



Phone: (281) 431-0606
 Fax: (281) 431-1523

City of Arcola City Hall
 13222 Highway 6
 Arcola, Texas 77583

BUILDING PERMIT APPLICATION

PROJECT INFORMATION																	
This Project is:	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial/Multifamily																
Property Address:	_____ Zoning District: _____																
Business Name:	_____																
Square Footage:	_____ Project Value: \$ _____																
Project Category: <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><input type="checkbox"/> New Construction</td> <td style="width: 25%;"><input type="checkbox"/> Addition</td> <td style="width: 25%;"><input type="checkbox"/> Accessory Building</td> <td style="width: 25%;"><input type="checkbox"/> Remodel</td> </tr> <tr> <td><input type="checkbox"/> Grading/Excavation Only</td> <td><input type="checkbox"/> Plumbing Only</td> <td><input type="checkbox"/> Electrical Only</td> <td><input type="checkbox"/> Mechanical Only</td> </tr> <tr> <td><input type="checkbox"/> Demolition</td> <td><input type="checkbox"/> Curb Cut Only</td> <td><input type="checkbox"/> Driveway/Patio</td> <td><input type="checkbox"/> Fence</td> </tr> <tr> <td><input type="checkbox"/> Carport/Canopy/Tent</td> <td><input type="checkbox"/> Other: _____</td> <td></td> <td></td> </tr> </table>		<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Remodel	<input type="checkbox"/> Grading/Excavation Only	<input type="checkbox"/> Plumbing Only	<input type="checkbox"/> Electrical Only	<input type="checkbox"/> Mechanical Only	<input type="checkbox"/> Demolition	<input type="checkbox"/> Curb Cut Only	<input type="checkbox"/> Driveway/Patio	<input type="checkbox"/> Fence	<input type="checkbox"/> Carport/Canopy/Tent	<input type="checkbox"/> Other: _____		
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Project Description: _____ _____ _____																	

APPLICANT CONTACT INFORMATION	
Name: _____	Phone: _____
Address: _____	
Email: _____	
Property Owner (if different): _____	

CONTRACTOR INFORMATION				
All Contractors must be registered with the City of Arcola and appear in person to sign the permit prior to initiating work.				
Contractor	Firm Name	Contact Person	Phone	Signature & License #
General:				
Plumbing:				
Electric:				
Mechanical:				
Other:				

- Texas Department of Licensing and Regulation (TDLR) Number: _____ (If applicable)
- Provide 2 paper copies and 1 electronic copy of construction documents.

ACKNOWLEDGEMENTS

Please read and initial below:

_____ It is the owner's responsibility to ensure that the commercial project conforms to the Texas Accessibility Standards and is certified prior to start of any construction project over \$50,000.00. The City of Arcola does not certify that projects submitted for permits comply with the Architectural Barriers Act, Article 9102, and Texas Civil Statutes.

_____ I hereby certify that I have read and examined this application and know the same to be true and correct.



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BUILDING PERMIT APPLICATION

ACKNOWLEDGEMENTS (Continued)

Please read and initial below:

- _____ I have read and understand the codes and all provisions of laws and ordinances governing this type of work will be compiled with whether specified herein or not
- _____ The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.
- _____ Signatures below constitute the agreement to hold the City of Arcola staff or representative harmless for any omissions or deficiency created by the above construction.
- _____ I will not allow the subject property to be occupied until the City of Arcola has approved and completed all final inspections.
- _____ A permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.
- _____ All permits will require a final inspection.
- _____ At the completion of construction and before a certificate of occupancy is issued the owner will provide a letter to the City of Arcola stating that all construction is complete in accordance with all city and state requirements.
- _____ It is the responsibility of the applicant to notify the City of Arcola for all inspections required by the City.

I have read and understand the supplemental information on this application.

Signature _____

Date: _____

FOR OFFICE USE ONLY

Approved?	Yes	No	Approved By:		Date Approved:		Permit #:	
Reason for Decline:								
Permit Fee:			Payment Date:		Received By:		Receipt #:	



CITY OF ARCOLA
BUILDING PERMIT APPLICATION – SUBMITTAL CHECKLIST
COMMERCIAL AND MULTI-FAMILY

WHEN IS A BUILDING PERMIT REQUIRED?

A building permit is required to erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, or maintain any structure or building. This includes accessory buildings such as storage sheds, garages or carports, etc.

