



City of Log Cabin

14387 Alamo Rd., Log Cabin, Texas 75148
903.489.2195 (office) 903.489.0106 (fax)
cityoflogcabin.com

Building Permit Application

Please review this packet entirely prior to submitting your building permit application!!

Permits applications must be submitted to the City on or before the **last Monday of the month** to be placed on the next month's agenda. It can take up to 30+ days for permit applications to be reviewed and/or approved. It is recommended to submit early and confirm receipt, especially if the application is submitted via email or during the holiday season. You can confirm City Hall closures by calling City Hall or looking on the city's website. Applications must be reviewed by the Ordinance Officer for completeness and compliance before it can be forwarded to the next step, if applicable.

When you are ready to submit your application, please complete this form and indicate which documents have been included in this packet below. You must check what documents are included in the submission.

Name: _____

Project type: _____ Address: _____

Contents of Application (Check what is included in submission):

- ☐ Completed and Signed Application, with original signature
- ☐ 911 Address issued by the Henderson Co. 911 Address Office
- ☐ Site Plan
- ☐ Survey of property
- ☐ Plans, drawings, and detailed descriptions of project/materials
- ☐ Building Schedule
- ☐ Driveway Approaches and Culvert plans
- ☐ Proof of Ownership
- ☐ Proof of Homestead Exemption, if applicable
- ☐ Other: _____
- ☐ Other: _____

I acknowledge that I have read the entirety of this permit application and understand what documents are required for the application and the permit process. I further affirm my understanding that if the required documents are not submitted, are incomplete, or submitted after the last Monday of the month that my application may not be reviewed or may not be placed on the P&Z's meeting agenda until the documents are submitted/completed or the next appropriate meeting, as applicable.

Signature of applicant: _____

Date: _____



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Must call 811 before digging

PROJECT INFORMATION		<input type="checkbox"/> Residential	<input type="checkbox"/> Commerical
Property Address: _____	Zoning District: _____		
Business Name: _____			
Square Footage: _____	# of bedrooms: _____	# of stories: _____	
Project Category:	<input type="checkbox"/> New Single Family Residence (SFR) <input type="checkbox"/> Relocate MH <input type="checkbox"/> Culvert		
	<input type="checkbox"/> SFR Remodel/Add-on	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Lawn Irrigation
	<input type="checkbox"/> New Manufactured Home (MH); Yr: _____	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Roof
	<input type="checkbox"/> Used/Pre-owned MH; Yr: _____	<input type="checkbox"/> Carport/Porch/Deck	<input type="checkbox"/> Fence
	<input type="checkbox"/> Other: _____	Est. Start Date: _____	Est. End Date: _____
Description of Project: _____ _____ _____			

APPLICANT CONTACT INFORMATION (AS RECORDED WITH HENDERSON COUNTY TAX ASSESSOR/APPRaisal DISTRICT)	
Name/s: _____	Phone: _____
Address: _____	
DL#/State: _____	Email: _____
Emergency Contact: _____	Phone: _____
Property Owner (if different): _____	

CONTRACTOR INFORMATION		Contractor information is required.			
Contractor	Name	Contact Person	Phone	Email	License #
General:					
Plumbing:					
Electric:					
Mechanical:					
Other:					

☐ I am opting to perform the electrical & plumbing repairs/installation myself and attest that I am the legal owner of the property and currently reside in the dwelling and will submit evidence of the homestead exemption filed for the property with the application, in accordance with Ord. 31. Section VI.B.i.i

A permit becomes null and void if work or construction authorized is not commenced within 45 days of permitting and/or if work or construction is suspended or abandoned for a period of 10 days at any time after work or construction is commenced. All construction must be complete within 6 months from issuance of permit. Fees are not refundable. **ALL PERMITS REQUIRE FINAL INSPECTION. A CERTIFICATE OF OCCUPANCY (COO) MUST BE ISSUED BEFORE ANY BUILDING IS OCCUPIED.**

I agree to abide by all laws and ordinances governing this type of work whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. I acknowledge that all of the information provided in the application is true and correct to the best of my knowledge. Furthermore, I am the legal owner of the property described in the application, or alternatively, that I am authorized to represent all of the owners of the property where the construction will occur.

