



REQUIREMENTS AND PROCEDURES

Incomplete Permit Applications
will not be accepted.



NEW HOME PERMIT APPLICATION:

- ☐ *Building Plans are to be submitted in triplicate and must contain the following for review:*
 - A plot plan showing the subdivision name, lot, block, physical address, property boundaries, all easements, building setback lines, finished floor elevation, foundation outline, driveway, water meter, electric transformer, and gas stub location. The plot plan must bear the seal of a registered professional surveyor and location of nearest fire hydrant.
 - A foundation plan designed by and containing the seal of a registered professional engineer. A letter of acceptance by the engineer should accompany the plans.
 - Front, rear, and side elevations. Siding material must be shown or noted.
 - Plumbing and electrical schematics.
 - All windows and doors must be clearly marked and labeled as to size and type.
 - If a major amount of fill is to be brought in, or any major drainage improvements are to be made, a site grading plan is required. This requirement may also apply to other conditions that may arise on a particular site.
 - Copy of septic tank permit issued by Collin County.
- ☐ Completed and Signed Permit Application - *Page 2*
- ☐ Completed "New Home Construction Builder Deposit – Application for Refund" - *Page 3*
- ☐ Signed and Dated "Requirements for New Home Construction" - *Pages 4 & 5*
- ☐ Completed and Signed "Water Department Service Agreement" (***Set Up Fee of \$50 will be included on the first statement***)- *Pages 6 & 7*
- ☐ Building Permit, Builders Deposit, Sewer Tap Fee (when applicable), Water Impact Fee, Water Meter Fee – *Page 8*

NOTES:

- Pages 8 through 10 are for the contractor/builder to keep.
- Plan review requires at least five to ten working days (no exceptions).
- No work is to be performed until a building permit is issued, a double permit fee may be charged for doing so.
- A cancellation charge of 10% of the total permit cost will be charged for all withdrawn permits.



APPLICATION FOR SINGLE FAMILY
RESIDENTIAL BUILDING PERMIT
(PLEASE PRINT OR TYPE)

Page 2 of 10

City Received Date Stamp

Property Owner: _____ Phone _____

Project Address: _____ Lot ____ Blk ____ Subdivision _____ Phase _____

Value of Construction \$ _____ Zoning Class _____

Is any portion of the lot located in the 100 year flood plain? ☐ Yes ☐ No

Total Square Footage Under Roof _____ sq. ft.

Total Square Footage A/C _____ sq. ft.

Structures over 5250 sq ft May Require Fire Sprinklers

1st Floor _____ sq ft 2nd Floor _____ sq. ft.

Garage _____ sq. ft. Porches/Patios _____ sq. ft.

Note: No Garage may open to the front of lot or side on corner lot.

Other _____ sq. ft.

Total Lot Coverage _____ %

Total Lot Size _____ acres

Lot Width at Front Property Line _____ ft.

Lot Width at Rear Property Line _____ ft.

Lot Depth _____ ft.

Is this a Key Corner Lot? ☐ Yes ☐ No

Building Set Back Requirements [Refer to City Zoning Code]

Front Yard _____ ft Rear Yard _____ ft

Right Side Yard _____ ft Left Side Yard _____ ft

Exterior Finish Materials percentages:

Masonry _____ % Siding _____ %

Other: _____ %

Water Meters Required: ☐ 1" with Existing Tap (\$2000) ☐ Other per Building Official

Contractor Company Name	Field Contact Person	Phone/State License #	Registration Current with City*
General/Builder-Office Contact			Expiration Date _____
PROJECT MANAGER			
Electrical		State # _____	Expiration Date _____
Plumbing		State # _____	Expiration Date _____
Mechanical		State # _____	Expiration Date _____

***Each contractor must register with the City and furnish a current State issued trade license and proof of Liability coverage.**

Plans must be submitted in triplicate and shall include:

- ☐ Building square footage, for each floor and garage
- ☐ Building elevations (all sides), material and Percentage
- ☐ Electrical & Plumbing
- ☐ All window and door sizes
- ☐ Plat with Surveyor Signature
(Must show all easements and foundation outline)
- ☐ Foundation plans by Registered Professional Engineer
(Site grading plan may be required)

10% of total Permit fee will be charged for cancelled permits.