ALL CONSTRUCTION WORK MUST CONFORM TO THE REQUIREMENTS OF THE FOLLOWING CODES:

- 2015 International Building Code (IBC)
- 2015 International Existing Building Code (IEBC)
- 2015 International Fire Code (IFC)
- 2015 International Plumbing Code (IPC)
- 2015 International Residential Code for One and Two-Family Dwellings (IRC)
- 2015 International Energy Conservation Code (IECC)
- 2014 National Electrical Code (NEC)

WHEN APPLYING FOR A COMMERCIAL BUILDING PERMIT:

SUBMIT ONE (1) COPY OF FILED PLAT– All new construction or new additions require the lot be platted prior to issuing a building permit.

ASBESTOS COMPLIANCE STATEMENT

COMPLETE COMMERCIAL/MULTI-FAMILY BUILDING PERMIT APPLICATION INCLUDING LIST OF CONTRACTORS

TWO (2) PAPER SETS OF PLANS, PLUS ONE (1) ELECTRONIC COPY IN .PDF FORMAT *Signed and sealed by a Texas registered architect/engineer if applicable. Drawings should be complete and drawn to a common scale (such as 1/4" per foot, 1"=10', etc.) should include the date the site plan was prepared and the following information:*

Civil Plan information: (not required for interior alterations)

- ┆ Include building and tenant location(s) for addressing purposes
- ┆ North arrow and date the site plan was prepared
- ┆ Size, shape, and dimensions of the platted lot
- ┆ Location and width of all easements
- ┆ Location of building setback lines
- ┆ Location and dimensions of all proposed and existing buildings (if any)
- ┆ Exact distance the proposed building will be from the platted lot lines
- ┆ Height of all proposed buildings
- ┆ Location and dimensions of all existing and proposed off-street parking areas including:
- ┆ Location and dimensions of all existing and proposed driveways including width and curb radius
- ┆ Location and dimensions of off-street parking stalls
- ┆ Width of traffic aisles

- ┆ Location and dimensions of off-street loading areas
- ┆ Location of trash receptacles
- ┆ Location and width of any landscaped parkway adjacent to the street
- ┆ Pavement design report for parking areas
- ┆ Names and width of adjacent street rights-of way, and width of street pavement
- ┆ Location and circumference of existing trees
- ┆ Location of nearest fire hydrants
- ┆ Location of existing and proposed exterior lighting, heights of poles, and sizes and number of fixtures
- ┆ Location and size of adjacent public water and sewer lines
- ┆ Location and size of water and sewer taps, water meter, and on-site utility lines
- ┆ Location and elevation of 100 year flood plain, if applicable (see FIRM maps published by FEMA)
- ┆ Surface drainage plan
- ┆ General notes to be included in summary table on site plan:
 - Total land area in acres on square feet
 - Total building area in square feet
 - Total square feet of building addition
 - Percentage of land covered by buildings

Drainage Plans, Calculations, and Geotechnical Report

- ┆ Primary and secondary systems
- ┆ Gutter and downspout
- ┆ Storm water flow direction
- ┆ Pond/swale cross-section detail, exfiltration system details
- ┆ Storm water management system details
- ┆ Brazoria County Drainage District No. 5 Approval

Erosion and Sedimentation Control Plan

- ┆ Grading plan with pavement section details (Show existing site grade and proposed site grade)
- ┆ Erosion control device details

Architectural information:

- ┆ Key plan showing location in building (alterations only)
- ┆ Floor plan showing existing/demolition and proposed construction (identify use of all rooms)
- ┆ Door and window schedule (include hardware and identify fire rating)
- ┆ Interior finish schedule
- ┆ Fire resistance rating details, if applicable (walls, floor/ceiling, roof/ceiling, structural)
- ┆ Stairway/guardrail/handrail details (tread/riser/picket spacing/extensions)
- ┆ Exterior elevations (New Construction and Additions only)

Structural information: (New Construction and Additions only)

- ┆ Design criteria (soils data, live and dead loads, wind loads, etc.)
- ┆ Foundation plan and details
- ┆ Framing plans (walls, columns, wind bracing, floors, ceilings, roof)
- ┆ Truss drawings can be submitted any time before framing inspection

Plumbing information: (water, sewer, roof drains, gas)

- Floor plan and riser diagram with all fixtures and piping
- Fixture schedule and material specifications (including water heaters and interceptors)
- Roof drain and over flow size and location

Mechanical information: (heating, ventilation, air conditioning)

- Floor plan with all equipment, ducts, dampers, etc.
- Roof plan showing all equipment and exhaust outlets and air intakes
- Mechanical equipment schedule (sizes, SEER, gas/electrical demand, etc.)

