

I Want to Add Solar Power to My Property (within the City of Kingsville limits) Fact Sheet

Where to start:

- Where is the property located? Is it located in the Historic District?
 - If yes, please fill out an application (**Tab A**) to seek Historic Development Board approval
 - The Historic Development Board meets every 3rd Wednesday @4pm of each month

- Apply for a building permit **and an** electrical permit* (**Tab B**), and include the following:
 - Site Plan
 - Approved letter from AEP (local electric power transmission company)
 - WPI-1 (windstorm info)
 - Specific details on the solar panel you plan to install

* **Once** the building permit is **approved**, the electrician can apply for the electrical permit

- Have your contractor(s) register with the City of Kingsville (**Tab C**)

NOTE: Before you hire a contractor, be advised that the person or company installing the solar panels must have a Texas Electrical Contractor's License (TECL) from the Texas Department of Licensing and Regulation (TDLR)

- An engineer contracted by the installation company will evaluate the structural integrity of your roof prior to installation

- Schedule the following inspections (24-hr prior notice required) with Mrs. Cavazos @ (361) 595-8019 **following the completion** of installation:
 - Solar Panel Final (to ensure installation compliance)
 - Electric Meter Reconnect

Historical Development Board Review Application

Applicant: _____

Address: _____

Contact: Cell: _____ Home: _____

Email: _____

Property Owner: _____

Address: _____

Contact: Cell: _____ Home: _____

Property Location and Description: _____

Description of Work: _____

Contractor: _____

Contact: Cell: _____ Home: _____

Email: _____

Documents Required:

1. Sketch, Drawing, Plans, Site Plans, Mock-ups
2. Photographs (Historic, Current, Surrounding Structures)
3. Materials List or Samples
4. Proof of Ownership
5. Letter of Representation and Work Approval from Property Owner (If Applicable)

I certify that this information and the additional information submitted to the Planning Department is correct and that the work will be completed as described, as approved by the Historical Development Board and in accordance with applicable codes.

(Applicant) Print Name: _____

Signature: _____ Date: _____

Hearing Date: _____ Approved Disapproved with conditions Disapproved

- Meetings are held at City Hall, Helen Kleberg Groves Community Room, 400 W King Ave.
- If the Board disapproves the application with recommended changes, the applicant has 5 days to inform the City if he/she accepts the changes.
- If the application is disapproved or if the applicant does not accept all recommendations, he/she may appeal the Boards decision by informing the City within the 5 day period.
- The Board only hears cases when the owner is present or represented.
- Call 361-595-8055 for information.

BUILDING PERMIT CONDITIONS

These permit conditions are intended to highlight important building-related regulations. They **do not** represent a comprehensive list of building laws. For additional information, please refer to the appropriate City and County building ordinances.

GENERAL

1. The building permit shall be posted on the job site in public view, along with a list of standard and special permit conditions in English and Spanish.
2. After a permit has been issued, it shall be unlawful for any person to modify or alter any plans without the prior written approval of the Building Official.
3. Work under any City Permit shall begin within 6 months and **must be completed** within 12 months after the permit is issued, unless an extension is granted in writing by the Building Official.
4. A permit may be revoked by the Building Official if work has stopped for 30 days.
5. It is unlawful to continue work when a permit has been suspended or revoked or when a "Stop Work Order" has been issued.
6. The City may examine the work and the building as often as necessary and may order any change in the work necessary to comply with City Regulations.
7. The City must be notified 48 hours in advance of required building inspections.
8. Construction noise levels must conform to the City Ordinance, entitled Article 6: "Noise Control."

PRIVATE PROPERTY SITE MANAGEMENT

1. The building site shall be kept clear of all rubbish, including trash and construction-related debris.
2. The location and screening of all dumpster and portable sanitation facilities shall be approved by the City and noted on the site plan. No dumpsters or sanitation facilities shall be located in the public right-of-way.
3. Dumpsters may not be used as collection points for others construction sites or for discarding perishable waste.
4. Any required erosion and sediment control plan and/or tree protection plan must be maintained throughout the course of the permitted work.
5. Dust associated with demolition must be controlled by metered water spray. Dust associated with stone cutting must be controlled by a wet saw.
6. No commercial signs, except real estate signs, shall be posted on the site.

PUBLIC PROPERTY SITE MANAGEMENT

1. No person shall store or allow an accumulation of refuse, excavation or construction debris, or any construction materials on any public right-of-way including, but not limited to, streets, sidewalks, curbs, gutters, and grassy areas. Accumulation of mud or dirt must be removed from the public right-of-way daily. Public sidewalks must be kept passable at all times, unless otherwise approved by the City.
2. Unattended construction pits and trenches in the public right-of-way shall be clearly marked and covered.
3. Any repairs, alterations, modifications to or closure of any street or sidewalk that prohibits the free passage of vehicles or pedestrians shall be clearly marked with barricades, safety barriers, or both and may not exceed ten (10) days, unless specifically authorized, in writing, by the Director of Public Works.
4. No vehicles may be parked on City sidewalks, driveway aprons or on any area between the curb and/or gutter and sidewalk.
5. Construction vehicles must park on the building site or on the side of the street directly in front of the building site, whenever possible.
6. **NO** construction trailers or other equipment shall be parked or stored on City streets or in the City right-of-way between the hours of 10 pm and 6 am.



CITY OF KINGSVILLE
Planning Department
Building Permit Application

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

| | | |
|---|----------|----------------|
| DATE: | PERMIT#: | APPROVED BY: |
| JOB ADDRESS: | | |
| OWNER'S NAME: LAST: | FIRST: | M: |
| MAILING ADDRESS: | | PHONE NO: |
| CITY: | STATE: | ZIP CODE: |
| CONTRACTOR: * | | PHONE #: |
| SIZE/TYPE OF WORK: Square Feet: _____ <input type="checkbox"/> New <input type="checkbox"/> Remodel | | |
| DESCRIPTION OF WORK: | | |
| VALUATION OF WORK: \$ | | PERMIT FEE: \$ |
| <p>* All contractors <u>must</u> be registered with the City of Kingsville</p> <p>NOTICE</p> <p>SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR-CONDITIONING. ALL CONTRACTORS ARE RESPONSIBLE FOR DISPOSING OF THEIR OWN DEBRIS AT THE SANITARY LANDFILL ON CR 2130. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN SIX MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK HAS COMMENCED.</p> | | |
| SIGNATURE _____ | | DATE _____ |
| <p>“HOMEOWNER” APPLICANTS ONLY: I HEREBY CERTIFY THAT I OWN AND AM NOW LIVING AT THE DWELLING FOR WHICH THIS PERMIT IS BEING ISSUED, AND THAT THE WORK IS BEING PERFORMED BY ME OR A MEMBER OF MY IMMEDIATE FAMILY. I UNDERSTAND THAT, FOR THE PURPOSES OF THIS APPLICATION, MY IMMEDIATE FAMILY IS LIMITED TO MY PARENT, CHILD OR CHILD’S SPOUSE.</p> <p align="center">INITIAL HERE _____ (sign Homeowner Permit Acknowledgement Form)</p> | | |

FOR OFFICE USE ONLY

| | |
|---|---|
| CURRENT ZONING FOR LOCATION: | IS ZONING APPROPRIATE FOR USE REQUIRED: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SETBACK REQUIREMENTS VERIFIED: <input type="checkbox"/> Yes <input type="checkbox"/> No | ARE SETBACK REQUIREMENTS MET: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| IS THE PROPERTY IN THE AICUZ/CCLUA**: <input type="checkbox"/> Yes <input type="checkbox"/> No | DOES IT COMPLY WITH THE AICUZ/CCLUA**: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| PROPERTY EASEMENT VERIFIED: <input type="checkbox"/> Yes <input type="checkbox"/> No | DIMENSION OF EASEMENT: |
| AICUZ/CCLUA** DEED NOTIFICATION: <input type="checkbox"/> Yes <input type="checkbox"/> No | ** CONTROLLED COMPATIBLE LAND USE AREA (JAZB) |

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

Show NORTH arrow on (PLOT PLAN)

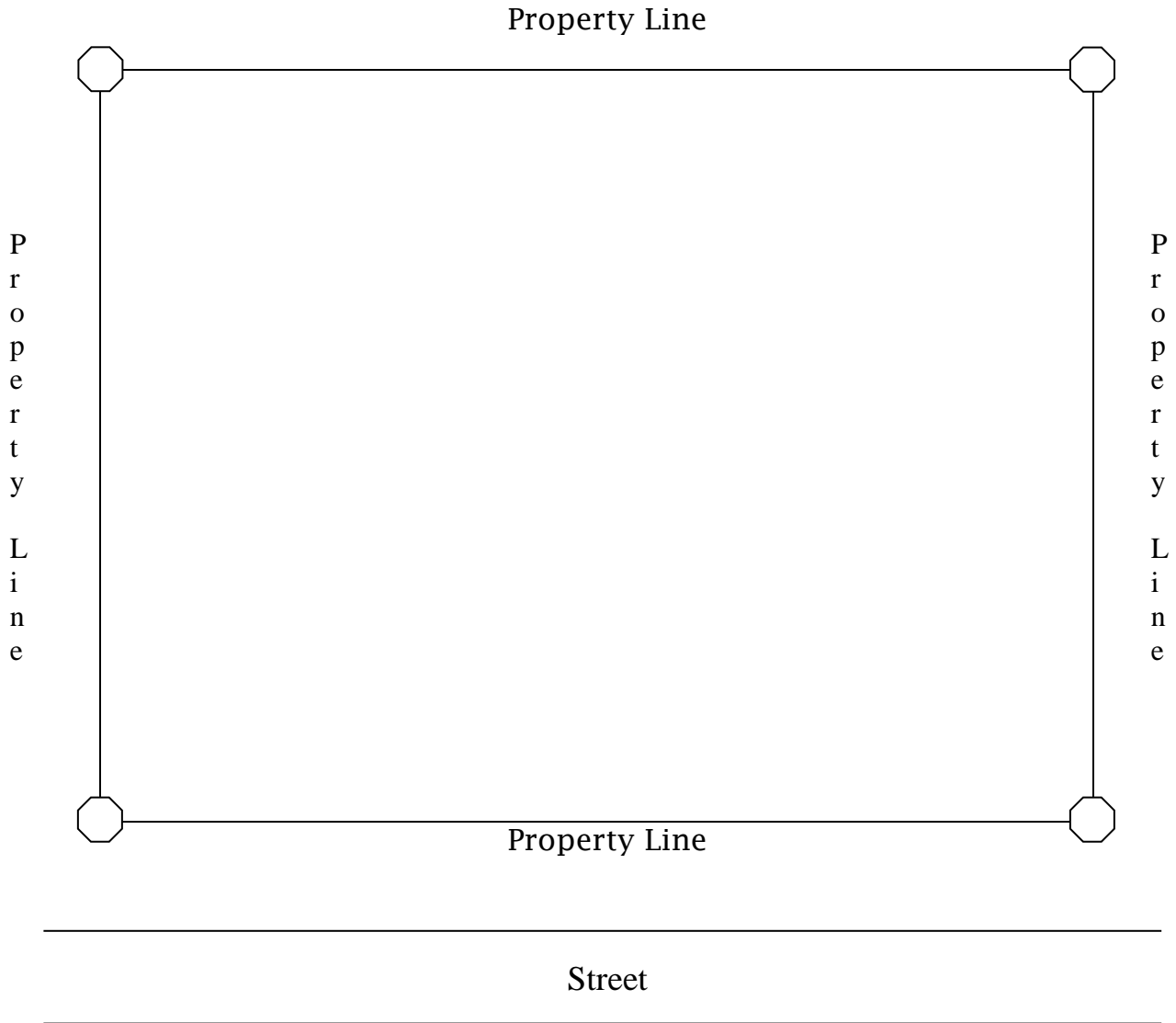
LOT SIZE:

1. Width of lot _____ (in ft/in) 2. Length of lot _____ (in ft/in)

BUILDING SETBACKS (see City of Kingsville Ordinance Chap XV, Art 6, App B, Section 1 or 2):

1. Front _____ 2. Right Side _____

3. Left Side _____ 4. Back _____



Materials and Construction Details

Part I: Type of Home (please specify) _____

Part II: Foundation

1. Type: Post Tension ___ Pier & Beam ___ Steel Reinforcement ___ Crawl Space ___
Other _____
2. Anchorage: Bolts ___ Straps ___ Other ___ _____

Part III: Open Framing

1. Floor framing: Specs: _____ Grade: _____ Size: _____ Spacing: _____
Span: Conventional ___ Other _____
2. Subfloor: Material: _____ Thickness: _____
Fastening: Nails ___ Other _____
Spacing of Fasteners: ___ On edges ___ Intermediate
3. Wall Framing: Load Bearing Walls: Size: _____ Spacing: _____
Non-Load Bearing Walls: Size: _____ Spacing: _____
All blocking, plates, lintels, headers and bracing _____ Wind Bracing: _____
4. Roof Framing: Trusses ___ Rafter Size: _____ Spacing: _____ Span: _____
Specs: _____ Grade: _____
Ceiling Joists: Size: _____ Span: _____ Specs: _____ Grade: _____