Permit Base Fee: \$ _____ (See Fee
Electrical Fee: \$ _____ Schedule on
Plumbing Fee: \$ _____ Page 8)
Mechanical Fee: \$ _____
Sub Total: \$ _____
Deposit: \$ **1,000.00**
Water Meter Fee: \$ **2,000.00**
Water Impact Fee (1") \$ **8,269.17**
Sewer Tap Fee: \$ _____
Total Permit Fee: \$ _____ Ck# _____

NOTICE: AN ISSUED PERMIT BECOMES INVALID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE, OR IF THE WORK ON THE SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT FOR A PERIOD OF 180 DAYS. AT LEAST ONE (1) CITY INSPECTION IS REQUIRED EVERY 180 DAYS. ALL PERMITS REQUIRE FINAL INSPECTION.

I HEREBY CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER AND HAVE THE OWNER'S CONSENT TO ENTER ONTO THE PROPERTY TO COMPLETE THE WORK. AFTER CLOSE REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE WORK SHALL COMPLY WITH ALL PROVISIONS OF LAWS AND ORDINANCES, WHETHER SPECIFIED OR NOT. THE GRANT OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature _____

Date _____

Printed Name _____

Title _____

Original signature required. Permit and plans must be submitted at City Hall.



New Home Construction Builders Deposit

Application for Refund

Please PRINT your company name and address (This will be used as a mailing label)

Job Site Address _____

Homeowner _____

MAKE CHECK PAYABLE TO:

Date Given to Finance: _____

☐ COMPANY LISTED ABOVE

Refund Date _____ **Check #** _____

☐ OTHER _____

\$1000.00 Deposit Paid on _____ **Ck #** _____

DOCUMENTS NEEDED FOR FILE BEFORE REFUND CAN BE ISSUED:

- ☐ WATER APPLICATION/COPY OF PAYMENT
- ☐ ENGINEER REPORT ON FOUNDATION
- ☐ CUSTOMER SERVICE REPORT
- ☐ PLOT PLAN W/SURVEYOR STAMP
- ☐ ALL INSPECTION REPORTS
- ☐ COPY OF SEPTIC SYSTEM FINAL FROM COLLIN COUNTY
- ☐ COPY OF WORK ORDER FOR WATER METER
- ☐ COPY OF PAYMENT FOR BUILDING PERMIT

\$1000.00 REFUNDABLE AS OF _____

APPROVED BY _____

MAILED: _____



Requirements for New Home Construction

1. All water valves, water meters and fire hydrants shall be located on the plat submitted with plans for approval.
2. Trash bins are required prior to any inspections.
3. No building supplies in ditch.
4. Street address shall be painted on the trash bin and be clearly visible from the street during construction. By the final inspection, the address shall be permanently attached to the mailbox and the house. It should be clearly visible at all times.
5. Building permit should be posted on the trash bin until home is bricked, then taped on inside of front window.
6. SWP3 needed through TCEQ for properties more than 1 acre. Erosion control fences should be in place in the ditches at all property lines prior to construction, additional fencing may be required. (Erosion control must be installed to Building Inspectors spec.)
7. Porto-lets are required on site prior to construction.
8. Parking will be allowed on one side of the street only, for fire safety.
9. Many home sites in Parker require a water tap and/or a fire hydrant.
10. Homes larger than 5,250 SF (Living) may require a fire sprinkler system to be installed as directed by Ordinance.
11. Fire sprinkler systems may require a 2" tap at builders' expense.
12. No garage shall face the front of the lot or side street of a corner lot.
13. First floor exterior siding must be 90% brick or Stone. Masonry products may be permitted in lieu of brick or stone provided a determination is made by the building official prior to construction.
14. Building pad must be elevated 12" above grade for proper drainage.
15. Homes being built on lots in a flood plain are required to have an Elevation Certificate (FEMA Form 81-31) signed by a certified land surveyor, engineer, or architect.
16. Prior to plumbing rough inspection, a form board survey of the site with surveyor signature and stamp must be on site with permit.
17. Provide the City with a copy of the septic tank permit issued by Collin County.
18. The City of Parker currently follows the following codes:

