

Planning and Development Services
 Building Inspections Division
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Mission Statement

The Planning & Development Services Department is a one-stop shop that provides professional advice and technical expertise on development related topics. Specifically, the department offers assistance on zoning, platting, land use, tree preservation, building permits, sign permits, inspections, and code enforcement. The department also provides mapping services and maintains the city's comprehensive plan.

COMING NEXT ISSUE:

- Basic Sign guidelines
- News from the Fire Marshal

BUILDING PROFESSIONAL INSTITUTE

The Building Officials Association of Texas and the Construction Research Center at the University of Texas at Arlington are happy to announce the 17th Building Professional Institute. Classes will be held for Building Inspectors, Engineers, Architects, Designers, Code Enforcement Officers, Permit Techs, Fire Officials, Planners, and Builders. The institute is the week of May 18–22, 2009.

New this year are classes for:

- Planning,
- Green Building,
- GIS—Basics,
- Disaster Response Training, and Dealing with Disaster Aftermath, and
- Continuing education class for Plumbing Inspectors License Renewal.

Online Registration begin January 16, 2009 at: <http://www.BuildingProfessionalInstitute.com>



NEW RESIDENTIAL APPLICATIONS

There are two new application forms available now to help avoid confusion when preparing a residential permit. We now offer a separate permit application for new houses only. When you are building a new house, use the “NEW RESIDENTIAL CONSTRUCTION” permit application. When you have a project that involves an existing house, an accessory building, or any other

type of residential construction other than a new house, use the “RESIDENTIAL ALTERATION” permit application.

These new forms will simplify the permit process by providing one form for a house and one form for all other residential work. As always, if you have any questions with this or any other issues please don't hesitate to contact us.

SOUTHLAKE VOLUNTEER PROGRAM

In an effort to better involve members of the community in municipal operations, the City of Southlake created the Southlake Volunteer Program. Through this program, people who want to volunteer some of their time and abilities to work on various projects are given an opportunity to serve. The City is always looking for volunteers to help with the many programs and services it offers its residents.

as the list is constantly updated.

IN ORDER TO VOLUNTEER:

1. Complete a [volunteer interest form](#) & return to Community Center at 817-748-8027.
2. If you are 17 or older, you must complete a [Background Consent Form](#).
3. Attend a volunteer orientation.
4. Sign up to volunteer 48 hours prior to the event.

Please call 817-748-8311 for more information.

Visit the [volunteer opportunities page](#) to view upcoming events. Check back frequently



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NEW STORMWATER REQUIREMENTS

The City Council approved Ordinance No. 946 in October 2008 which adopted state and federal mandates in accordance with the Clean Water Act. As such, related permits issued since the adoption of the ordinance must comply. City inspectors and code enforcement officers will now verify the following items for compliance with the new Erosion and Sediment Control Ordinance:

NO PARKING SIGNS – The ordinance requires that a separate sign be posted (minimum six (6) square feet) that states “Off-street parking prohibited”. The purpose is to notify all drivers that all vehicles shall remain on the street except for delivery of bulk material which is typically and hour or two.

CONSTRUCTION ENTRANCE – This is required for any vehicle access point on the site and is constructed with a layer of felt and a minimum six (6) inch thickness of rock. The aggregate should average three (3) to five (5) inches

size for effectiveness in discharging soil from vehicle axles and wheels.

POSTING OF SWPPP's and ESC's – These erosion control plans may be required for certain projects and if so, must be available in a timely manner for review by the city, state, or federal officials. Inspectors will also be monitoring contractors or their designee to ensure inspections are being entered into the City's database (PermiTrack).

FINAL STABILIZATION – Some construction sites will require sod or established hydromulch be in place to meet the ordinance requirement for permanent vegetation. Weather-related events that conflict with this requirement are taken into consideration and can affect the issuance of a permanent certificate of occupancy or final inspection approval.

For questions or comments regarding storm water requirements, please contact Daniel Cortez, Storm Water Planner at 817-748-8070 or Christi Upton, Environmental Coordinator at 817-847-8638.

STORMWATER POLLUTION PREVENTION FOR CONSTRUCTION SITES TRAINING AND WORKSHOP

SEE PAGE 3



STORM WATER ISSUE

HELPFUL HINTS

- Contractors must have Storm Water Training by May, 2009
- Always check to see if you need a permit
- Check w/FEMA when working in the floodplain
- BPI is in May, 2009

CODE RED

A REGULAR COLUMN ADDRESSING IMPORTANT CODE ISSUES

SECOND STORY/ELEVATED WINDOWS

The recent adoption of the 2006 International Residential Code (IRC) contains a new provision that involves second story windows. Section R613.2 states as follows: "In dwelling units, where the opening of an operable window is located more than 72 inches above the finished grade or surface below, the lowest part of the clear opening of the window shall be a minimum of 24 inches above the finished floor of the room in which the window is located. Glazing between the floor and 24 inches shall be fixed or have openings through which a 4 inch

diameter sphere cannot pass. Exceptions: 1) Windows whose openings will not allow a 4 inch sphere to pass through the opening when the opening is in its largest opened position.

