

# City of Celeste

## DEVELOPMENT APPLICATION

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat          | <input type="checkbox"/> Replat           |
| <input type="checkbox"/> Amended Plat     | <input type="checkbox"/> Minor Plat          | <input type="checkbox"/> Development Plat |
| <input type="checkbox"/> Concept Plan     | <input type="checkbox"/> Specific Use Permit | <input type="checkbox"/> Site Plan        |
| <input type="checkbox"/> Annexation       |  | <input type="checkbox"/> Rezoning         |

**Fees:**

A retainer fee of \$1,000.00 is required for submission. Once the plans have been reviewed the money will be refunded back to the applicant if all the \$1,000.00 is not used and will be billed if the amount exceeds the initial \$1,000.00. (Note: All engineering inspection fees will be billed at the time of service.)  
The application fee of \$ \_\_\_\_\_, to be paid to the City of Celeste, is enclosed with this application.

**A. Description of Property:**

1. Addition Name \_\_\_\_\_
2. Total Acreage \_\_\_\_\_
3. Current Zoning Classification(s) \_\_\_\_\_
4. Proposed Zoning Classification(s) \_\_\_\_\_
5. Total Number of Lots, by Type \_\_\_\_\_
6. Proposed Use of Property \_\_\_\_\_
7. Location of Property \_\_\_\_\_
8. Geographic (Tax) ID Number \_\_\_\_\_

**B. Applicants: (List those persons you wish to be contacted about this request.)**

PLEASE PRINT

- |                               |                               |
|-------------------------------|-------------------------------|
| 1. Owner _____                | 2. Applicant _____            |
| Address _____                 | Address _____                 |
| City _____ ST _____ Zip _____ | City _____ ST _____ Zip _____ |
| Phone _____                   | Phone _____                   |
| Email _____                   | Email _____                   |

C. Variance Request:  Yes  No If yes, describe:

Applicant/Representative

"I hereby certify that I am the owner, or duly authorized agent of the owner for the purposes of this application, of the property herein described, that all information submitted herein is true and correct."

Applicant/Owner \_\_\_\_\_ Date \_\_\_\_\_

# **New Residential Required Inspections**

**201 N US Hwy 69  
Celeste, Texas 75423  
903-568-4512**

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

## **Building Codes**

The City of Celeste, Texas, has adopted the following codes regulating building construction.

*2015 International Building Code*  
*2015 International Plumbing Code*  
*2014 National Electrical Code*  
*2015 International Fuel Gas Code*

*2015 International Residential Code*  
*2015 International Mechanical Code*  
*2015 International Fire Code*  
*2015 International Energy Con. Code*

## **Building Permit**

Permits are required when constructing, remodeling, enlarging a building and various other improvements to your property. Projects that are cosmetic such as painting, wallpapering, carpeting, cabinets and trim work do not require a permit. Permits are not required when replacing fixtures on existing wiring or fixtures to existing plumbing.

Before a building permit will be approved, all plans and documents related to the permit application must be approved by the Building Department. Approved permits must be picked up at the City Hall prior to work beginning and retained on site during construction. Permit becomes void if construction does not commence within 90 days from date of application. A permit fee must be paid upon submission of the building permit application for all new residential construction. All permit fees are non-refundable.

All Contactors performing work within the City of Celeste jurisdiction must be registered with the City and provide proof of liability insurance.

Where work for which a permit is required is started or proceeded prior to obtaining a permit, the fees specified shall be doubled, but the payment of such fee shall not relieve any persons from fully complying with the requirements of the adopted codes in the execution of the work nor from any other penalties prescribed herein.

## **Plan Review**

The City will verify submittal documents are complete and forward to Terry Williams for Plan Review. The city will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements. You may contact us for the status of your permit at 903-568-4512

# **New Residential Required Inspections**

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Celeste, Texas 75423  
903-568-4512

## **Inspections**

Inspections related to building construction must be called into the city at 903-568-4512. Inspection requests can also be emailed to: [citysecretary@cityofceleste.org](mailto:citysecretary@cityofceleste.org)

Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

The building final inspection must be passed and Certificate of Occupancy issued prior to occupancy of building.

## **Construction Site**

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers **MUST** be on your property until the final inspections are approved.

A trash receptacle constructed to prevent construction trash from blowing or scattering from the jobsite/property shall be maintained until job completion. **NO** construction material, debris, or sanitary restroom facility shall be placed or stored in the public right of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.