2000 International Building Code
 2000 International Residential Code
 2000 International Fire Code
 2000 International Plumbing Code
 2000 International Mechanical Code
 2000 International Fuel Gas Code
 1999 National Electrical Code

All projects are:

**SUBJECT TO FIELD
INSPECTOR'S APPROVAL**

19. Culverts are to be RCP type, sized by the city and must be installed prior to plumbing rough.
20. The correct placement of culverts needs to be verified by the ditch monuments located at the property line. The builder shall be required to submit an as-built topographic survey (final survey) certified by a registered

professional land surveyor showing the ditch and culvert elevations and showing that the line and grade have been restored as shown on the original construction plans. The certification and survey shall be submitted to the City of Parker prior to the building Final and Certificate of Occupancy. The builder and developer will be responsible for correct flow of ditches. Culverts will be set with ¾-inch rock from 4" below flow line to ½ way up the pipe, then embedded with sand to cover pipe.

Gravel will be placed from edge of pavement to 10' inside property line during construction or until flatwork is completed.

21. Fire extinguishers are required to be installed prior to final. (ABC TYPE).
22. All electrical wiring must be at least 12 gauge or larger.
23. All plumbing lines are to be embedded in sand.
24. The City approved plans and the foundation plans with your engineer seal must be on site for all inspections. A passing inspection report from the Engineer must also be on site giving approval to pour.
25. Brick ties must be installed prior to seconds inspections
26. Stairwells must be rocked with 5/8" fire code rock.
27. Vegetation must be established in ditches prior to final. Builders will be responsible for sodding ditches at the proper flow line.
28. Cold water ground is to be located at the water heater.
29. Mud on public streets, trash not being contained, will result in fines.
30. Electrical panel completely labeled for circuits used.
31. Smoke Detectors 110v w/battery backup at marked locations. 1) each bedroom 2) halls by bedrooms 3) outside bedroom door if bedroom is next to inside garage door 4) all smoke detectors to be on independent circuit 5) 2-story: one at the bottom and top of stairway.
32. Top of firebox to be framed at 6 feet.
33. Septic system plans, drawings, and final inspection must be filed with the city prior to house final.
34. The builder and/or the developer will be responsible for any damage to the sewer tap between the property line and the main. Do not allow your plumbers to dig within 10' of pavement (where applicable).
35. Water meters must be accessible at all times. If the water meter or radio is damaged during construction, the current fee for replacement will be assessed. There will be no more inspections until the fee is paid.
36. Sewer services must have one-way cleanout at property line (where applicable).

Signature required for complete Application

I have read the above and understand that the City Building Official will issue a Certificate of Occupancy only when the building and premises comply with Parker City Ordinances and the laws of the State of Texas.

