CITY OF CALDWELL
TEXAS

Planning & Development Department
Building & Inspection Services
107 S. Hill St.
Caldwell, Texas 77836
979-567-3271 ext. 400
permits@caldwelltx.gov

Before getting started, do you have a 911 Address or is your property in a floodplain?

911 Addressing

- Contact: Angie Jones 911 Addressing Database Coordinator
- Address: 100 West Buck St., Suite 303, Caldwell, TX 77836
- Phone: 979-567-2007
- Email: burl_add@burlesoncounty.org
- Office Hours 9:00-12:00, 1:00-4:00 (closed for lunch)
- Website: https://www.co.burleson.tx.us/page/gov.addressing

What the City needs:

1. The City will need a copy of the 911 Address Verification Letter, and
2. Post a temporary sign with the new address on the property that is visible from the road and at least 36 inches off the ground.
3. Provide a picture of the posted sign so that we can tell our crews what to look for when they go to the property.

Floodplain Development Permit Process

- For information on how to proceed with your project if the property is located in a floodplain please visit: https://www.caldwelltx.gov/planning-development/floodplain-development/

Step 1: Current Adopted Codes

- 2018 International Building Code
- 2018 International Residential Code
- 2018 International Existing Building Code
- 2018 International Plumbing Code
- 2018 International Fuel & Gas Code
- 2018 International Mechanical Code
- 2018 International Fire Code
- 2018 International Property Maintenance Code
- 2018 International Energy Conservation Code
- 2017 National Electrical Code
- Texas Plumbing License Law

Step 2: Plan Review Submittal Requirements & Timelines

Submit an electronic copy of building plans and a permit application to permits@caldwelltx.gov. Contact Planning & Development Services at 979-567-3271 ext. 400 to discuss building permit requirements as they relate to your development project.

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- Residential Permit Checklist
- Commercial Permit Checklist
- Fence Permit Checklist
- Sign Permit Checklist
- Solicitor Permit Checklist
- Special Event Permit Checklist
- Certificate of Occupancy/Completion Checklist

Review Timeline:

- Residential Plan reviews take approximately 5-7 business days.
- Commercial Plan reviews take approximately 21 business days.
- Trades & other permits varies on the project.

Step 3: Applications and Forms

Development Checklists

- Commercial Checklist
- Residential Checklist
- Fence Permit Checklist
- Sign Permit Checklist
- Certificate of Occupancy/Completion

Permit Applications & Forms

- Commercial Building Permit Application
- Contractor Registration Form
- Fence Permit Application
- Fire Protection System Permit Application
- Floodplain Development Permit Application
- MEP Permit Application
- Outdoor Burn Permit Application
- Sign Permit Application
- Solicitors Permit Application
- Special Event Permit Application
- Residential Building Permit Application

Step 4: Fees & Permitting

Payment of the plan review and permit fee is due at the time of invoice issuance, after a complete building permit application submittal and after the plans have been reviewed and approved. The fees must be paid before the permit will be issued for the project to begin construction. The fee amount is contingent on the valuation (cost of construction) of the project that is being proposed.

Click here to view the updated rates and fees for permitting and inspections.

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Step 5: Permit Issuance & Construction

Building construction must begin within 180 days following the issuance of a building permit. The approved (signed) building permit, or a copy thereof, must be prominently displayed on the job site throughout the building process until all final inspections have been approved. At least one building inspection must occur during each 180-day period following the issuance of a building permit or the work will be considered abandoned. If the work is considered abandoned, a new permit must be issued (with new review and fees paid) before work on a project can continue.

Construction Site:

- A temporary property address must be posted at the front of the lot and readable from the street.
- Permanent street numbers must be displayed before final inspection.
- A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved.
- Construction area shall be maintained until job completion using onsite containment.
- NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.
- Erosion control must be in place prior to the first inspection.

Step 6: Water & Sewer Utility Taps, T-Pole & Account Set-Up

Please contact the City of Caldwell Customer Services for all utility questions email utilitybilling@caldwelltx.gov 979-567-3271 ext. 100 or 101. Please visit www.caldwelltx.gov/utilities for additional information/requirements for obtaining new utility services or what services are provided.

