

**Town of Shady Shores
Building Permit Procedures**

In order to complete a building permit, each applicant must complete a Town of Shady Shores Building Permit Application or Swimming Pool Application. The Town of Shady Shores uses the International Building Code, Uniform Plumbing Code, Electrical Code and Uniform Mechanical Code

Permit Approval

All permits must be approved and paid for before any work can begin. Projects that are started prior to approval may be subject to additional fines. Permit cost will be determined by current Fee Schedule. Work authorized under the Town of Shady Shores Building Permits shall be completed within 180 days of the permit being issued.

___ Permit Application completely filled out with signatures

___ 3 sets of the plans including, floor plan, front, side and rear elevations, foundation plans, electric plumbing and mechanical specifications, smoke detector location, and fireplace detail construction if applicable.

___ Plot plan drawn to scale (current setbacks require that a building be placed twenty-five (25) feet from the front and rear property line, and not less than ten (10) feet from each side of the property line.)

Fence Permits

Fence Permits must be accompanied by a site plan showing where the fence will be located on the property and detail must be given on the application as to the type of construction. Fences that are being proposed in drainage easements must meet the requirements of Ordinance 222-2-2010. The cost of the fence permit will be determined by the current fee schedule.

Hot Water Heater Permits

May be requested on the general building permit form. Please include a copy of the plumbers name, address and license #, and the homeowner's name and address.

On-site Sewage Facility

Property not served by Lake Cities Municipal Authority shall furnish:

___ Application for On-site sewage facility construction permit

___ Satisfactory percolation tests by a registered sanitarian

___ A permit and approved plan from an authorized agent must be submitted before construction, alter, repair or extensions to an on-site sewage disposal system.

INSPECTIONS

After the permit is approved, the contractor must call in for the required inspections. To request a building inspection, please call (940) 498-0044. All requests for inspection must be made through the town office. Inspections **MAY NOT** be scheduled directly with the building inspector. Requests for inspections that are called in by 10 a.m. will be completed the following day. Inspections called in after 10 a.m. will be scheduled for the day after. Inspections that do not meet the requirements will be considered **red-tagged** and a re-inspection fee of \$75 must be paid before the work can be re-inspected. A green tag left on the construction site indicates approval and a red tag indicates that a re-inspection is needed.

The following are examples of inspections required for most projects; however some projects may require more or less inspections.

Houses, Accessory Buildings, ETC

1. Plan Approval (doesn't need to be called in) Permit must be displayed where it is visible from the street.
2. T-Pole Inspection
3. Pier hole (if applicable)
4. Plumbing Rough-in (water test) & Form board Survey
5. Foundation
6. Seconds
 - a. Frame
 - b. Fireplace
 - c. Electrical Rough-In
 - d. Mechanical Rough-In
 - e. Plumbing Top-Out (2 story water test)
 - f. Gas (water test)
 - g. Brick Ties
7. Flat work, approach & Culvert
8. Meter releases
 - a. Final Electrical
 - b. Gas
9. Finals
 - a. Finals Building
 - b. Finals Mechanical
 - c. Finals Plumbing
 - d. Finals Electrical

Swimming Pools

1. Ground Electrical/Belly Steel
2. Deck Steel
3. Fence Inspection prior to plaster and filling of pool
4. Pool Final (electrical and plumbing)

Sprinkler System

1. Backflow Device Inspection

On Site Sewage Facility

1. Plans Approval
2. Final

GENERAL INFORMATION

Mayor	Jerry Williams	(940) 498-0044 jerry.williams@shady-shores.com
Building Official	Steve Kohler	(214)957-7188
Town Sanitarian	Tom Bailey	(972) 977-2665 (972) 347-5083
Town Secretary	Sarah Swanson	(940) 498-0044 town.secretary@shady-shores.com
Town Website (to download forms, view ordinances and make payments)	www.shady-shores.com	
LCMUA		(940) 497-2999
ATMOS Energy		(800) 460-3030
ONCOR		(888) 313-6862
Town Hall Office Hours, 9-5 Monday through Friday Closed on Holidays	to schedule inspections	(940) 498-0044

FOR OFFICE USE ONLY

ACCEPTANCE OF A BUILDING PERMIT APPLICATION

1. Check to ensure that each permit is completely filled out and the required plans are submitted. Incomplete applications should not be accepted.- check to ensure that contractors are registered and have all necessary copies of licenses required to perform work.
2. Notify the building inspector and Town Sanitarian if necessary that plans need to be reviewed.
3. Once the permit has been approved, calculate the building permit costs and generate an invoice in quickbooks, assign a permit number and log it into the access file. Scan a copy the permit information and link it to the access file.
4. Collect fees from the customer, and return 1 set of plans and the site plan to the customer as well as a red building permit card. File 1 copy in the corresponding address file, and place one set of plans aside for the appraisal district.

INSEPCCTIONS

1. Customers should always schedule inspections through the town office.
2. Building inspector will complete inspections and return Shady Shores inspection sheet. Scan a copy of the inspection sheet, and log the date inspection was completed in the access file, link the scanned copy to the access file.
3. After scanning inspection sheet, place in accounts payable folder for payment.
4. For inspections that have not been approved, the town must collect a \$75 fee before the work may be re-inspected.
5. To release a T-pole or Final Electrical Inspection please fax ONCOR at 1-800-266-2489.
6. To release Gas Service call 866-332-8667 option 3