

CITY OF CREEDMOOR
5008 Hartung Ln.
Creedmoor, Texas. 78610
Tel: (512)243-6700 Fax: (512)243-6701

COMMERCIAL PERMITS PACKET

Return all applicable forms to:

Robert R. Wilhite
City Administrator
City of Creedmoor
5008 Hartung Ln
Creedmoor, Texas 78610
administrator@cityofcreedmoortx.gov

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Tel:(512)243-6700 Fax:(512)243-6701**

MAYOR Fran Klestinec

COUNCIL MEMBERS

Jesse Solis, Mayor Pro Tem

John Gray

Jeff Jakobeit

Sabrina Nelson

Jacob Wilhite

Robert Wilhite, City Administrator

**BUILDING PLAN REQUIREMENTS
FOR SUBMITTALS AND INSPECTIONS**

Commercial Plan Submittal

One complete printed set & 1 pdf of the Following:

1. Application
2. TDLR# (if over \$50,000) - Accessibility
3. Site Plan
4. Architecture (Building Design)
5. Foundation Plans Sealed by Engineer
6. Electrical Plans
7. Mechanical Plans
8. Plumbing Plans
9. Com-Check (Energy Conservation)
10. Geotechnical Reports

Inspections

1. Temporary Power
2. Foundation Pre-pour by design engineer with verification by City
3. In-Slab Distribution
4. Sewer and Yard Line
5. Plumbing Rough and Layout
6. Frame, Mechanical, Plumbing Rough
7. Insulation
8. Wallboard
9. Final Inspection - Building, Mechanical, Electrical & Plumbing

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**Building Permit Fees Schedule
Applies to New Construction or Remodel/Alteration**

Building Category	Building Fee	
Residential		
Single Family	\$1,500	Includes plan review and 9 inspections
Duplex	\$1,750	Includes plan review and 9 inspections
Triplex	\$1,950	Includes plan review and 9 inspections
Quadraplex	\$2,000	Includes plan review and 9 inspections
Mobile/Modular	\$800	\$85 inspection (*Water) \$85 inspection (*Electric)
Garage/Barn	\$350	\$85 inspection (*Water) \$85 inspection (*Electric)
Swimming Pool	\$500	\$85 inspection (*Water) \$85 inspection (*Electric)
Demolition	\$200	
Interior Remodel		
-<=1,000 square feet	\$300	\$85 inspection (*Water) \$85 inspection (*Electric)
-<=2,000 square feet	\$350	\$85 inspection (*Water) \$85 inspection (*Electric)
->=2,000 square feet	\$500	\$85 inspection (*Water) \$85 inspection (*Electric)
->=5,000 square feet	\$700	\$85 inspection (*Water) \$85 inspection (*Electric)
Accessory Building (less than 200 square feet)	\$150	
Certificate of Occupancy	\$150	
(Temporary or Permanent)	\$500	
Annexation Petition		
Development Agreement/MUD Consent	\$5,000	

HVAC New/Renewal	\$100	\$85 inspection (*Water) \$85 inspection (*Electric)
Water Heater	\$100	\$85 inspection (*Water) \$85 inspection (*Electric)

Industrial/Commercial

Under 15,000 square feet	25 cents per square foot. Minimum: Cost plus 10%. \$800 deposit
15,001-25,000 square feet	\$3,750 + 35 cents per square foot
25,001-75,000 square feet	\$5,750 + 25 cents per square foot
Over 75, square feet	\$3,250 + 20 cents per square foot
Certificated of Occupancy	\$150
Annexation Petition	\$800
Development Agreement/MUD Consent	\$5000

Miscellaneous

Temporary Noise Permit	\$50
Temporary Event Permit	\$150

Escrow Authorization For any building and development related fee, the city may require escrow of funds to cover any third-party review expenses beyond normal and customary. Such escrow shall be based on estimated costs provided by the applicable third-party professional service provider.

Double Permit Fees - If work for which a permit is required is started or proceeded without the permit first being obtained, the fees identified above shall be doubled.

Failed Inspections - There will be a *\$85.00 fee for each failed inspection.

All permit applications are to be accompanied by a site plan and building plans, including front, side and rear elevations, material listing, foundation plans and MEP (mechanical, electrical, plumbing) drawings.

Site plan shall include dimensions of all improvements and setbacks from property lines.

Foundation plans for all occupied structures and foundations where heavy machinery and equipment are to be located must be sealed by a licensed engineer.

Other Fee Schedule

Zoning Change Application	\$800
Variance Application	\$800
Subdivision Plat	\$500 First 10 acres + \$150 for each additional 10 acres
PUD Plat	\$250 First 10 acres + \$100 for each
additional 10 acres	
Plan Review by Engineers	\$250 + \$25 per lot – Fees from
Engineers	

- *Fees may change based on inspector fees**
- Permits not listed shall start at a minimum of \$150.00**
- **Special Note: special permit situation fees to be determined by City Council.**

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BUILDING PERMIT APPLICATION

Instructions: Please fill out completely. If more space is needed, use additional sheet(s). If submitted by other owner, attach written authorization from owner.

Location/Address: _____

Owner: _____

Mailing Address: _____

Email: _____

Issued to: _____

Address: _____

Zoning District: _____

Legal Description: _____

Property to be used for: _____

This certifies that the Building Permit herein described, complies with the provisions of Zoning Ordinance No. 040916-A of the City of Creedmoor, Texas. Failure to comply with the use indicated, may nullify the said permit. Any change/ addition to the building/structure, other than those described above, will require another permit. **There is a Two-Year Period in which to complete this Building Permit Project, starting from this date.**

Attach: A Site Plan and a certified list of the names and the address of all property owners within 600 feet of the property for which the special permit is requested.