Project Address: _____

Signature: _____ **Title:** _____

Printed Name: _____ **Date:** _____

Water Service Agreement

TODAY'S DATE: _____ BEGINNING SERVICE DATE: _____

APPLICANT (1) / ACCOUNT NAME: _____

APPLICANT (2) / ACCOUNT NAME: _____

PLEASE PROVIDE A CONTACT NAME: _____

SERVICE ADDRESS: _____

SUBDIVISION: _____ NEW CONSTRUCTION? YES _____ NO _____

MAILING ADDRESS (IF DIFFERENT): _____

CITY/STATE/ZIP: _____

(1) PHONE: (H) _____ (W) _____ (C) _____

(2) PHONE: (H) _____ (W) _____ (C) _____

Tax ID #: _____

E-MAIL ADDRESS: _____

EMERGENCY CONTACT: _____ PHONE: _____

INITIAL THE APPROPRIATE LINE BELOW CONCERNING THE RELEASE OF PERSONAL INFORMATION TO THE PUBLIC. PLEASE INITIAL
ONLY ONE OPTION:

_____ I request that all of my personal information be kept confidential.

NEW SERVICE SET UP FEE OF \$50.00 WILL BE INCLUDED ON YOUR FIRST STATEMENT.

For City Use Only:

Account Number: _____ Meter Start: _____ Received By: _____

IDENTIFY ANY OCCUPATIONS OR ACTIVITIES PROPOSED FOR THIS PROPERTY WHICH ARE NOT SINGLE FAMILY RESIDENTIAL IN NATURE. ALL CUSTOMERS ARE REQUIRED TO BE IN COMPLIANCE WITH PARKER ZONING ORDINANCES:

PURPOSE: The City of Parker has regulations for the protection of the drinking water supply from contamination or pollution which could result from improper plumbing practices. The purpose of this Service Agreement is to notify each customer of the plumbing regulations which are in place to provide this protection. The City utility enforces these regulations to ensure the public health and welfare. Each customer must sign this agreement before the City of Parker will begin service. In addition, when service to an existing connection has been suspended or terminated, the City of Parker will not re-establish service unless it has a signed copy of this agreement and any amendments thereto.

SERVICE AGREEMENT: The following are the terms of the service agreement between the City of Parker and Customer. The Customers full compliance with the Plumbing Regulations, and all other terms of this agreement, are required for continued water service.

PLUMBING REGULATIONS: The following undesirable plumbing practices are prohibited by State Regulations and/or City Ordinances.

- 1) No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or appropriate backflow prevention device.
- 2) No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap.
- 3) No connection which allows condensing, cooling, or industrial process water to be returned to the public drinking water supply is permitted.
- 4) No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
- 5) No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
- 6) The Customer shall allow his property to be inspected for possible cross-connections and other undesirable plumbing practices. These inspections shall be conducted by the City of Parker or its designated agent prior to initiating service and periodically thereafter. These inspections shall be conducted during normal business hours, or as otherwise needed, at any time.
- 7) The City of Parker will notify the customer in writing of any cross-connection or other undesirable plumbing practice which has been identified during the initial inspection or the periodic re-inspection.
- 8) Customer shall, at his expense, immediately correct any undesirable plumbing practice on his premises.
- 9) Customer shall, at his expense, properly install, test (upon installation and annually), and maintain any backflow prevention device required by the City of Parker. Copies of all testing and maintenance records shall be provided to the City of Parker.
- 10) Customer shall, pay the City of Parker for water service at the rate set forth by current ordinance, in full, and on time, customer refers to all customers, whether one, or more.
- 11) The City of Parker shall have the authority to remove any meter in the event of nonpayment of water service. Failure to pay monthly charges within thirty (30) days from the billing date shall be grounds for disconnect of service.
- 12) All water shall be metered by water meters owned and installed by the City at the expense of the customer. Customer is responsible for payment of all expenses included to provide water service and a meter to the customer, including any necessary road bores, backflow devices, or other necessary means. Payment in full is required prior to installation of service.
- 13) The City of Parker shall have the authority to ration water in the event of a shortage by Ordinance number 439 and any amendments thereto, or applicable state law.
- 14) Each residence or primary structure shall be served by a separate water meter. Only one meter will be allowed per platted lot or tract of land without a written permit.
- 15) Customer grants the City of Parker an easement for the purpose of installing, inspecting, maintaining, and repairing meters, valves and any other equipment which may be necessary to operate the City water system.
- 16) Customer is responsible for the installation and maintenance of the customer's water line between the City water meter and the customer's residence or other point of use.
- 17) Customer's water line between the city water meter and the customer's residence is to be located entirely upon land owned by the customer, or within a private easement to the extent it is laid on land not owned by Customer. The customer certifies that the water line proposed by customer is in compliance with this section 17, and customer agrees:
 - a. The city connection to the customers' water line is not approval of the location of the private lines, or the easements it may require, such matters being the responsibility of the customer.
 - b. Customer will indemnify and hold the city harmless for any claim or course of action related to customers' private water line.
- 18) Customer agrees to abide by all city water and sewer ordinances, including ordinance #345, City of Parker Water Regulations and any amendments thereto.