Part IV: Roofing & Flashing

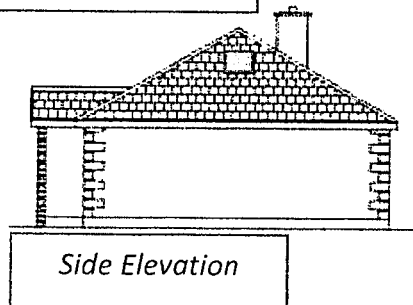
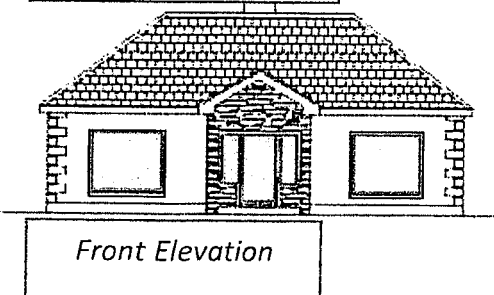
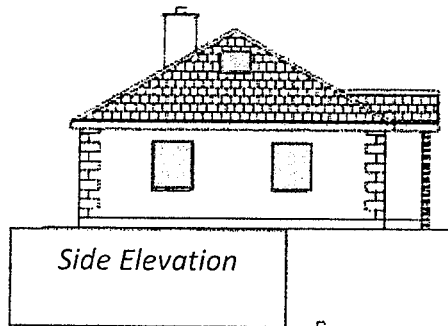
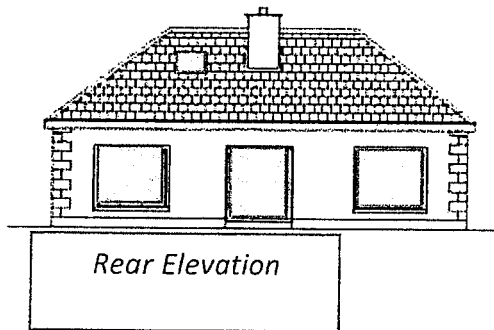
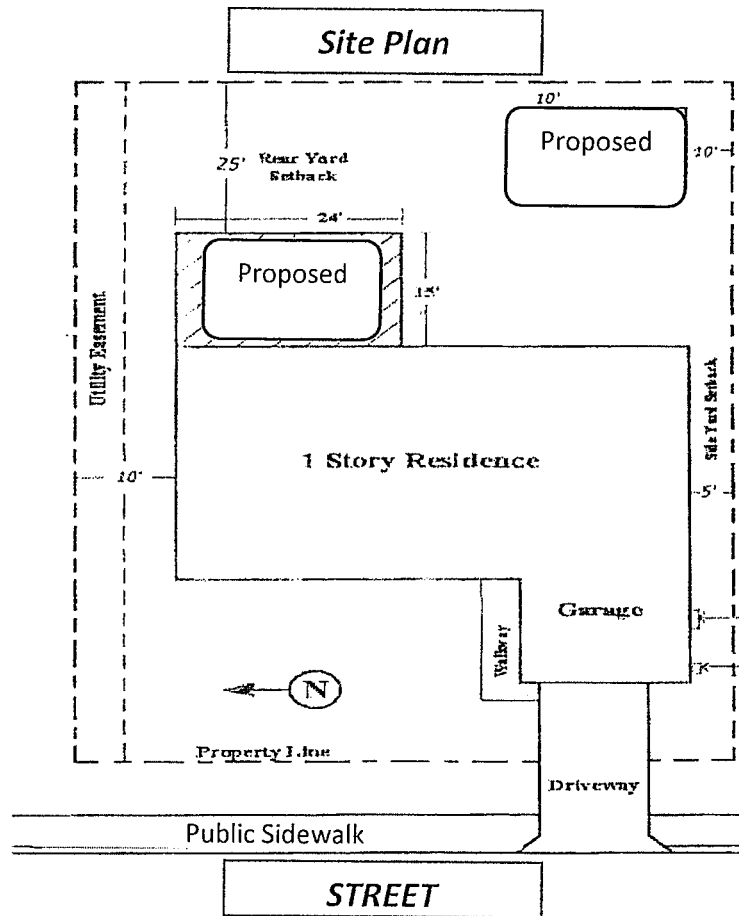
1. Roof Sheathing: Thickness: _____ Grade: _____
2. Attic Ventilation: Ridge & Soffit ___ Other _____
3. Flashing: at roof/wall changes ___ at chimneys ___ at doors & windows ___
at porches & thresholds ___ at roof penetration ___

Part V: Mechanical/Electrical/Plumbing

1. Electrical: Service Size : _____ Wire Size: _____ Service Location: _____
2. HVAC System: Hearing type: _____ Location: _____
Central A/C? ___ Yes ___ No Ductwork: Type: _____ Location: _____
3. Plumbing: Water Distribution Material: _____ Vent Size: _____
Location: _____
Water: On-site Well ___ Public System ___
Waste Water: On-Site Septic ___ Public System ___

Comments _____

SAMPLE OF ACCEPTED DRAWINGS





**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/>