# New Residential Submittal Requirements

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903-568-4512

**CONSTRUCTION DOCUMENT SUBMITTALS:** Three (3) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

Site plans (plot plans) drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

Floor plans drawn to a scale of ¼" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

Exterior elevation plans drawn to a scale of ¼" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

Structural plans, where required, drawn to a scale of ¼" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

Foundation plans {must be sealed by a State of Texas Licensed Engineer or Foundation Detail {Reference IRC) drawn to a scale of ¼" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables {if applicable), location and sizes of rebar {if applicable), concrete specifications, slab thickness, beam sizes and, details, post-tensions cable. details (if applicable), other-notes and requirements by the 'Engineer, and the address and legal description of the lot.

Engineer's foundation design letters. Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

Masonry on Wood details, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

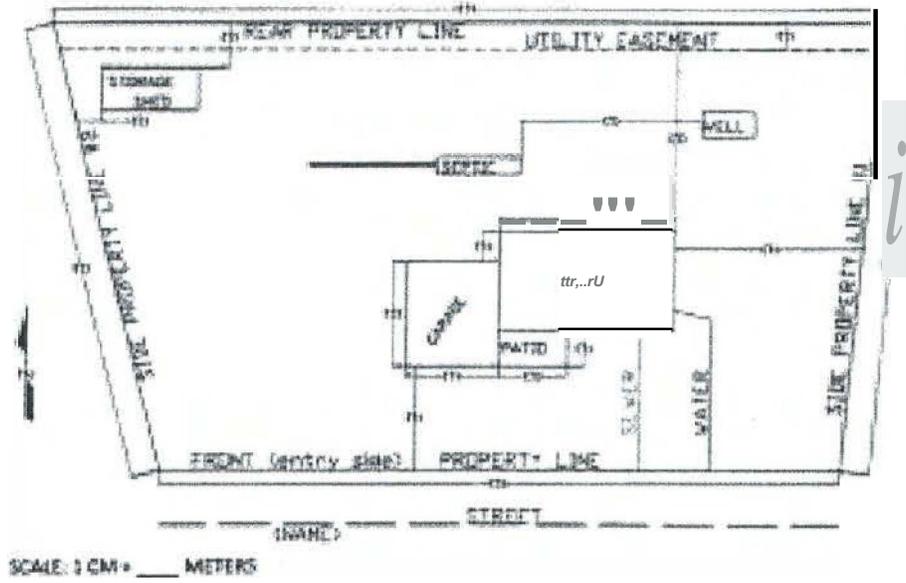
Electrical plans {may be combined with floor plan) drawn to a scale of ¼" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors (section 314 of the 2015 IRC), carbon monoxide alarms (315 of the 2015 IRC), light fixtures, service equipment and panels.

Plumbing plans {may be combined with floor plan) drawn to a scale of ¼" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

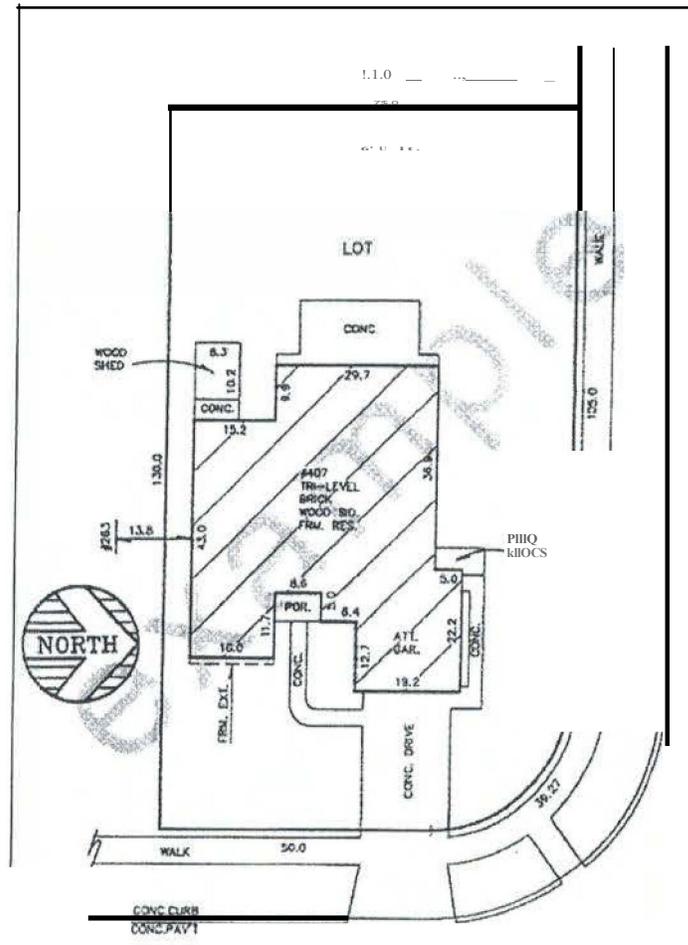
Energy Compliance Report - ResCheck, Remrate, or IC3 report accepted. ([www.energycodes.gov](http://www.energycodes.gov))