2) Openings that are provided with window guards that comply with ASTM F 2006 or F 2090.

The significance of the new requirement begins at the design stage. Verify the sill height for all operable second floor/elevated windows and if corrections are to be made, the planning stage is where revisions are

easiest. Check with your design professional and verify the windows chosen will comply. If you are past the design process and then discover that your windows may not comply, contact the framing contractor to find the best solution to the problem.

Being proactive in identifying code compliance issues can save you time and money instead of the effort spent on rectifying a difficult situation.



RESIDENTIAL WINDOWS

Obtaining a permit will also show your customer that quality is your business. They will appreciate it in the long run and advertise your business.

Together we can create a safe, well built project that will add beauty and last a lifetime.

FOR THE LATEST CITY INFORMATION, PLEASE VISIT: www.cityofsouthlake.com AND CLICK ON "LATEST NEWS".

was completed to meet those standards.

Working without a permit will cause more problems than just the hassle of city paperwork. It will cost the contractor twice the permit price, can lead to citations, city registration can be revoked and a state license holder may have their license revoked by the state.

cost of such improvements.

Two major variables are used to determine water and wastewater impact fee responsibility: the water meter size and the filing date of the plat. Larger meters require higher fees; newer subdivisions also require higher fees.

The roadway impact fee is also based on two variables: the filing date of the plat and the ITE Land Use Code for the use proposed on the property.

Southlake also collects a water im-

INSPECTOR'S NOTEBOOK

A REGULAR COLUMN ADDRESSING COMPLIANCE ISSUES

WORKING WITHOUT A PERMIT

A permit is a safeguard for the homeowner and contractor. The building code states: "The purpose of this code is to establish the minimum requirements to safeguard the public health, safety and general welfare." When a contractor pulls a permit the plans are reviewed to meet building code and then the work is inspected to insure that all

IMPACT FEES

The City of Southlake recently changed its impact fee collection policy. As of December 8, 2008 the City collects all impact fees at the time a building permit is issued.

Impact fees are charges to new residential, commercial, and industrial construction to offset its impact on existing water, wastewater, and roadway facilities. The increased demand as a result of the new development may require the creation of greater storage capacity, additional pumping capability, or roadway expansion. Impact fees help pay the

STORM WATER TRAINING

Storm Water Pollution Prevention for Construction Sites Training and Workshop

Thursday February 12, 2009

9:00 am–11:00 am

Southlake Town Hall 3rd Floor Training Room

Plan to attend this **FREE** training session

Including:

Stormwater Management Plan

Requirements on Southlake Construction Sites

Southlake Ordinance 946

Plan Submittal Requirements

Using PermiTrack Software

Inspections

As of May 12, 2009, all contractors must attend training on storm water pollution prevention before commencement of work on Southlake projects. This presentation will be considered credit for training.

I²ACT

- Innovation
- Integrity
- Accountability
- Commitment to Excellence
- Teamwork

FLOODPLAIN REGULATIONS

The City of Southlake is one of approximately 20,000 communities across the United States that participates in the National Flood Insurance Program (NFIP), a voluntary flood mitigation program managed by the Federal Emergency Management Agency (FEMA). The NFIP requires participating communities to adopt and enforce floodplain management ordinances to reduce potential flood damage. Participation in the program ensures that homeowners, renters and business owners in the City of Southlake have access to federally backed flood insurance. Participating communities that do not enforce the minimum floodplain management provisions of the NFIP may be removed from the program, and flood insurance is not made available for properties in non participating communities.

The City of Southlake's floodplain ordinance requires that all proposed construction, land alteration or land use change within the floodplain be permitted. The ordinance defines the floodplain as "any land area susceptible to being inundated by water from any source". Most of the provisions of the ordinance apply to the "areas of special flood hazard",

which is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year, also known as the 100 year floodplain. These areas are defined and mapped by FEMA and depicted on Flood Insurance Rate Maps (FIRM) and in Flood Insurance Studies (FIS) for each community. Any proposed construction, land alteration or land use change on a lot that lies within the 100 year floodplain is required to be permitted – even if the proposed development does not alter the floodplain area.

There are specific standards relating to proposed residential and non-residential construction for lots within the 100 year floodplain. Some examples include:

- New residential construction shall have the lowest floor (including the basement) elevated to at least two feet above the base flood elevation.
- Substantial improvement to any residential structure within the floodplain must also have the lowest floor (including the basement) elevated to at least two feet above

the base flood elevation.

- Non-residential structures may elevate the lowest floor to at least two feet above the base flood elevation, or they may "flood proof" the structure and attendant utility and sanitary facilities below the base flood level.

These are just a few examples of the standards for development contained in the floodplain ordinance. If you're not sure if your lot is affected by the 100-year floodplain, just consult the FIRM for the City of Southlake. You can also contact the Public Works Department and the staff will help you determine if a floodplain development permit is required and help guide you through the permit process. For more information regarding the floodplain development permit process, please contact Michael James, PE, CFM at 817-748-8101.



CITY FLOODPLAIN