in violation of Town Ordinance #788, Section 2(a).

If upon completion of this construction, *or anytime in the future*, any of these problems develop, you will be required to take corrective action by whatever means necessary.

The contractor has been made aware of Town requirements. Prior to issuing a building permit, you will be required by the Town to acknowledge in writing that you accept full responsibility for drainage from your building site to Town right-of-way. A copy of this agreement will be attached to the building permit and will be on file for future reference.

If you agree to comply with Town requirements, please execute the attached "Acknowledgement" and return to the Building Inspection Department. Upon receipt thereof, when plans are submitted, and application made, a building permit will be issued for the drainage system.

If further questions should arise, please call me at (214)521-4161.

Yours truly,

*Kirk Smith*

Development Services Manager

Attachment (1): Acknowledgement

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**Department of Building Inspection**

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**ACKNOWLEDGMENT**

I, as the property owner signed below, do hereby acknowledge that I have been given a copy of the attached letter regarding drainage at my residence, referenced below; furthermore, I acknowledge that I have read and fully understand its contents.

IN WITNESS WHEREOF, the parties to these presents have executed this Acknowledgment on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Property Owner's Printed Name

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
WITNESS:

\_\_\_\_\_  
Signature of Property Owner

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