



New Residential Home Building Requirements

Building Permit

Before a building permit will be issued, all plans and documents related to the permit application must be submitted to the Village of Salado and all applicable fees paid to the City. All new construction, alterations, or additions require a Building permit. All applications must be legible and completely filled out, dated, signed by the builder and all the builders MEP contractors must be listed on the application. Verified address with lot, block, subdivision and phase is required on all applications.

All Contractors performing work within the Village of Salado's jurisdiction must be registered with the City and provide proof of liability insurance.

Construction or building without a permit is subject to civil prohibited and/or criminal enforcement.

Plan Review

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements.

Inspections

Inspections received by 4:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775 or faxed to (877) 837-8859. Inspection requests can also be emailed

to: inspectionstx@us.bureauveritas.com Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

The building final inspection must be passed prior to occupancy of the residence structure.

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. 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.



Phone: (254) 947-5060

Fax: (254) 947-5061

301 N. Stagecoach Rd.

Salado, Texas 76571

Residential Building Permit Application

Building Permit Number: _____		Valuation: _____
Project Address: _____		Zoning: _____
Lot: _____	Block: _____	Subdivision: _____
Project Description:		
NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: _____
PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
Description of Work:		
Area Square Feet:		Covered
Living: _____	Garage: _____	Porch: _____
Total: _____		Number of stories: _____
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>		

Owner Information:		
Name: _____		Contact Person: _____
Address: _____		
Phone Number: _____	Fax Number: _____	Email: _____

General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

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 or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY:

Approved: _____	Date: _____
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Application Fee: _____	Issued Date: _____
Impact Fees: _____	Issued By: _____
Total Fees: _____	VOS Project # _____
Paid Fees: _____	BV Project # _____
Receipt #: _____	Wastewater Application: _____
	CO Application: _____



New Residential Plan Review Submittal Requirements

Address: _____ Date Received: _____

The Village of Salado has adopted the 2021 International Building Codes

(Building, Residential, Mechanical, Plumbing, Energy, Fuel Gas, Fire) and the 2023 National Electric Code, and all appendices and revisions to these codes.

All Permit Applications must have an original signature and be complete. All information concerning building description and materials must be accurate and completely shown.

_____ **(1) Site Plans to include:**

Complete address with legal description (lot, block, subdivision, and phase)

Property lines and lot dimensions

Proposed structure and all existing buildings

Finished floor and finished pad elevations

All easements, Utility locations

Driveway, sidewalk and fence locations

Lot area, slab area, and coverage percentage

Setbacks – approved setbacks for front, rear and sides of house must be shown on site plan

_____ **Flood Plain Certificate, if applicable (Pre-construction/Final construction)**

_____ **(1) Residential Energy Code Compliance Report .** All Third Party Rater information and documentation must be submitted if Energy Star Home.

_____ **(1) Foundation Plans -** Conventional Rebar Slab Foundation – Regionally Accepted Practices - Foundation Detail (Reference IRC) or Engineered plans for Post Tension Foundation – Engineered Foundation plans and letter.

_____ **(1) Sets of house plans** to include: floor plan, exterior elevations, framing, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details.

_____ **Driveway approaches and drainage culverts -** Engineered plans (Driveways accessing State Highways require a TXDOT permit)

_____ **All SFR applications must complete a wastewater application and a certificate of occupancy application before building final inspection. The Village of Salado will not issue a CO without the applications and process complete.**

Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Third Party Energy Providers, and Backflow Tester.



New Residential Inspections

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 4:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Phone: (817) 335-8111 / toll free (877) 837-8775

Fax: (817) 335-8110 / toll free (877) 837-8859

Inspection requests can be emailed to: **inspectionstx@us.bureauveritas.com**

Plumbing Rough - All inspections in this group must be requested at same time
Water Service
Yard Sewer
Form Survey – Must be in permit packet for inspection to be passed

Foundation - Engineered Foundation letter is acceptable, but must be in packet at time of frame inspection

Electric Rough - All inspections in this group must be requested at same time
Mechanical Rough
Gas Rough Piping /Test
Plumbing Top-out
Frame

Energy Insulation - 3rd party green tag must be in permit packet.