Electrical information:

- Type, location, and capacity of all service equipment, panels and meters
- Floor plan(s) with all lighting, power, and low voltage outlets, transformers, and other equipment
- Panel schedule(s), riser diagram, service/feeder conductor/conduit sizing, grounding details, etc.

Copy of Texas Accessibility Standards (TAS) Architectural Plan Review Application (for projects fifty thousand (\$50,000) or more value)

WHAT ARE THE ACCESSIBILITY PLAN REVIEW REQUIREMENTS?

If a building or building remodel project has an estimated construction cost of fifty thousand (\$50,000.00) dollars or more, the owner or the design professional with overall responsibility for the design of the project must submit the plans and specifications for review to the Texas Department of Licensing and Regulation or an Independent Contract Provider. A current list of Independent Contract Providers can be obtained by calling the Texas Department of Licensing and Regulation, Architectural Barriers Division at (877) 278-0999. To search a list on the TDLR website go to <http://www.license.state.tx.us/LicenseSearch/>. Copies of the Architectural Barriers Project Registration form may be downloaded from the TDLR website at <http://www.tdlr.state.tx.us/ab/abforms.htm>. If you have questions about how the Architectural Barriers Act and Texas Accessibility Standards might affect your building project, call the Texas Department of Licensing and Regulation, Architectural Barriers Division at (877) 278-0999.

SUBMIT APPLICATION:

Submit all the required application materials to the City Secretary at 13222 Highway 6, Arcola, Texas 77583

HOW MUCH DOES A BUILDING PERMIT COST?

Building Plan Review Fee (dollars)

Building plan review fee will be a minimum of two hundred seventy-five (\$275.00) dollars or twenty-five (25) percent of the building permit fee (whichever is greater). This fee will not be charged when a third party plan reviewer is used. The fee is due at the time of plan submittal. Partial sets of plans will not be accepted.

Site Plan Fee (dollars)

Site plan fee (including civil site work) is two hundred seventy-five (\$275.00) dollars for the first acre or less and an additional thirty (\$30.00) dollars for every acre over one (1). This fee is in addition to the building plan review and will be charged when a third party plan reviewer and inspection company is used.

The following fees apply to all building permit applications:

<u>Total Project Valuation (dollars)</u>	<u>Fee</u>
\$1,000.00 and less	\$50.00
\$1,001.00 to \$50,000.00	\$50.00 for the first \$1,000.00 plus \$15.00 for each additional thousand or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$700.00 for the first \$50,000.00 plus \$15.00 for each additional thousand or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,000.00 for the first \$100,000.00 plus \$10.00 for each additional thousand or fraction thereof, up to and including \$500,000.00
\$500,001.00 and up	\$1,500.00 for the first \$500,000.00 plus \$10.00 for each additional thousand or fraction thereof



ASBESTOS COMPLIANCE STATEMENT

Project Name: _____

Project Address: _____

Pursuant to Senate Bill 509 of the 77th Legislature of the State of Texas, I hereby certify that the above referenced building is in compliance with all aspects of the National Emissions Standards for Hazardous Air Pollutants and the Texas Asbestos Health Protection Act.

Signed: _____

Date: _____

FLOODPLAIN ADMINISTRATOR
_____, Texas _____

DEVELOPMENT PERMIT APPLICATION

\$125.00 PERMIT FEE

STATE OF TEXAS §
COUNTY OF _____ §
APPLICATION NUMBER _____ §

1. NAME OF APPLICANT:
MAILING ADDRESS:
2. LOCATION OF PROPERTY (complete as appropriate)
If located in a subdivision:

Name of Subdivision Section No. Block No. Lot No.

If NOT located in subdivision:

Name and No. of Survey/Abstract Acreage
Location Description (Attach a vicinity map)

3. NATURE OF PROPOSED DEVELOPMENT (check and complete all that apply)

Residential Placement of Fill Other

Alteration of a Natural Waterway or Drainage Course

Non-Residential Name and Type of Business _____

New Construction Substantial Improvement to Existing Structure

WARNING: _____ Please read and acknowledge.

The flood hazard boundary maps and other flood data used by the _____ Floodplain Administrator in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. Issuance of an exemption certificate does not imply that developments outside the identified areas of special flood hazard will be free from flooding or flood damage. Issuance of an exemption certificate shall not create Liability on the part of the _____ Floodplain Administrator or any officer or employee of _____ in the event flooding or flood damage does occur.

