



# UMBRELLA PERMIT APPLICATION

This application can be used for multiple projects, e.g., pool, accessory structures, and any other outdoor construction, under the same general contractor.

(Incomplete applications will not be processed.)  
(Application must be legible.)

(For office use only)

APPLICATION DATE \_\_\_\_\_

PERMIT ID

ADDRESS \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

<u>Homeowner Information</u>	<u>General Contractor Information</u>
Name:	Company Name:
Address:	Owner's Name:
Phone Number:	Address:
	Phone Number:

<u>Plumbing Contractor</u>	<u>Electrical Contractor</u>
Company Name:	Company Name:
Master's Name:	Master's Name:
Address:	Address:
Phone Number:	Phone Number:

<u>Plumbing Contractor</u>	<u>Electrical Contractor</u>
Company Name:	Company Name:
Master's Name:	Master's Name:
Address:	Address:
Phone Number:	Phone Number:

Complete description of all work being done: \_\_\_\_\_

Pool Value: \$ \_\_\_\_\_

Retail Value of all other work: \$ \_\_\_\_\_

**CONTINUED ON NEXT PAGE**

Permit will not be processed until the following applicable documents are provided:

\_\_\_\_\_ **Constructing a pool?** (see pool information packet for details)

\_\_\_\_\_ Two plans showing the pool and all other structures, stamped by the electrical service provider, with a side elevation drawing (include 1:1 ratio from the foundation) reflecting the actual field conditions and pool configuration.

\*\*\* **All required plumbing drawings must be to 1/4 or 1/8 scale.** \*\*\*

\_\_\_\_\_ Three site plans showing the pool and all other structures, indicating distance away from property lines and distance from all other structures.

\_\_\_\_\_ One complete and notarized Pool Construction Affidavit.

\_\_\_\_\_ One complete and notarized House-Pool Protection Device form.

\_\_\_\_\_ Please initial agreeing that you understand our adopted pool enclosure requirements and pool ordinance.

\_\_\_\_\_ Please initial agreeing that you as the contractor are aware that it is your responsibility to provide a permanent pool enclosure before a pre-plaster inspection is approved.

\_\_\_\_\_ Are pool and deck out of all easements and drainage ways?

\_\_\_\_\_ Is pool located on a key lot?

\_\_\_\_\_ Septic\* or sewer?

*\*If **septic**, please include a septic layout design with permit submittal.*

\_\_\_\_\_ **Constructing a fence?** (see fence information packet for details)

\_\_\_\_\_ Two site plans with the new fence highlighted.

Maximum height of fence \_\_\_\_\_ Fence material \_\_\_\_\_

Fence post material \_\_\_\_\_ Height of rot board \_\_\_\_\_

\_\_\_\_\_ Is fence located on a retaining wall?

\_\_\_\_\_ Height of retaining wall (if applicable).

\_\_\_\_\_ **Constructing a shade arbor?\*\*\***

\_\_\_\_\_ Two site plans indicating the setbacks from property lines and all other structures, the dimensions of the structure, and square footage of the structure.

\_\_\_\_\_ Two sets of building plans detailing how the posts are set, all wood sizes, types, spans, and on-center spacing, including how structure is attached to house, if applicable. Provide electrical plan, if applicable.

\_\_\_\_\_ **Constructing a detached patio cover?\*\*\*** Note: Only **detached** patio covers can be permitted using this application.

\_\_\_\_\_ Two site plans indicating the setbacks from property lines and all other structures, the dimensions of the structure, and square footage of the structure.

\_\_\_\_\_ Two framing plans detailing how the posts are set, all wood sizes, types, grades, and spans, and on-center spacing. If any electrical work is being done, this should also be indicated on the plans.

\_\_\_\_\_ **Constructing a fire pit?**

\_\_\_\_\_ Two site plans indicating the setbacks from property lines and all other structures and indicating the diameter of the fire pit.

\_\_\_\_\_ Wood burning or gas\*?

