



City of Kingsville Pre-Construction Application & Statement of Acknowledgement

Email to: hsolis@cityofkingsville.com; Ph: (361) 595-8055

GENERAL INFORMATION

Property Owner Name: _____ Phone #: _____

General Contractor Name: _____ Phone #: _____

Plumbing Subcontractor Name(s): _____

Electrical Subcontractor Name(s): _____

Mechanical Subcontractor Name(s): _____

Gas Subcontractor Name(s): _____

Fire Sprinkler/Alarm Subcontractor Name(s): _____

Are all contractors licensed in the City of Kingsville? Yes ___ No ___ (If no, each need to fill out **Tab E**)

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Project Name _____

Project Address _____

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Schedule *MANDATORY* in-person meeting on Date: _____

Work start date: _____ Estimated date of work completion: _____

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Please consult our City of Kingsville Ordinances before starting your project: Please find the ordinances at: https://library.municode.com/tx/kingsville/codes/code_of_ordinances. We also use the following codes:

- (2018 Building Code)
- (2018 Existing Building Code)
- (2018 Property Maintenance Code)
- (2018 International Fire Code/NFPA 101)
- (2017 National Electrical Code)

Expect the following inspections/reports required during this project (this list is NOT all inclusive; additional inspections/reports may be required)

Building

1. Footing (piers)
2. Foundation (pre pour)
3. Framing (including exterior sheathing before it is covered by a weather barrier)
4. 2nd Framing Inspection (post trade work)
5. Masonry
6. Insulation
7. Fire Rated Assembly (including, but not limited, to drywall at required separations)
8. Building Final
9. Sidewalk/Driveway (city sidewalk and approach in public right-of-way)
10. Certificate of Occupancy

POC

- Building Dept / 361-595-8019
Building Dept / 361-595-8019
Building Dept / 361-595-8019
Building Dept / 361-595-8019
Building Dept / 361-595-8019
Building Dept / 361-595-8019
Fire Marshal / 361-221-6757
Building Dept / 361-595-8019
Engineering Dept / 361-595-8007
Building Dept / 361-595-8019

Mechanical

1. Mechanical Rough-in (after framing)
2. Mechanical Final
3. Energy Final (duct tightness, where applicable, and blower door tests)

- Building Dept / 361-595-8019
Building Dept / 361-595-8019
As required

Electrical

1. Temp power (normally before framing)
2. Underground
3. Electrical Rough-in
4. Meter loop (permanent power)
5. Electrical Final

- Building Dept / 361-595-8019
Building Dept / 361-595-8019
Building Dept / 361-595-8019
Building Dept / 361-595-8019
Building Dept / 361-595-8019

Fire

1. Fire Life Safety Overall Annual

Fire Marshal / 361-221-6757

Plumbing

1. Underground Plumbing Rough-in
2. Sewer Connection
3. Waterline
4. Wastewater
5. Stormwater
6. Plumbing top out (hydrostatic test)
7. Plumbing Final

- Building Dept / 361-595-8019
Public Works / 361-595-8051
Public Works / 361-595-8051
Public Works / 361-595-8051
Engineering Dept / 361-595-8007
Building Dept / 361-595-8019
Building Dept / 361-595-8019

Fuel Gas

1. Underground (from meter to structure)
2. Rough in
3. Final

- Building Dept / 361-595-8019
Building Dept / 361-595-8019
Building Dept / 361-595-8019

Health

Health Dept / 361-592-3324

Other Required Reports

1. Foundation Compaction Report
2. Construction Material Reports

- Engineering Dept / 361-595-8007
Engineering Dept / 361-595-8007

“I fully understand and acknowledge all requirements within this application”

General Contractor Signature: _____

Date: _____

General Contractor Printed Name: _____

Points of Contact:

Permit Clerk	Mrs. Theresa Cavazos	tcavazos@cityofkingsville.com	361-595-8019
Senior Planner	Mr. Kobby Agyekum	kagyekum@cityofkingsville.com	361-221-6754
Building Official	Mrs. Belinda Tarver	btarver@cityofkingsville.com	361-595-8020
Building Inspector	Mr. Manuel Buentello	mbuentello@cityofkingsville.com	361-595-8022
City Engineer	Mr. Rutilio Mora	rmora@cityofkingsville.com	361-595-8004
Health Director	Mr. Emilio Garcia	egarcia@cityofkingsville.com	361-592-3324
Public Works Director	Mr. Bill Donnel	wdonnell@cityofkingsville.com	361-595-8051
Fire Marshal	Mr. Steve Palacios	fmo@cityofkingsville.com	361-221-6757

Ordinances of Interest:

Building Code: https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART1BURE_BUCO

Plumbing Code: https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART1BURE_PLCO

Fuel Gas Code: https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART1BURE_FUGACO

Electrical Code: https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART1BURE_ELCO

Mechanical Code: https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART1BURE_MECO

Swimming Pool Code: https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART1BURE_SWPOCO

Residential Code for 1 and 2-Family Dwellings:

https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART1BURE_RECOOMIDW

Permit and License Provisions:

https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART2MOHOMOHOPA_PELIPR

Energy Conservation Code:

https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART1BURE_ENCOCO

Existing Building Code: https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART1BURE_EXBUCO

Subdivisions: https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART3SU

Platting Procedures: https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART3SU_PLPR

Design Standards: https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART3SU_DEST

Drainage: https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART3SU_DR

Zoning: https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART6ZO

Sign Regulations: https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART6ZO_SIRE

Appendix A – Land Use Categories:

https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART6ZO_APXALAUCA

Appendix B- Space Requirements:

https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART6ZO_APXBSPRE



**CITY OF KINGSVILLE
LICENSE APPLICATION FOR CONTRACTORS**

LICENSES ARE VALID FROM DATE OF ISSUANCE TO DECEMBER 31

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____

LICENSEE MAILING ADDRESS: _____

EMAIL: _____

CELL PHONE: _____

LICENSE TYPE: _____

METHOD OF PAYMENT: WE ONLY ACCEPT CHECKS / MONEY ORDERS / DEBIT, MASTERCARD OR VISA

LICENSE FEES	
GENERAL CONTRACTOR	\$125 .00
(SIGN, DEMOLITION, SWIMMING POOL, FOUNDATION AND HOUSE MOVING)	
IRRIGATION CONTRACTOR	\$95.00

- 1. MECHANICAL, ELECTRICAL AND PLUMBING CONTRACTORS MUST SHOW THEIR DRIVER'S LICENSE, LIABILITY INSURANCE AND TRADE LICENSE.**
- 2. NO LICENSE WILL BE ISSUED UNTIL PAYMENTS ARE RECEIVED.**
- 3. APPLICATION MUST BE FILLED IN COMPLETELY BEFORE RECEIVING A LICENSE.**
- 4. RATES CAN NOT BE PRO-RATED.**

Phone: (361) 595-8019 / email: tcavazos@cityofkingsville.com

This form available on our website: <https://www.cityofkingsville.com/departments/planning-and-development-services/>