Additional federal, state or local, permits may be required.

Signature: _____ Date: _____

4. APPLICANT MUST ATTACH: (1) PLANS, AS REQUIRED ART. 4, SEC. C. OF THE FLOODPLAIN DAMAGE PREVENTION ORDINANCE, AND (2) THE OTHER ITEMS MENTIONED IN SUCH ART. 4, SEC. C. APPLICANT MUST PROMPTLY PROVIDE OTHER INFORMATION AS THE ADMINISTRATOR MAY REASONABLY REQUEST.

FOR USE BY FLOODPLAIN ADMINISTRATOR

Is the property located in an identified flood hazard area? Yes No

Is the property located in the floodway? Yes No

FIRM Zone Designation is: _____ FIRM Panel No. _____ Dated _____

Base Flood Elevation at the site is: _____ ft. NGVD (MSL) or is unavailable _____

Is additional information required (including Letter of Map Change)? Yes No

Ensure that applicant is receiving the necessary federal, state, or local permits. Yes No

Variance Issued

Permit Application Approved

Permit Application Denied

Floodplain Administrator: _____ Date: _____

CITY OF ARCOLA, ("City")
 Ft. Bend County, Texas

COMBINATION APPLICATION FOR PERMIT AND SITE PLAN APPROVAL FOR
 INSTALLATION, CONSTRUCTION OR ENLARGEMENT OF STRUCTURE, TRAILER OR BUILDING
 AND/OR CONNECTION OF SAME TO SEWAGE FACILITY

<p>SITE:</p> <p>Address:</p> <p>Legal description:</p> <p><u>APPLICATION FEES*:</u> Sanitation fee: \$50.00 Code registration fee: \$50.00 <u>Site Plan Review and Inspection Fee:</u> Residential: \$700.00 Commercial: See Checklist</p> <p>*NOT REFUNDABLE; NOT PERMIT FEES</p>	<p>APPLICANT NAME:</p> <p>Address:</p> <p>Contact person: _____ Phone: _____ Fax: _____</p> <p>The Applicant certifies that all information supplied by the Applicant is true and complete. The Applicant is aware of the terms and conditions of the permit, if issued, and agrees to comply with them.</p> <p>The Applicant hereby registers the work described below with the City Secretary and acknowledges that all work must comply Section 6.401 of the City's Code of Ordinances (including the "International" building codes listed there), as applicable.</p> <p>Signed on behalf of the Applicant:</p> <p>Date signed:</p>
<p>TYPE OF STRUCTURE: () residential building, _____ living units () commercial building, () other building, () trailer, () other structure: (describe):</p> <p>GROSS FLOOR AREA: _____ PROPOSED USE: _____</p> <p>DATE WORK BEGINS ON STRUCTURE: _____</p>	<p>AGE OF STRUCTURE: _____ years</p> <p>TYPE OF WORK: () new construction, () installation, () enlargement, () connection of existing structure, () other (describe):</p>
<p>ATTACHMENTS (all required, EXCEPT for simple connection of existing structure to sanitary sewer, with no construction, enlargement or installation of the structure):</p> <p>() Sealed survey drawing of the site not more than one year old showing: (i) all boundaries, (ii) all existing utilities, vehicular facilities, trailers, buildings and other structures and (iii) all easements (<i>Exception:</i> For projects costing less than \$5000, or not adding more than 50 square feet of building area, the Mayor may accept a non-surveyed drawing of the site).</p> <p>() Sketch (which may be part of the survey drawing) indicating: (i) the exact location of proposed utilities, vehicular facilities, trailers, buildings and other structures, (ii) connection(s) and to public roads or streets, (iii) connections to all utilities (iv) plans and specifications for any new connections to city utilities.</p> <p>() Either: () a duly-issued County or State permit authorizing private sanitary sewage facilities sufficient to serve the structure, trailer or building in question; or () an application for new city utility service (with deposit); or () if there is existing service City service, proof that the service is not subject to termination for non-payment, non-compliance with applicable regulations or other reason.</p> <p>() Copies of all other permits, including, if applicable: () water well approval, () health permit, () subdivision plat approval () flood plain approval, () sales and use tax permit showing point of sale in the "City of Arcola, () other (describe)</p> <p><i>Exception:</i> The Mayor may allow such a permit or approval submitted later, if it is not practicable to obtain it at the time of application.)</p>	

