



Submittal Requirements for Common Permits

What Type of Permits are Detailed Herein?

- [Accessory Buildings](#)
- [Fence](#)
- [Patio Cover](#)
- [Retaining Wall](#)
- [Concrete](#)
- [Swimming Pool](#)
- [Storm Shelters](#)
- [Solar panels](#)
- [Certificate of Occupancy](#)

How Do I Schedule an Inspection?

- Contractors must request inspections through <https://app.mygov.us/login>
- Homeowners call or email Annetta Nabors (972) 771-4601 anabors@cityoffate.com

Accessory Building Permit Requirements

- Completed, original Miscellaneous Permit Application ([click for app](#))
 - o Application shall be signed by person performing work
- Application shall describe (at minimum)
 - o Length & width (ft.), total area (sf), & height. Engineered foundation required if greater than 400 sf
 - o Proposed location (i.e. side or rear yard)
 - o Materials (should mimic primary structure)
 - o Anchoring method
 - o Estimated value
- Three (3) 8 ½ X 11 copies of plot plan showing
 - o Total area of lot & house (sf)
 - o All existing structures (house, detached garages, patio covers, carports, pergolas, etc.) & their total areas (sf)
 - o Proposed accessory building & its dimensions (ft.) & total area (sf)
 - o Distance (ft.) of proposed accessory building to the rear & side property lines, other accessory structures (if applicable), & the primary structure
 - o Total area of lot & house (sf)
- Three (3) 8 ½ X 11 copies of structural drawings showing
 - o Materials (must mimic primary structure)
 - o Dimensions (ft.), total area (sf), & height
 - o Elevations, including roof pitch & eave overhangs

- o Foundation or anchoring method

- Requirements before installing accessory building
 - o A signed permit has been issued by the City of Fate. Permit must be posted at the job site & be visible from a public right-of-way. *Permit fee doubles* if permit not obtained prior to installation
- Required inspections
 - o Final inspection (must be requested within 48-hours of completing work)
- Applicable Accessory Building permit fee & any other applicable fees (e.g. electrical, mechanical, plumbing, etc.) ([click for fee schedule](#))
- Click for accessory building [ordinance](#) (note: your HOA may have its own regulations, please check with them)
- Click for [example](#) of an approved accessory building permit application

Fence Permit Requirements

- Completed, original Miscellaneous Permit Application ([click for app](#))
 - o Application shall be signed by person performing work
- Three (3) 8 ½ X 11 copies of a site plan showing
 - o Location of proposed work
 - o Location of property lines & of all structures on lot
 - o Location of all gates
 - o Location of easements on lot (if any)
 - o List of materials & anchoring method
 - o Location of pool (if any)
- Fence permit Fee ([click for fee schedule](#))
- Click for fence [ordinance](#) (note: your HOA may have its own regulations, please check with them)
- Click for [example](#) of an approved fence permit application

Patio Cover Permit Requirements

- Completed, original Miscellaneous Permit Application ([click for app](#))
 - o Application shall be signed by person performing work
- Three (3) 8 ½ X 11 copies of plans which include
 - o A site plan showing the location of proposed work
 - o Indicate method of attachment to dwelling
 - o Location of property lines & of all structures



Submittal Requirements for Common Permits

- on lot
- Framing Details
- List of all materials to be used
- Applicable accessory building permit fee & any other applicable fees (e.g. electrical, mechanical, plumbing, etc.) ([click for fee schedule](#))
- Click for [example](#) of an approved patio cover permit application

Retaining Wall Permit Requirements

- Completed, original Miscellaneous Permit Application ([click for app](#))
 - Application shall be signed by person performing work
- Three (3) 11 X 17 copies of plans which include
 - A site plan showing the location of proposed work
 - Retaining wall plans shall be prepared by a state licensed engineer
- Retaining wall permit Fee ([click for fee schedule](#))

Concrete Permit Requirements

- Completed, original Miscellaneous Permit Application ([click for app](#))
 - Application shall be signed by person performing work
- Three (3) 8 ½ X 11 copies of plans which include
 - A site plan showing location of proposed work
 - Location of property lines & of all structures on lot
 - Description of concrete reinforcement
- Pre-pour inspection required
- Concrete permit Fee ([click for fee schedule](#))
- Click for concrete ordinance (note: your HOA may have its own regulations, please check with them)