Signature of applicant: _____ Date: _____

Application, with original signature, must be submitted with required attachments, prior to review.



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Building Permit Application

Building Permit Process

Residential or Commercial, New Construction or Renovation of 50% of the structure, Manufactured Homes, in-ground or permanent pools

- Complete and submit the building permit application with required attachments and original signature on or before the **LAST Monday of the month** to be placed on the following month's agenda, after review. It can take up to 30+ days for permit applications to be reviewed and/or approved.
- Once received, the application will be reviewed by the Ordinance Officer and forwarded to the Planning and Zoning Commission (P&Z), if complete and compliant with the ordinance.
- The P&Z meets on the Second Thursday of each month at 7pm, at City Hall (unless there is an unexpected schedule change or holiday, please check with cityoflogcabin.com to confirm scheduled meetings), at which time the application will be reviewed for completeness and conformity to the applicable ordinances. The Planning and Zoning Commission may make suggestions to the applicant and/or request additional documentation to complete the application. If the P&Z concludes that the proposed building, structure, or improvement will meet applicable zoning standards and requirements and that the application is complete, the application will be sent to the City Council for final consideration.
- The City Council meets on the Third Thursday of each month at 7pm, at City Hall (unless there is an unexpected schedule change or holiday, please check with cityoflogcabin.com to confirm scheduled meetings), at which time the City Council will review the application and consider all relevant information including recommendations/comments from the Ordinance Officer and P&Z. If the City Council, by majority vote, concludes that the proposed building, structure, or improvement will meet applicable zoning standards and requirements, a building permit shall be issued upon receipt of the required fee.

Note about Manufactured Homes

- Ordinance 31 allows for HUD-code manufactured homes, permitted by a registered retailer or installer at City Hall with a processing fee of \$275.00. The permit fee includes moving in the manufactured home, front and back porches (size 10 x12), culvert, driveway, and fence. Approved permits must be picked up prior to home installation.

Accessory Buildings, Fences, Temporary/Above Ground Swimming pools, Decks, Carports, Porches/Patios

- Complete and submit the building permit application with required attachments. Once received, the application will be reviewed by the Ordinance Officer, who has the authority to review and approve building permits for accessory buildings, fences, temporary or above ground swimming pools, decks, carports, porches, or patios that conform to Ordinance 31K, at his/her discretion.
 - If the Ordinance Enforcement Officer concludes that the proposed building, structure, or improvement will meet applicable zoning standards and requirements, a building permit shall be issued upon receipt of the required fee. Permits must be paid for within five (5) business days of approval, otherwise the permit will not be issued, and applicant will have to resubmit their permit application. Permits will be ready for pick up within 1 business day of payment receipt.
 - If the Ordinance Enforcement Officer concludes that the proposed building, structure, or improvement will not meet applicable zoning standards and requirements, the application is incomplete, or the application is outside the scope of Ordinance Enforcement Officer's authority to approve, the building permit application shall be forwarded to the P&Z and City Council, starting with the next available P&Z meeting (see above).

Proceeding without obtaining a permit for any structure in any zone shall double the permit fee.

Any structure that does not require a permit fee shall be subject to a \$50.00 penalty for proceeding without a permit.