CITY OF ARCOLA, ("City")
Ft. Bend County, Texas

PERMIT FOR INSTALLATION, CONSTRUCTION OR ENLARGEMENT
OF STRUCTURE, TRAILER OR BUILDING, OR CONNECTION OF SAME TO SEWAGE FACILITY

PERMIT: Subject to the Code of Ordinances and all other City, state and county laws, ordinances, rules and regulations, and subject to all terms and conditions of this permit, the City authorizes the Applicant to proceed with the work on the structure at the Site, all as described in the attached application. The special conditions indicated below shall also apply: (check A or B, not both)

- A PUBLIC SEWER IS AVAILABLE. There is a public sanitary sewer available to serve the Site, but to receive service, the Applicant must fill out the standard application for service, get it approved by the City and pay all applicable fees and charges (which are in addition to fees related to this permit). If these steps are not completed within 90 days following the date of this permit, this permit is void. In addition:
1. The point of connection to the City's system must be determined by the City and stated in the application for service. It must be inside the public right of way or easement at the front of the Site, unless otherwise expressly approved by the Mayor (as, for example, in the case of private sewer lines that may be authorized in public easements).
 2. Applicant must build a proper service line up to the point of connection and must install an Elder valve/cleanout (supplied by the City) at the point of connection (unless otherwise expressly approved by the Mayor). Before covering up any such work the Applicant must arrange for City inspection. The service line remains the Applicant's property, and the Applicant shall maintain them in good condition. The Elder valve/cleanout at the point of connection remains the City's property.
 3. The Applicant shall not dig up or expose any part of the public sewer system. Exposing them, tapping or connecting may only be done by the City or its contractor.
 4. If an extension of the public sewer system is necessary to reach the point of connection, such extension must be completed, accepted by the City's Mayor of City Council (in writing) and placed in service by the City.
 5. In all other respects, the Applicant must comply with the City's rules and ordinances regarding sewer service, plumbing and connections.
 6. Other:
- B NO PUBLIC SEWER AVAILABLE. No public sanitary sewer is available to serve the Site, and any private sewage system shall be designed, installed and constructed under a lawful State or county permit and in strict compliance with State and county regulations. This permit expires unless a copy of such permit is filed with the city secretary within 90 days following the date of this permit.

~~GENERAL CONDITIONS. The Applicant shall restore any affected public areas within five days following the start of work. Thereafter, Applicant shall maintain the restored area through the first anniversary of the date of this permit. Applicant shall not cause any unreasonable adverse effect on others, including, for example: effects of noise, vibration, odors, fumes, visual intrusions, flooding, congestion, vehicular traffic, "spillover" parking of vehicles. Applicant shall not cause any nuisance or health hazard. This Permit is non-exclusive, and it does not convey any vested right or property right; it is revocable. This Permit is not assignable; it benefits only the Applicant. The City and the Applicant are not partners or joint ventures. The Applicant is not an agent for the City. The Applicant is independent, controlling all details, methods and techniques of its activities.~~

~~DELAYED SUBMISSIONS. The Mayor has determined that it is not practicable to obtain the following approvals at the time of application, and the time to submit them is extended until the first City business day preceding the day that the building, structure or trailer is first occupied: () water well permit, () health permit, () subdivision plat approval, () flood plain approval, () sales and use tax permit showing point of sale in the "City of Arcola, () other _____. Failure to submit will be grounds for the Mayor to revoke or suspend this permit or site plan approval.~~

SIGNED: _____, City Secretary SITE PLAN APPROVED: _____, Mayor	Permit Number: Date of this permit:
CITY USE ONLY: Additional fees and charges paid (describe):	

INSTRUCTIONS

1. Use P-101 for construction, installation, enlargement of buildings or other sewage-generating structures, or connection of them to public or private sewage facilities.
2. Staple together all application and permit documents (including all attachments).
3. FILL IN ALL BLANKS.
6. Make sure the Applicant fills out completely and signs the application.
 - a. Make sure an authorized officer of the Applicant signs, if Applicant is an organization..



CITY OF ARCOLA
Construction of Driveway and Culverts on County Easements and Right of Way
RESIDENTIAL PIPE PERMIT APPLICATION
13222 Highway 6, Arcola, Texas 77583
Phone: (281) 431-0606 | Fax: (281) 431-1523

APPLICANT INFORMATION

Applicant Name _____

Applicant Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Other _____

Property Owner's Name _____ Phone _____

Property Owner's Mailing Address _____

City _____ State _____ Zip _____

LOCATION OF PROPERTY

Subdivision _____ Physical Address _____

Precinct

SITE USE

Is there an existing driveway? Yes No Length of property frontage: _____ ft
 New driveway _____ Add on _____

DRIVEWAY REQUIREMENTS

Length 20' minimum and 40' maximum Number of drives: _____
 Fort Bend County will only set the following pipe types: Concrete (tongue & groove), Corrugated Galvanized (all riveted) or Polyethylene.