Construction Electric and Gas Final - Meters will be released by city

Electrical Final
Mechanical Final
Plumbing Final

Energy Final - Passed Final Energy testing must be in permit packet at time of finals

Customer Service Inspection Form - Will be completed by inspector

Before Building Final - **Certificate of Occupancy application must be completed.**

Building Final - **Must Pass Before Homeowner's are allowed to move-In.**

Temporary Pole and Flatwork - Can be called in at any time during construction.



Bureau Veritas Contact Information

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. All permits and payments can be submitted online 24/7 www.saladotx.gov.

Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (817) 335-8111/toll free (877) 837-8775.

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 4:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection line: (817) 335-8111 or (972) 980-8401
Inspection FAX line: (817) 335-8110 or (972) 980-8400
Toll Free number: (877) 837-8775
Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 or toll free (877) 837-8775 for your inspector's name and number.

Village of Salado Permits Department will not issue a permit or certificate of occupancy until the staff receives the passed inspection report from the inspector.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.



WASTEWATER SERVICE APPLICATION

DATE: _____ RESIDENTIAL _____ COMMERCIAL

SERVICE LOCATION: _____

APPLICANT'S NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

PHONE #1: _____ PHONE #2: _____ PHONE #3: _____

EMAIL ADDRESS: _____ BUILDER ACCOUNT: Y _____ N _____

DL#: _____ STATE: _____ DOB: _____

NEW SERVICE: _____ \$130. (Includes \$30 Application Fee and \$100 Security Deposit. Deposit will be applied to final bill upon termination of service.)

SERVICE TRANSFER: _____ Transfer Fee: \$30 (Transfer fee is due prior to transfer.)

IN ACCORDANCE WITH TEXAS UTILITIES CODE, CHAPTER 182, IF RESIDENT REQUESTS THEIR ADDRESS, PHONE NUMBER, SOCIAL SECURITY NUMBER, USAGE AND BILLING HISTORY BE KEPT CONFIDENTIAL, THE CITY WILL NOT DISCLOSE THE INFORMATION EXCEPT AS REQUIRED OR MANDATED BY LAW.

CONFIDENTIAL ACCOUNT? Y _____ N _____

THE UNDERSIGNED AGREES TO:

1. Receive wastewater service from the Village of Salado subject to the terms and conditions of the Village's Wastewater Ordinance and other applicable laws.
2. Pay the monthly Wastewater Bill for the service address listed above.
3. Submit completed form to Village Municipal Building located at 301 N. Stagecoach, Salado, Texas.

Payment must be received by date specified on the bill or you will incur late fees and/or termination of service.

SIGNED: _____ **DATE:** _____

PORTION TO BE COMPLETED BY VILLAGE REPRESENTATIVE:

AMT: _____ CHECK #: _____ RECEIPT #: _____ EZNETPAY #: _____

RECEIVED BY: _____ COMMENTS: _____

Make checks payable to: Village of Salado. Mail payments to: PO Box 219, Salado, TX 76571. For more information, call (254) 947-5060 or refer to Wastewater Rate Ordinance on our website at

<https://www.saladotx.gov>.



Phone: (254) 947-5060

Fax: (254) 947-5061

301 N. Stagecoach Rd.

Salado, Texas 76571

New SFR Certificate of Occupancy Application

Project Information	Permit # _____
Name/Description: _____	
Project Address: _____ Sq. Ft.: _____	
Lot: _____ Block: _____ Subdivision: _____	
INTENDED USE OF SPACE: _____	
Zoning District: _____	

Owner Information	Contact Person: _____
Company Name: _____	
Street Address: _____	
Phone Number: _____	Email: _____

Resident Information	Contact Person: _____
Company Name: _____	
Street Address: _____	
Phone Number: _____	Fax Number: _____ Email: _____

A wastewater application with fees is required before the CO / Building Final is complete.

- (Check all that apply)
- ☐ Wastewater Application
 - ☐ Wastewater Deposit
 - ☐ Impact Fees
 - ☐ Building Permit Fees

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

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 or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

	Approved By	Date	Comments
Building Department			
WW Department			
Fire Department			
Permit Department			

Issued By: _____ Date Issued: _____

BV Project#: _____