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Application Checklist

Residential or Commercial, New Construction or Renovation of 50% of the structure, Add-ons, Accessory Buildings, Fences, Decks, Carports, Porches/Patios, Other

- ☐ Completed and signed building permit application with 911 Address (Call 903-675-3911 to verify or request an address)
- ☐ Site Plan that contains (gridded sheet has been provided for use)
 - ☐ Aerial view of planned location of the proposed building structure of improvement on a platted lot or lots, or other land, and any existing structures on the property.
 - ☐ Legal description of property, property lines, lot dimensions, all easements, setbacks, and street names.
 - ☐ *Suggestion: Some people have used a copy of their survey to plot their Site Plan*
- ☐ Survey (Exception: A survey is not required when a portable accessory building is installed, so long as it is not permanently affixed.)
- ☐ Printout from Henderson County Appraisal District pertaining to the applicable property/properties
- ☐ Plans, drawings, and detailed descriptions which define the materials, structural dimensions, arrangement, construction details, and planned final finishing and appearance of the proposed building, residence, or structure. Plans shall include description and location of culverts, surface, and sub-surface drains to be installed or constructed.
- ☐ Proposed building schedule/timeline
- ☐ Proof of ownership, or a written, notarized statement from the owner attesting to the ownership of the property.
- ☐ A statement identifying the general contractor, the scheduled start date for beginning construction, and establishing conformance or non-conformance with the regulations of the zoning district involved. Permitted work must be performed by a licensed contractor or manufacturer, as applicable.
 - ☐ Should the property owner wish to perform any electrical or plumbing repairs/installation themselves, they must attest that they own and reside in the dwelling, in accordance with the Texas Occupations Code, Title 8, Section 1305.003(6), as evidenced by submitted proof of homestead exemption for the property, and stipulate such on the building permit application.
- ☐ *Manufactured Homes:* Permit applications for pre-owned/used HUD-Manufactured Homes must be accompanied by the above applicable documents and a copy of an inspection performed by an independent, City Council approved Certified Building Inspector that certifies that the structure conforms to relevant building codes and is suitable for safe habitation.

Swimming Pools

- ☐ Completed and signed building permit application with 911 Address (Call 903-675-3911 to verify or request an address)
- ☐ Proof of Ownership and Survey (Exception: A survey is not required for temporary or above ground pools.)
- ☐ Site Plan that contains (gridded sheet has been provided for use)
 - ☐ Aerial view of the planned location of the swimming pool and required fence on a plotted lot in relation to the residence and other structures on such lot
 - ☐ Legal description of property, property lines, lot dimensions, all easements, setbacks, and street names.
- ☐ Drawings & description of the dimensions and materials, finish, and final appearance of the proposed swimming pool.
- ☐ Definitions of the source and quantity of water to be used in the proposed swimming pool and of the provisions, control, and disposal of overflow and complete or partial draining of the swimming pool.
- ☐ Description of the fence access gate and security provisions for the positive control of access to the completed swimming pool and proof of appropriate liability insurance.
- ☐ Proposed building schedule.



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ORDINANCE 31 ZONING AND BUILDING STANDARDS

SECTION VII. PERMIT FEES

In accordance with HB 852, the fee schedule for applications submitted after June 16th, 2022 is:

Table 2: Fee Schedule

Residential Structure	\$0.40	Per square foot (i.e. 1200 square feet=\$480; 600 square feet=\$240)
Commercial Structure	\$0.40	Per square foot - 1-2500 square feet
	\$0.30	Per square foot - 2501-10,000 square feet
	\$0.20	Per square foot - 10,001 square feet and above
HUD-code Manufactured home	\$275.00	See Section VI.B.5
Accessory Buildings	\$0.40	Per square foot - 120 sq. ft and up;
	N/A	Under 120 sq. ft; Building Permit Still Required

Table 3: Other Permit Fees

Carports:	\$35.00
Culverts:	\$25.00
Fences:	\$20.00
Porches, Decks, or Patios:	\$0.30 Per square foot
Swimming Pools:	
Above Ground (over 4 ft. high)	\$50.00
In-Ground	\$150.00
Existing Roof Repair:	No fee, but permit is required. *
*Roof Replacement or structural changes to roof are subject to residential structure fees.	

New permits/Permit extension fees may equal the full permit price, based on the current permit fee schedule, for each extension, at City Council discretion.