**NOTE:** A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.

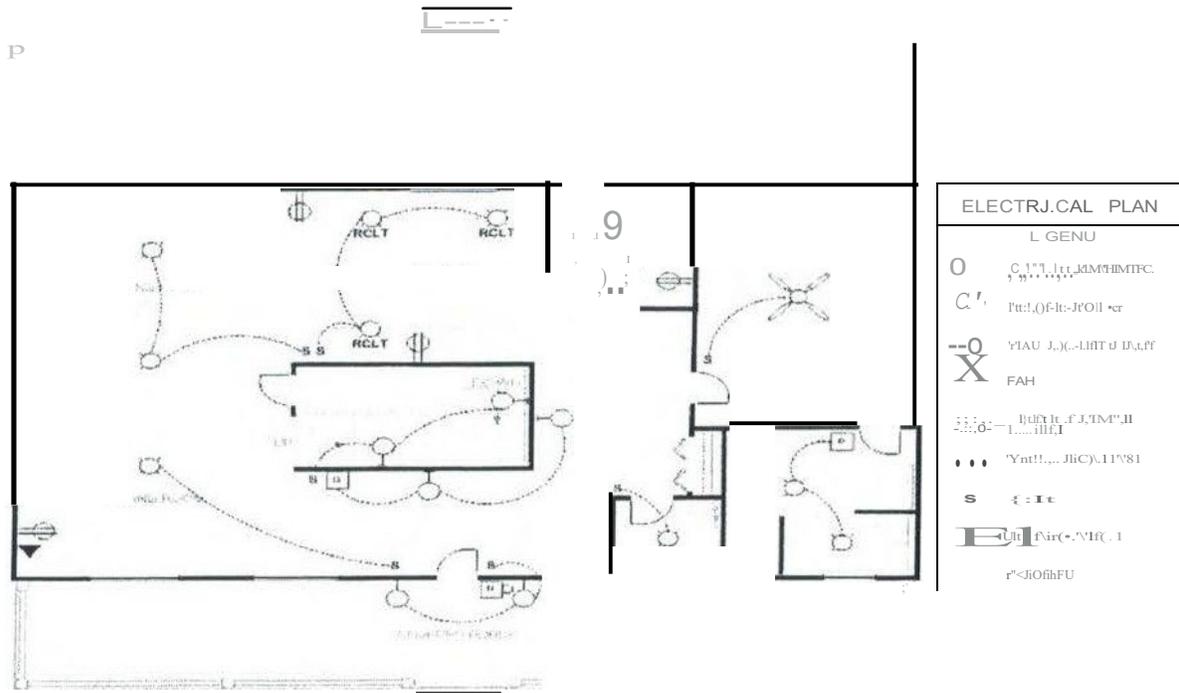
### Plot Plan Sample



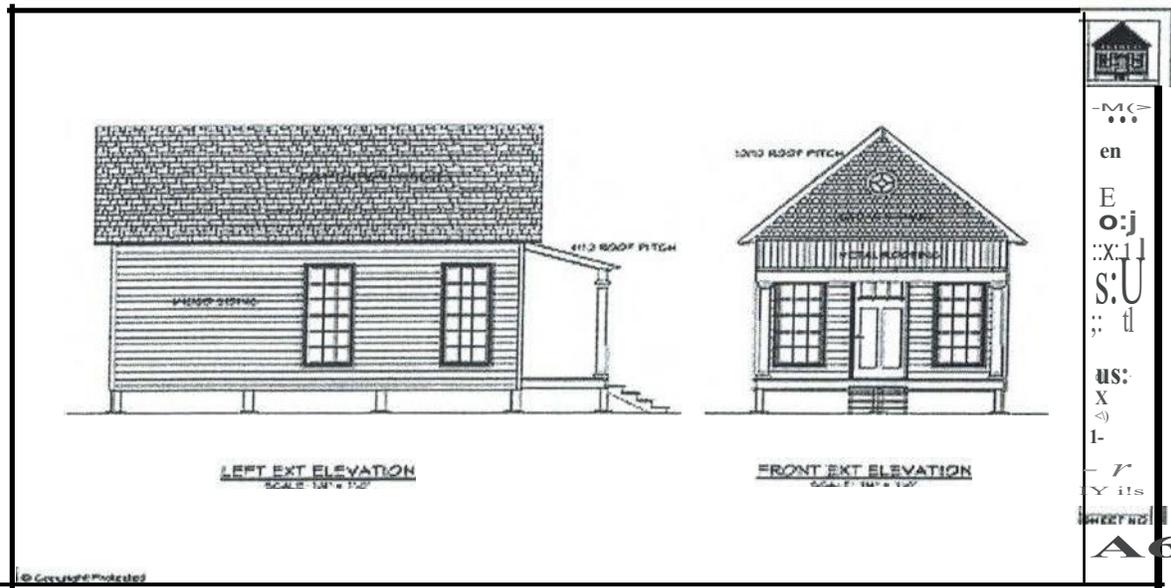
### Property Survey Sample



### Electrical Plan Sample



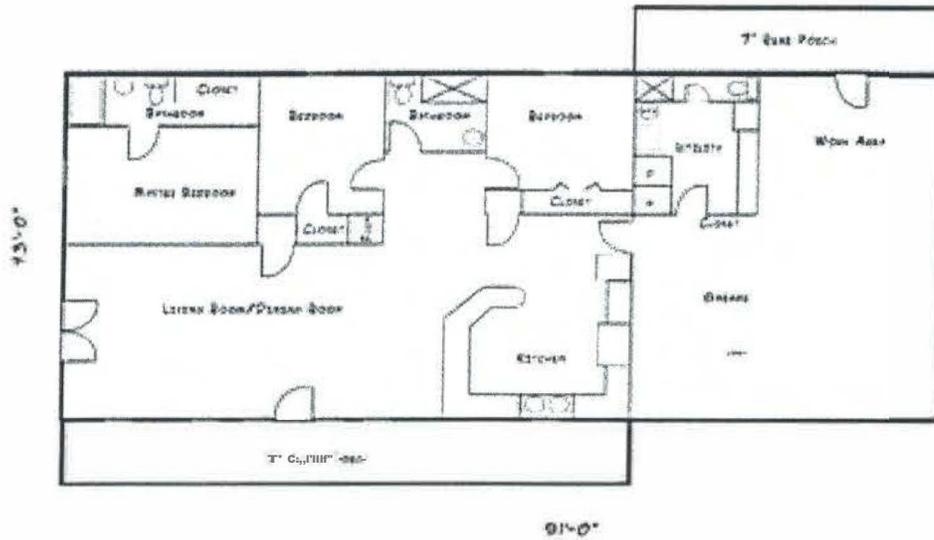
### Exterior Elevations Sample



Aesthetic Drawing Sample



Building Plan Sample



## RESIDENTIAL INSPECTIONS REQUIRED.

Each of the following inspections must be requested in the in the listed order. If an inspection is requested before prior required inspection has been approved, no inspection will be conducted.

### INSPECTIONS REQUIRED ARE:

#### MAKE SURE A ADDRESS MUST BE POSTED AT THE JOB

#### MAKE SURE A COPY OF PERMITS AND COPY OF APPROVED PLANS ARE AT THE JOB SITE

- 1. Temporary Power Pole**, make sure all receptacles are **GFCI / WR** , make sure ground wire is installed as required by code, make sure poles has two ( 2 ) support braces for pole and an address is on the pole.
- 2. Plumbing rough in (everything inside the forms only):** 5' ft. head water test required (must be approved prior to foundation inspection) a form board survey will be required at the time of the plumbing rough in inspection.
- 3. Plumbing Sewer (everything outside the forms ) :** water, sewer and gas inspections
- 4. Foundation:** must have an approved Plumbing rough in inspection and an approved Electrical ufer ground inspection (the ufer inspection can be called in the same day as the foundation inspection). Ahead of scheduling this inspection, an original engineering letter of approval stating that the design is approved in accordance with the approved plans submitted to the City or County. Also a form board survey will be required at the plumbing rough- in inspection.