ENFORCEMENT: If the customer fails to comply with the terms of the Service Agreement, the City of Parker shall, at its option, either terminate service or take other action necessary to protect the public interest, including action to install, test, and maintain an appropriate backflow prevention device at the connection. Any expenses associated with the enforcement of this agreement shall be billed to the customer. Failure to pay required costs and expenses may result in termination of service, or a complaint filed in municipal court, if applicable, or both.

I (We) understand the water meter to be installed under this request is for the single use of the primary structure at listed service address. Additional service connections to other appurtenances, both on and off the subject described property are prohibited and will result in the immediate termination of water service under this agreement and removal of the water meter. Should water service reconnection be desired a reinstallation fee shall be paid in accordance with the City's currently adopted fee schedule.

I (WE) HAVE READ, UNDERSTAND, AND AGREE TO THE AFOREMENTIONED CONDITIONS OF THE CITY OF PARKER WATER SERVICE AGREEMENT.

Customer Signature: _____ Date: _____



PERMIT FEE SCHEDULE

WATER METER FEE

1" Water Meter Fee	\$2,000 with existing tap
1" Water Meter Fee	\$3,000 requiring tap
2" Water Meter Fee	\$4,500 requiring tap

WATER IMPACT (1 inch meter)	\$8,269.17
(2 inch meter)	\$33,076.67

SEWER TAP	\$1,000
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NEW/ADDITION CONSTRUCTION BASE FEE TABLE: (by square footage)

Permit fees are figured on total square footage under roof

001 to 500	\$ 250.00	2251 to 2500	\$1,250.00
501 to 1000	\$ 500.00	2501 to 3000	\$1,500.00
1001 to 1250	\$ 625.00	3001 to 3500	\$1,750.00
1251 to 1500	\$ 750.00	3501 to 4000	\$2,000.00
1501 to 1750	\$ 875.00	4001 to 4500	\$2,250.00
1751 to 2000	\$1,000.00	4501 or more	\$2,500.00 +
2001 to 2250	\$1,125.00		.50 PER/SQ. FT. IN EXCESS OF 4500

- + ELECTRICAL: .03 PER / SQ. FT.
- + PLUMBING: .03 PER / SQ. FT.
- + MECHANICAL: .03 PER / SQ. FT.

NOTE: All electrical, plumbing, and mechanical contractors must register their licenses with the City of Parker. It shall be the general contractor's responsibility to see that this is done. Failure to do so will result in forfeiting the Permit Deposit Fee.

+ BUILDING PERMIT DEPOSIT FEE

\$ 1000.00

This is a refundable deposit, but non-transferable. This is to insure that the general contractor and the subcontractors shall abide to all City Codes and Ordinances. The following are some of the offenses that will result in deductions, or forfeiting of this fee:

- 1) Failure to keep trash contained and secure.
- 2) Mud on public roads.
- 3) Skipping inspections.
- 4) Damage to City Streets.
- 5) Allowing building to be occupied prior to building final.
- 6) In the event that the fines exceed the deposit, the contractor shall pay the City all fines prior to receiving a Certificate of Occupancy.
- 7) If the Building Official feels that the \$1000.00 deposit is insufficient, he may increase the fee up to 10% of the total value of the project.



