



Phone: (903) 433-5185
 Fax: (903) 433-8039

508 W. Main St.
 Gunter, Texas 75058

Residential Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning: _____	
Lot: _____	Block: _____	Subdivision: _____	
Project Description:	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"/>
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
Description of Work:			
Area Square Feet:		Covered	
Living: _____	Garage: _____	Porch: _____	Total: _____
			Number of stories: _____

Owner Information:		
Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Fax Number: _____	Email: _____

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

A certificate of occupancy must be issued before any building is occupied.

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: _____

OFFICE USE ONLY:

Public Works	Approved By: _____	Date: _____	Building	Approved By: _____	Date: _____
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Building Permit Fee: _____ Water Impact Fee: _____ Sewer Impact Fee: _____ Water Deposit: _____ Water/Sewer Connection: _____	Total Fees: _____ Receipt #: _____ Issued Date: _____ Issued By: _____ BV Project # _____
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508 W. Main P. O. Box 349 Gunter, TX 75058-0349
(903) 433-5185 Fax (903) 433-8039 Email mayor@ci.gunter.tx.us

Bureau Veritas Contact Information

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (469) 241-1834 or toll free (800) 906-7199.

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection line: (817) 335-8111 or (972) 980-8401
Inspection FAX line: (817) 335-8110 or (972) 980-8400
Toll Free number: (877) 837-8775
Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 or toll free (877) 837-8775 for your inspector's name and number.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.



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Residential Swimming Pool Checklist

Swimming Pool Requirements

27.7 Swimming Pools - It is the purpose of the following provisions to recognize an outdoor swimming pool as a potentially attractive nuisance and to promote the safety and enjoyment of property rights by establishing rules and regulations governing the location and improvement of swimming pools whether privately, publicly, or commercially owned or operated.

27.7.1 No swimming pool shall be constructed or used until a swimming pool building permit has been issued therefor. No building permit shall be issued unless the proposed sanitary facilities and water supply comply with applicable local and State health departments regulations.

27.7.2 A swimming pool erected below ground or above ground with a depth of two (2) feet or greater may be constructed and operated when:

27.7.2.1 the pool is not located in any required front or side yard abutting a street;

27.7.2.2 a wall or fence, not less than six (6) feet in height, with self-enclosing and self-latching gates that are lockable at all entrances, completely encloses either the pool area or the surrounding yard area;

27.7.2.3 all lighting of the pool is shielded or directed to face away from adjoining residence. If lights are not individually shielded they shall be so placed, or the enclosing wall or fence shall be so designed, that direct rays from the lights shall not be visible for adjacent properties;

27.7.2.4 no broadcasting system is used for the purpose of advertising the operation of the pool or for the attraction of persons to the premises. This shall not prevent a public address system necessary or useful to the supervision of the pool and the safety of swimmers; and

27.7.2.5 the swimming pool is no closer than eight (8) feet from any property line.

Submittal Requirements

Permit Application with an original signature must be complete and submitted with the following information:

(2) Site Plans to include:

_____ Legal Description (lot, block, subdivision)

_____ Property lines and lot dimensions

_____ Proposed location of pool and all existing buildings

_____ All easements and overhead utilities

_____ Stamped approval of utility company

_____ Proposed pool enclosure

_____ Equipment dimensions in reference to property lines

(2) Pool Design and Specifications

_____ Must include all gas and electric devices, backflow prevention device, diving areas and size of diving board, ladders, depths of water, decking, and equipment drawings/diagrams.

_____ *Contractor Registration required for Pool Contractor, Electrician, and Plumber.*

Please contact Homeowner's Association for additional requirements from Deed Restrictions and Covenants.



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Residential Swimming Pool Fences

Swimming Pool Fence Requirements - Fences Associated with Swimming pools

Every swimming pool, or excavation designed or intended to ultimately become a swimming pool, while under construction as well as after completion, shall be continuously protected by an enclosure surrounding the pool or excavated area in such a manner as to make such pool or excavated area reasonably inaccessible to small children or animals. Exceptions are as follows:

- (1) This provision shall not apply to (a) bodies of water other than swimming pools which are owned or controlled by the federal government, state, county or any agency, subdivision or department thereof; or (b) bodies of water located in natural drainage ways.
- (2) In single family occupancies, the enclosure may surround the entire single-family premises
- (3) In multi-family occupancies, the enclosure may include the courtyard that surrounds the pool.

An enclosure shall be a fence, wall, or building not less than six feet in height with no openings, holes or gaps larger than four inches measured in any direction, except that measurement for a picket fence (one composed primarily of vertical members) shall be measured in a horizontal direction between members.

Gates and doors opening directly into such enclosure shall be equipped with self-closing and self-latching devices designed to keep and capable of keeping such doors or gates securely closed, said latching device to be attached to the gate or door not less than 36 inches above the grade or the floor. Exception: The doors of any building forming any part of the enclosure hereinabove required need not be so equipped.

Swimming pools in existence on the effective date of this section shall be fenced in accordance with the requirements hereinabove set forth, and it shall be unlawful for any person to maintain any swimming pool in the corporate limits of the city which is not protected by an enclosure in accordance with the requirements of this section.

All plans submitted to the city for swimming pools to be constructed shall show compliance with the requirements of this section, and the final inspection and approval of all pools constructed shall be withheld until all requirements of this section have been complied with by the owner, purchaser under contract, lessee, tenant or licensee.



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Building Requirements

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

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Gunter, Texas, has adopted the following codes regulating building construction.

2009 International Building Code
2009 International Residential Code
2009 International Fire Code
2009 International Plumbing Code
2009 International Mechanical Code
2009 International Energy Conservation Code
2011 National Electrical Code

Reference the City of Gunter Code of Ordinance for local amendments

Building Permit

Before a building permit will be issued, all plans and documents related to the permit application must be submitted to the City of Gunter and all applicable fees paid to the City. All new construction, alterations, or additions require a building permit. All applications must be legible and completely filled out, dated, signed by the builder and all the builders MEP contractors must be listed on the application. Verified address with lot, block, subdivision and phase is required on all applications.

All Contractors performing work within the City of Gunter's jurisdiction must be registered with the City.

Construction or building without a permit is subject to a fine double the permit fee.

Building Requirements

Plan Review

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas 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.

Inspections

Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775 or faxed to (877) 837-8859. Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com 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 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.

Only construction dumpsters from Waste Management are to be used at construction sites. You can contact them at 1-800-782-9845. Construction area 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.



CONTRACTOR REGISTRATION FORM

TYPE OF CONTRACTOR LICENSE

<input type="checkbox"/> ELECTRICAL CONTRACTOR	<input type="checkbox"/> MECHANICAL (HVAC)
<input type="checkbox"/> MASTER ELECTRICIAN	<input type="checkbox"/> IRRIGATOR (LANDSCAPE)
<input type="checkbox"/> JOURNEYMAN ELECTRICIAN	<input type="checkbox"/> BACKFLOW (<i>special form required</i>)
<input type="checkbox"/> MASTER SIGN ELECTRICIAN	<input type="checkbox"/> THIRD PARTY ENERGY PROVIDER
<input type="checkbox"/> MASTER PLUMBER	<input type="checkbox"/> WASTE CONTRACTOR
<input type="checkbox"/> JOURNEYMAN PLUMBER	<input type="checkbox"/> OTHER

CONTRACTOR INFORMATION

COMPANY NAME: _____ PHONE: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

LICENSEE NUMBER: _____ PHONE: _____

ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE