



Town Of Round Top

P.O. Box 215 * 204A North Washington Street * Round Top, Texas 78954-0215

APPLICATION FOR BUILDING PERMIT

The purpose of this form is to request a permit for construction or renovation of a building or for visible changes to the property in general (e.g., fencing, landscaping, tree removal, etc.)

Application for: Building Permit Temporary or Partial Building Permit

Date of Application: _____

Property Owner: _____

Property Owner Mailing Address: _____

Property Owner Phone and Email: _____

Contact Person Name (if different than owner): _____

Contact Phone and Email: _____

Address of Project: _____

Round Top District: Business/Historic Residential Commercial

Description of the Project: _____

(Attach additional page if necessary)

Estimated Cost of Improvements \$ _____

Cost of Permit (\$40 up to \$40,000 value + 1/10th of 1% over \$40,000) . \$. _____

1. DO NOT BEGIN WORK ON YOUR PROJECT UNTIL YOUR BUILDING PERMIT IS APPROVED.

2. Permit applications must include required documentation in order to be reviewed. Please see the check list of requirements on the following page.

3. The Building Official is available to consult with you, prior to submitting your application, to ensure your permit application is complete and accurate.

4. Permit applications, with payment, must be received in the Town Office by 5:00 pm on the Wednesday before the Building Official's public hearings (held on the second and fourth Tuesday of the month, when required).

Internal Use Only:
Permit Number: _____

**Mayor
Barnell Albers**

**Aldermen
Ronny Sacks
Louis Sellers
Frank Hillbolt
Steve Ditsler
Jerry Hinkel**

**Secretary/Treasurer
Dwight M. Nittsche**

**Building Official
Steven Cain**

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**Website
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**Email Address
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*Incorporated By Act Of
The Texas Legislature
August 13th, 1870*



*Home Of The Oldest
July 4th
Parade & Celebration
West Of
The Mississippi*

Every year for 166 years

Additional information concerning this permit application: _____

BUILDING PERMIT APPLICATION ~ DOCUMENTATION REQUIREMENTS

All applications for building permits for new structures or for major improvements to existing structures or the property shall be accompanied by accurate drawings and plans, submitted in duplicate drawn to scale as outlined below:

A copy of the Official Site Survey and a Site Plan, showing:

- ❖ the actual shape and dimensions of the lot to be built upon;
- ❖ adjacent streets or notes about adjacent properties;
- ❖ the exact sizes and locations on the lot of the buildings, roads, drives, parking areas, accessory buildings, waterways, major variations in grade and forested areas or major trees then existing;
- ❖ the lines within which the proposed buildings and structure, roads, drives, parking areas, buffer yards, shall be erected or altered;

Building Plans and Supplemental Materials, showing:

- ❖ floor plans, elevations and other drawings to scale for all structures to be built on the tract such that the Building Official may determine whether or not the structure for which the permit is requested is compliant with the Land Use Ordinance.
- ❖ the existing and intended use of each building or part of building;
- ❖ the number of families or dwelling units the building is designed to accommodate;
- ❖ specifications for all materials, components and conditions to be built or installed such that the Building Official shall be able to determine if such improvements comply with the Land Use Ordinance;
- ❖ such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of this Ordinance.

FOR TOWN OF ROUND TOP OFFICE USE ONLY
(Copy of payment for permit application to be inserted here.)