INSPECTION PROCEDURES BUILDING OFFICIAL

ATTENTION ALL BUILDERS,

The City of Parker is modifying inspection procedures in order to meet certain requirements as mandated by the State. Effective immediately the following will be a guideline for inspections and requirements of certain inspections.

It is our goal to provide you with your inspections as promptly as possible. Your cooperation in these procedures will allow you to get your permits issued sooner, your questions answered, and your inspections made in a timely manner.

To schedule an inspection email to inspections@parkertexas.us. Same day inspections will not be granted. Inspections will be made at the inspector's convenience. Before scheduling an inspection walk your job to ensure you are ready. Once an inspection is requested, your inspection will be completed with-in 48 hours. Effective immediately the Inspectors will stop writing a punch list if the list extends to a second page. At that point you will be red tagged and a re-inspect fee applied, which must be paid prior to further inspections. As the builder you should be familiar with our inspectors and know what they look for.

1st Inspection

T-Pole, Trash Bin, Erosion Control, Grading, and Form Board Survey
(trash bin must have address posted and watertight container for reports; erosion control at property line in ditches and in drainage easements must be in place; form board survey on site; **all these items must be completed or inspection will be canceled and failed**)

2nd Inspection

Plumbing Rough, Culvert
(all plumbing must be embedded in sand, all cleanouts installed, water test on all lines; culverts installed and ditch monuments uncovered to show proper drainage; **all these items must be completed or inspection will be canceled and failed**)

3rd Inspection

Foundation
(an engineer inspection report, all copper in beams covered, water test on all lines; **all these items must be completed or inspection will be canceled and failed**)

4th Inspection *(at this point, move the inspection reports inside where visible)*

All Trades (framing rough, electrical rough, mechanical rough, catv, phone, low voltage wiring, and plumbing top out)

2000 International Building Code
2000 International Residential Code
2000 International Fire Code
2000 International Plumbing Code
2000 International Mechanical Code
2000 International Fuel Gas Code
1999 National Electrical Code

*NOTE: At this point all trash must be removed and all work completed ready for wall insulation, etc.
An inspection for Fire Sprinkler System will be required at this point (before drywall).

5th Inspection

Temporary Utilities Release

(all electrical fixtures and devices must be installed, all plumbing fixtures and appurtenances set, all mechanical HVAC completed, all built-in appliances installed; all lights with bulbs, switches, outlets, GFCI's, fans, and other small motor circuits completed)

Upon passing this inspection the Utilities will be authorized for connection.

6th Inspection

Building Final

The standard practice for a Final Inspection is to be 100% complete which includes buildings, driveways landscaping. The following paper work should be completed and on-file with the City **before scheduling** your inspection; **the Collin County Septic Inspections are completed (where applicable), Surveyed Plot Plan showing all structures, Finish Floor Elevation Certificate and all inspections reports.**

- **No inspection will be scheduled if the water meter is buried.**
- **Some inspections may be canceled by the City due to weather.**
- **Flatwork may be called any time during construction process**
- **Homes being built where the floodplain touches the lot a FEMA Elevation Certificate is required. (FEMA Form 81-31)**
- **Covering up any work without an inspection is subject to forfeiture of deposit**
- **Red Tag Fees must be paid prior to requesting a re-inspection.**

NO BUILDING MATERIALS ALLOWED IN DITCH

FLATWORK MAY BE CALLED ANY TIME DURING CONSTRUCTION PROCESS

**REMEMBER FOR ALL QUESTIONS REGARDING
PERMITS AND INSPECTIONS, YOU MUST LEAVE YOUR
MESSAGE AT
972-442-6811 EXT. 265, ONLY**

NO ONE IS AVAILABLE TO ASSIST YOU AT OTHER CITY PHONE EXTENSIONS