- By signing and submitting this permit application, I am stating that I am the owner of this property and I am aware of and agree to abide by the **Fort Bend County Regulations of Subdivisions** and I am aware of Section 2, Item F in the **Permits for the Construction of Driveways & Culverts on County Easements and Right of Ways in Fort Bend County**, and am responsible to obtain all other required permits and required pipe size associated with the above mentioned property. Driveway and Pipe Permits shall provide that construction pursuant to the permit will be commenced within six months and be completed within nine months from the date of the permit and that fees collected for said permits shall not be refundable or transferable. I further understand the permit fee, in the form of a CASHIERS CHECK or MONEY ORDER payable to FORT BEND COUNTY, must be attached.
- Other permits may be required for development. Please contact the Fort Bend County Engineering Department for information on Building and Floodplain permits as well as the Fort Bend County Health Department for information on On-Site Sewage Facility permits prior to planning construction.
- If applicable, Applicant/Owner hereby expressly grants Fort Bend County access to property to accomplish the purposes of this Permit.
- Applicant/Owner releases, acquits, and forever discharges Fort Bend County, its officials, agents, servants, and employees and all persons in privity with Fort Bend County from any and all future claims or causes of action of any kind whatsoever, at common law, statutory or otherwise, which might arise hereafter, directly or indirectly attributable Fort Bend County's admittance and construction upon Owner's property.
- Applicant/Owner agree to and shall indemnify, defend and hold harmless Fort Bend County, City of Arcola, and its elected officials, officers, employees and agents, from and against any and all claims, losses, damage, causes of action, suits, and liability of any kind, including all expenses of litigation, court costs, attorney's fees, bodily injury, sickness, disease or death as a result of the Fort Bend County's admittance and construction upon Owner's property.
- Failure to possess or obtain required permits will result in legal action against the property owner as allowed by law, including payment of court costs and legal fees.

Signature of Homeowner: _____ Date _____

Signature of City (if applicable): _____ Date _____

FOR CITY USE ONLY

Pipe size _____ Pipe sized by _____ Date sized _____
 Date signed Permit fee was received _____ Received by _____
 Fee collected _____ Permit Number _____

GRADING AND FILL PLANS
CHECKLIST OF ITEMS REQUIRED FOR SUBMITTAL
TO THE CITY OF ARCOLA

CHECK LIST PERTINENT TO DRAWINGS – GRADING & FILL PLAN:

Prior to commencement of any grading or filling operation, the owner, developer or contractor shall secure a permit properly issued by the City of Arcola. Said permit will be issued only after the requirements of this section and related requirements have been met.

This section covers the requirements and procedures prerequisite to obtaining a grading permit. Grading or on-site preparations for grading are prohibited prior to issuance by the City of a permit. Construction plans are required to be submitted and approved prior to the issuance of a grading permit. The following is a checklist for items that shall be included, as applicable, on the construction plans. IT SHALL BE THE RESPONSIBILITY OF THE LANDOWNER TO REVIEW PLANS FOR COMPLIANCE PRIOR TO SUBMITTAL.

CHECK ALL THAT APPLY:

- () 1. The plan scale shall be suitable to show clearly the proposed grading. In no case shall the plans be drawn smaller than 1" = 100'.
- () 2. Contours, with intervals of two feet or less, of the existing site.
- () 3. Show streets, alleys, sidewalks, rights-of-way, easements, utilities, and drainage on or near the site. Excessive fill or cut on existing or proposed utilities will not be allowed.
- () 4. A detailed traffic control plan, where applicable. The traffic control plan shall conform to Texas MUTCD and shall include truck routes.
- () 5. Construction entrance details including locations, materials and cross section, along with Specifications for maintaining clean streets.
- () 6. All physical features on the property.
- () 7. Grading plan including finished contours and/or grades.
- () 8. Any other items stipulated by City staff which may be considered site specific and needed to fully review the proposed construction and protect surrounding properties and the traveling public.
- () 9. Hauling/trucking from or to the site will not be allowed during rainy conditions or when muddy conditions exist. Grading, loading and unloading will not be allowed during windy conditions such that dust could cause a problem to anyone.