



# Submittal Guidelines for Home Upgrades/Alterations and Repairs

## When is a permit needed?

- **Electrical Upgrades/Repairs** – A permit is required for all service upgrades, service repairs or circuit replacement. A license electrician maybe required to perform the work. If the electric meter is pulled by the electric company for the job to be completed, you will be required to obtain a permit prior to the electric company reinstalling the electric meter.
- **Plumbing Upgrades/Repairs** – A permit is required when a gas line is added, replaced, or repaired, installing gas logs inside your fireplace, replacing a gas or electric water heater, adding a water softener to your home or sprinkler system, replacing water and sewer lines. A licensed plumber maybe required to perform the work. If the gas meter is turned off by the gas company for the job to be completed, you will be required to obtain a permit and have the gas lines pressured for city inspection prior to the gas company reconnecting your gas.
- **Irrigation Systems** – A permit is required for the installation or repair of all residential irrigation systems. An approved backflow device must be installed with each sprinkler system and a backflow test report must be submitted to the city.
- **Mechanical Upgrades/Repairs** – A permit is required when an air conditioner or furnace is installed or replaced.
- **Other Upgrade/Repairs** – A permit if also required for the following upgrades or repairs: Storm Shelters, Foundation Repairs, Solar Systems, Utility Clearance, Generator, and Concrete Work for future construction.

The Village of Jones Creek has adopted the 2009 International Building, Residential, Plumbing, Mechanical, Fuel/Gas and Energy Conservation Codes and the 2008 National Electrical Codes.

## Required Documents to be submitted:

Application

Application

The image shows a thumbnail of a form titled "Village of Jones Creek Residential Permit Application". The form includes fields for project details, applicant information, and a table for listing materials and labor. It also contains sections for signatures and dates.



# Village of Jones Creek

Phone: (979) 233-2700  
Fax: (979) 230-0606

7207 Stephen F. Austin  
Jones Creek, TX 77541

## Residential Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning District: _____	
Lot: _____	Block: _____	Subdivision: _____	
<b>Project Description:</b>			
NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: _____	
PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>	DEMO <input type="checkbox"/>
ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>	FENCE <input type="checkbox"/>
<b>Description of Work:</b>			
Area Square Feet: _____		Covered _____	
Living: _____	Garage: _____	Porch: _____	Total: _____
Number of stories: _____			
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

<b>Owner Information:</b>			
Name: _____		Contact Person: _____	
Address: _____			
Phone #: _____	Mobile #: _____	Email: _____	

<b>General Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Plumber/Irrigator</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>TPO Energy Provider</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

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 require final inspection.

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 or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____	Date: _____
-------------------------------	-------------

<b>OFFICE USE ONLY:</b>	
Approved by: _____	Date approved: _____

Building Permit Fee: _____	Total Permit Fees: _____
Plan Review Fee: _____	Received By: _____
Plumbing Permit Fee: _____	Date: _____
Electric Permit Fee: _____	
Mechanical Permit Fee: _____	BV Project #: _____

*Permit fees are non-refundable*