Filing Fee: Per attached Building Fee Schedule. Fees assessed at the time this application is submitted.

**** NOTE:** There will be a \$85.00 fee for each failed inspection.

Please make check payable to City of Creedmoor.

Mail or bring application (along with the filling fee) to the City of Creedmoor Office:

Mailing Address:

City of Creedmoor
5008 Hartung Ln
Creedmoor, Texas 78610

Physical Address:

City of Creedmoor
12513 FM 1327
Creedmoor, Texas.78610

OFFICE USE ONLY:

Approved by Creedmoor City Council Date: _____

Disapproved

Fee Amount: _____ Accepted By: _____ Date: _____

Signature of City Administrator: _____ Date: _____

Signature of Owner/Authorized Agent: _____ Date: _____

Permit# _____

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DATE: _____

BUILDING PERMIT INFORMATION SHEET

Building Site Address: _____

Lot# _____ Block#: _____ Section# _____ Subdivision: _____

Flood Plain: Yes ___ No ___

Owner: _____

Phone#: _____ Fax#: _____ Email: _____

Builder/Contractor: _____ License#: _____

Phone#: _____ Fax#: _____ Email: _____

Work To Be Performed

*DETAILED SITE PLAN REQUIRED FOR ANY NEW CONSTRUCTION, ADDITIONS, STORAGE BUILDINGS, ETC. THREE (3) SETS OF PLANS MUST BE SUBMITTED.

*For more information on what is to be included on the plan submittal, please contact the City Administrator at (512)243-6700.

Estimated Cost of Structure\$: _____

Total Square Footage: _____ 1st Floor sq ft: _____ 2nd Floor sq ft: _____

Garage sq ft: _____ Other sq ft type: _____

Plumbing Contractor: _____

Electrical Contractor: _____

Septic Contractor: _____

Septic Inspector: _____

Electric Provider: _____

Gas/Propane: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel any other Federal, State or Local law regarding construction or the performance of construction.

Owner/Applicant Signature: _____

Owner/Applicant Printed Name: _____

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or construction on work is suspended or abandoned for a period of 180 days at any time after work has commenced.

Approval Date: _____ City Administrator: _____

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**BUILDING PLAN REQUIREMENTS
FOR SUBMITTALS AND INSPECTIONS**

Residential Plan Submittal

Three Complete Sets of the Following:

1. Application
2. Site Plan
3. Architecture (Building / Framing Design)
4. Foundation Plans Sealed by Engineer
5. Electrical Plans
6. Res-Check (Energy Conservation)
7. Master J (HVAC)

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BUILDING UTILITIES INFORMATION

**Information for New Residents/Builders in Creedmoor
Welcome to our Community**

For your convenience, we have made a list of items that are important to you.

Our City Council meets on the 3rd Thursday of each month at the Creedmoor Community Center located at 12513 Farm Road 1625, just south of the intersection of FM 1327 and FM 1625. Our office hours are Monday - Friday 9:00 a.m. - 5:30 p.m.

UTILITY CONNECTIONS

NEW ADDRESSING

City of Austin 911 Addressing
addressing@austintexas.gov
<http://austintexas.gov/911addressing>
(512)974-974-3337

ELECTRICITY:

Pedernales Electric Cooperative Inc.
P.O. Box 1
Johnson City, Texas 78636-0001
<https://creedmoormahawsc.com>
(888)554-4732

SEPTIC:

TCEQ
P.O. Box 13087
Austin, TX 78711
(512)339-2929

TRASH:

Texas Disposal Systems*
12200 Carl Rd
Creedmoor, TX 78610
(512) 421-1300
(800) 375-837
www.texasdisposal.com
*Creedmoor has a Franchise Agreement with "TDS" and that is the only service used in the City of Creedmoor.

WATER

Creedmoor-Maha-Water Corp.
2100 Laws Road
Buda, Texas 78610
(512)243-2113

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DRIVEWAY PERMIT APPLICATION

LOCATION/ADDRESS: _____

OWNER: _____

ADDRESS: _____

ISSUED TO: _____

ADDRESS: _____

ZONING DISTRICT: _____

LEGAL DESCRIPTION: _____

CULVERT SIZE: Minimum eighteen inches (18”) diameter, twelve feet (12’) wide. For Commercial driveways culver size will determined by TIA Report.

APPLICATION FEES:

COMMERCIAL: \$350

RESIDENTIAL: \$50

Mailing Address:

City of Creedmoor
5008 Hartung L.

Physical Address:

12513 FM 1327
Creedmoor, Texas 78610

OFFICIAL USE ONLY

Approved Approved/Disapproved by Creedmoor City Council Date: _____

Disapproved

Signature of City Administrator: _____ Date: _____

Signature of Owner/Authorized Agent: _____ Date: _____

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**BUILDING PERMIT ATTACHMENT
For DRIVEWAYS**

Driveway Permits are obtained at the Creedmoor City Office.

The standard diameter for the driveway culvert pipe being a minimum of eighteen inches (18") with the minimum standard width of the driveway being between twelve feet (12'). Please note that on certain occasions a larger culvert pipe may have to be used depending upon the depth of the ditch being laid for the driveway pipe.

If there are any questions regarding this matter, please contact the City Administrator.

Please see the attached [Building Permit Fee Schedule](#) for the [Building Permit](#).

Please call the City Office at 512-243-6700 to make arrangements.

Robert R. Wilhite
City Administrator