Swimming Pool Permit Requirements

- Completed, original Miscellaneous Permit Application ([click for app](#))
 - Application shall be signed by person performing work
- Application shall describe (at minimum)
 - Filter Type
 - Pool Type
 - Dimensions of Pool
 - Heater to be installed
- P Trap is required on pools unless the property has a septic system
- Three (3) 8 ½ X 11 Copies of the site plan

- Three (3) 11x17 Copies of Pool Plans which include
 - Original stamps by electrical service provider
 - Side elevation drawing
 - The horizontal distance from the edge of foundation to top of deck
 - A full length measurement of the pool
 - Plans are to be in accordance with the 2015 ISPSC & the 2014 NEC
 - Contractor shall meet the requirements of TCEQ when applicable
 - Check list & alarm letter
- Applicable swimming pool permit fee ([click for fee schedule](#))
- Click for swimming pool [ordinance](#)
- Click for [Barrier Requirements](#)
- Click for [swimming pool & spa general info](#)
- Click for [example](#) of an approved swimming pool permit application

Storm Shelter Permit Requirements

- Completed, original Miscellaneous Permit Application ([click for app](#))
 - Application shall be signed by person performing work
- Storm Shelter Applications shall describe (at minimum)
 - Shelter type
 - Address & legal description of property
 - Contractor Name & address
 - Square footage of the addition or remodel
- Three (3) 8 ½ X 11 copies of site plan plans which shows
 - Exact location & size of storm shelter
 - Distance to property lines (only if located outside of house)
 - Location of all existing detached structures
- Three (3) 8 ½ X 11 copies of floor Plan which includes
 - Label for all rooms
 - Locations of all windows
 - Identifies location of walls to be removed or added
- Storm Shelters plans must be prepared by a state licensed engineer
- Storm Shelter may require smoke & carbon monoxide detectors
- In-ground Shelters



Submittal Requirements for Common Permits

- Must be verified by an independent, state licensed engineer
- Must comply with existing quality standards set by the National Storm Shelter Association ([NSSA-ICC 500 Standards](#))
- Storm shelter permit fee ([click for fee schedule](#))
- Click for [example](#) of an approved storm shelter permit application

Solar Panel Permit Requirements

- Completed, original Miscellaneous Permit Application ([click for app](#))
 - Application shall be signed by person performing work
- Solar Panel Applications shall describe (at minimum)
 - Scope of work & location of work
 - Structural calculations or load diagram by a state licensed engineer showing any additional framing designed to support the system or indicating the existing structure has adequate capacity
 - Connection details to the building it will serve
- Three (3) 8 ½ X 11 copies of site plan plans which shows
 - Location of panels and power source.
- Construction Documents
 - Site Specific stamped engineering drawings
 - Assembly installation plans, manufacturer's installation instructions, &/or equipment manufacturer's data sheets
 - Framing Plans
 - Method of sealing/flashing for roof penetrations
 - Connection details to the building it will serve
- Solar Panel plans must be prepared by a state licensed engineer
- Solar panel permit fee ([click for fee schedule](#))
- Click for [example](#) of an approved solar panel permit application

Certificate of Occupancy (CO)

- Completed application ([Click for app](#))
 - Application must be signed by Occupants and the Owner
- CO Applications shall describe (at minimum)
 - Type of activities performed on the premises
 - Type of improvements made to the building

- Description of how the business will operate
- Information on Former Tenant
- Two (2) 8 ½ X 11 copies of site plan which shows
 - Entire property, all property lines and parking spaces.
 - Show the location of tenant spaces on the property
 - If shared parking provide an agreement from the owner
- Two (2) 8 ½ X 11 copies of the floor plan which shows
 - The entire lease space showing areas to be occupied
 - Each room must be identified as to its use
- Once approved an inspection from the fire department and Building inspections will be scheduled.
- Certificate of Occupancy Fee ([click for fee schedule](#))
- Click for [example](#) of an approved CO application