- New Utility Tap: At the time of obtaining a permit you will also complete a Utility Request Form for new utility taps.
- Existing Taps (not located): If there is/was an existing utility tap on the property the old lines/tap will need to be located by the property owner/contractor.
    - Contact 811 and have the lines located
    - Then dig around the lines that were located on the property to search for the existing water tap/meter or sewer tap/clean-out.
- Fire Hydrant Meter: A contractor can request a fire hydrant meter for construction purposes, a deposit and new utility account in the contractor's name will need to be set-up while construction is in progress. Once the meter is no longer needed that account will be disconnected and the deposit will be returned to the contractor.
- Temporary-Power (T-poles): can be requested for construction a deposit and new utility account in the contractor's name will need to be set-up while construction is in progress. When ready for permanent power t-poles will be disconnected and the deposit will be returned to the contractor.
- Water Meter/Service: Once the water and/or sewer tap is installed the water meter will be set and locked. Once the contractor has passed all plumbing inspections the project contact will be notified that they are ready to set-up a utility account. The customer services department will be notified about the new meter information and the contractor will complete a new utility account application form and pay the deposit. The utility department will be notified and the meter will be unlocked and read to begin the new service.

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- Permanent Power: Once the contractor has installed and passed electrical inspections permanent power can be requested. A deposit and new utility account in the property owner or builder's name will need to be set-up.

Once the tap has been installed and all inspections have passed then the customer can set-up a utility account.

Step 7: Requesting Inspections

The City utilizes a third-party contracted inspection company, Bureau Veritas, to inspect construction projects. Inspections related to building construction (building, plumbing, mechanical, fire protection, health, and OSSF, and/or electrical) can be requested by contacting Bureau Veritas directly at any of the following:

- Phone: (817) 335-8111 or (Toll-Free) (877) 837-8775
- Fax: (817) 335-8110 or (Toll-Free) (877) 837-8859
- Email: inspectionstx@us.bureauveritas.com

The request must include the following information:

- Project address
- Inspection type requested
- Permit number
- Contractor's name and contact information
- Date inspection is to be performed
- Any special instructions or requests for the inspector

Inspections received by Bureau Veritas by 4:00pm Monday-Friday (excluding Holidays) will be scheduled for the next business day following the request. Fire protection inspections usually take longer to schedule, so you should allow for three business days for those inspection requests to be coordinated.

Public Works Inspections:

- Inspections for culverts, electrical (if in Caldwell Electric Territory) and all water and sewer related issues must be requested through the City 979-567-3271 ext. 400 or permits@caldwelltx.gov.

What inspections are required of my construction project?

The inspections required for your construction project vary with the complexity of a job. Ordinarily inspections are performed in the following order:

- Electrical Temporary Pole
- Water Service
- Yard Sewer
- Gas Underground
- Plumbing Rough in
- Form Board Survey
- Building Foundation Pre-Pour Inspection

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- Electrical Rough in
- Mechanical Rough in
- Plumbing Top Out
- Gas Rough in
- Building Frame Inspection
- Insulation Inspection
- Electric Meter Inspection
- Plumbing Final
- Gas Final/Release
- Electrical Final
- Energy Final
- Mechanical Final
- Building Final/Certificate of Occupancy Inspection
- If Fire Alarms or Fire Sprinklers are required, those inspections must be completed prior to the issuance of a Certificate of Occupancy.

Step 8: Certificate of Occupancy / Completion

A Certificate of Occupancy/Completion is required before:

- Occupancy and use of a new residential building
- Change in use of an existing non-residential building
- Occupancy and/or use of a nonresidential building newly erected or structurally altered
- Any change in occupancy of a non-conforming use
- Change in ownership and/or name of an existing business
- Use and/or occupancy of un-improved land, lot, or tract

NOTE: A BUILDING PERMIT is required for any alteration or construction work.

Process:

To receive an inspection for “Certificate of Occupancy”, it is important that the following instructions are followed:

- Complete Certificate of Occupancy application.
- Return application to the city and pay fee.
- Request a Certificate of Occupancy inspection from the City Planning & Development Services Department 979-567-3271 ext. 400 or permits@caldwelltx.gov.
    - Inspections received by 4:00 p.m. Monday – Friday will be performed the next business day.
- Request a Certificate of Occupancy/Completion inspection.

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- Have space or building open from the hours of 8:00 a.m. – 5:00 p.m. on the day of inspection.

Be Prepared:

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

- Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
- When required, illuminated exit signs must be in good working order.
- Address and suite # must be posted on the building in 6” minimum numbers on a contrasting background clearly visible from the street.
- Every space must have 24-hour access to the electric panel, which serves that space.
- Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
- Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
- Added electrical fixtures and outlets must comply with the National Electric Code.
- Hose bibs should have vacuum breakers.
- Plumbing fixtures must be in good working order.
- Any unused plumbing must be capped.
- Gas appliances and heaters must be properly vented and installed.

Once all final inspections and approvals have been obtained from the City, and the City has done a final walk through, the City will issue a Certificate of Occupancy/Certificate of Completion.