- 5) Ufer Inspection (concrete encased electrode):** this part of the foundation inspection is required.
- 6. Plumbing top out:** must be approved before the frame inspection is called.
- 7. Electrical Rough:** must be approved before frame inspection is called.
- 8. Mechanical Rough:** must be approved before frame inspection is called.
- 9. Exterior Sheathing: (if applicable)** must be approved prior to covering exterior sheathing and before calling Frame Inspection or needing a Brick tie inspection.
- 10. Frame Inspection:** all trade roughs must be approved before calling frame inspection and must have an approved foundation inspection prior to scheduling a frame inspection.
- 11. Brick Tie:** this inspection can be called in the same day with the frame inspection or exterior sheathing inspection.
- 12. Metal Duct: (if applicable)** this inspection must be approved before insulating ducts and before scheduling frame inspection.

**13. Insulation:** must be inspected and approved by a certified Energy inspector.

**14. Gypsum Board (sheetrock):** must have an approved insulation inspection.

**15. Approach / Sidewalks:** can be scheduled at any time prior to utility final unless a culvert is needed.

**16. Utility Final:** must have an approved flatwork and sheetrock inspection.

**17. All Finals ( PLUMBING FINAL, ELECTRICAL FINAL, MECHANICAL FINAL, BUILDING FINAL ) :** all Inspections above that apply must be approved. concrete encased electrode