*\*If **gas**, please include a complete diagram of the gas line from the meter to the fire pit. The following information should be included on the diagram: length, size, and type of line; the psi of the meter; and the BTU's of all appliances on the line.*

**\*\*\* All required plumbing drawings must be to ¼ or 1/8 scale. \*\*\***

\_\_\_\_\_ **Constructing a grill?**

\_\_\_\_\_ Two site plans indicating the setbacks from property lines and all other structures and indicating the dimensions of the grill.

\_\_\_\_\_ Charcoal, gas\*, propane, or electric\*\*?

*\*If **gas**, please include a complete diagram of the gas line from the meter to the grill. The following information should be included on the diagram: length, size, and type of line; the psi of the meter; and the BTU's of all appliances on the line.*

*\*\*If **electric**, note on plans any electrical work to be done.*

**\*\*\* All required plumbing drawings must be to ¼ or 1/8 scale. \*\*\***

\_\_\_\_\_ **Constructing an outdoor fireplace?**

\_\_\_\_\_ Two site plans indicating the setbacks from property lines and all other structures.

\_\_\_\_\_ Two building plans indicating the dimensions of the firebox and hearth.

\_\_\_\_\_ Two foundation plans.

\_\_\_\_\_ Wood burning or gas\*?

*\*If **gas**, please include a complete diagram of the gas line from the meter to the fireplace. The following information should be included on the diagram: length, size, and type of line; the psi of the meter; and the BTU's of all appliances on the line.*

**\*\*\* All required plumbing drawings must be to ¼ or 1/8 scale. \*\*\***

\_\_\_\_\_ **Constructing an accessory building?** (see accessory building information packet for details)

\_\_\_\_\_ Two site plans indicating the setbacks from property lines and all other structures and indicating the dimensions of the structure.

\_\_\_\_\_ Two roof framing plans indicating all wood sizes, types, grades, spans, on-center spacing, and roof pitch.

\_\_\_\_\_ Two foundation plans (see foundation information packet for requirements).

\_\_\_\_\_ Two elevations plans.

\_\_\_\_\_ Two electrical plans (if applicable).

**\*\*\* NOTE: If building a fireplace in conjunction with a shade structure, the chimney must be at least 2 feet higher than any portion of a building within 10 feet, and at least 3 feet above the highest point where the chimney passes through the roof.**

**NOTE: Please review the above submittal requirements, and make sure each line is checked or completed. Incomplete applications will not be processed. After the permit is issued, any variance over one foot from the approved plans will require a re-stamp of plans (\$40 fee).**

**Time limitations of applications.** An application for a permit shall be deemed to have been abandoned 45 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 45 days each. The extension shall be requested in writing and justifiable cause demonstrated. In addition, every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 45 days after its issuance.

**Expiration of Permit.** Every permit issued by the building official under the provisions of this code shall expire by limitation and becomes null and void if the building or work authorized by such permit has not received final inspection approval within 180 days of the issuance of the permit. In the event of the expiration of the permit, no work or inspections shall be performed until a new permit shall be first obtained to do so, and the fee therefor shall be equal to the original fee. Any permittee holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the permittee is unable to commence work within the time required by this section for good and satisfactory reasons. The building official may extend the time for action by the permittee for a period not exceeding 30 days on written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. No permit shall be extended more than once. A contractor's registration may be placed on hold or suspended by the building official, preventing any additional permits being issued, if the contractor fails to meet the above timeframes or other items listed in Section 18-32 of the Code of Ordinances of the Town of Flower Mound.

**Please check your deed restrictions and Home Owners Association requirements before building, as they are not regulated by the Town of Flower Mound.**

**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 herein or not. The granting of a permit does not presume to give authority to violate or cancel any Federal, State, or local law regulating construction or the performance of construction. As the contractor or authorized agent for the contractor, I understand that it is my responsibility to adhere to the above timeframes.**

\_\_\_\_\_  
Applicant's Signature (If contractor listed, this person must be listed on the general contractor's registration as authorized to submit permits.)

\_\_\_\_\_  
Applicant's Printed Name

**This section for office use only**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Permit Total \_\_\_\_\_ InVision Code \_\_\_\_\_