



Phone: (940) 440-9343
 Fax: (940) 365-1215

City of Aubrey
 107 S. Main
 Aubrey, Texas 76227

Residential Building Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____			
Lot: _____	Block: _____	Subdivision: _____	
Project Description:		NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>
		PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SPECIFY OTHER: _____
			ELECTRICAL <input type="checkbox"/>
			SWIMMING POOL <input type="checkbox"/>
Description of Work:			
Area Square Feet:		Covered	
Living: _____	Garage: _____	Porch: _____	Total: _____
			Number of stories: _____

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

General Contractor	Contact Person	Phone Number	Contractor License Number
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number
Electrical Contractor	Contact Person	Phone Number	Contractor License Number
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number

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: _____

Start Date: _____ Completion Date: _____

By making payment for the issuance of this permit, and by receipt of this permit, the permit holder, whose name and signature is referenced above, promises and covenants that he or she will make all necessary repairs of damage that the permit holder or his agents and employees cause to Aubrey streets curbs, gutters, sidewalks or water, sewer lines. The permit holder understands and agrees that final approval of the work which is the subject of this permit will not be issued by the City of Aubrey until all repairs have been completed to the original condition and approved by the Public Works Director, or his designated representative.

OFFICE USE ONLY:

Approved by: _____	Date approved: _____	
Building Permit Fee: _____	Water Connection Fee: _____	Total Fees: _____
Plan Review Fee: _____	Sewer Connection Fee: _____	Issued Date: _____
Plumbing Permit Fee: _____		Issued By: _____
Mechanical Permit Fee: _____		
Electrical Permit Fee: _____		BV project # _____
Water Meter Account Information		
Date Set _____	Meter # _____	Initial Read _____
Account # _____	Book # _____	



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. Please contact the city for a complete list of permit submittal requirements.

City of Aubrey Construction Codes

2003 International Building Code	2003 International Residential Code
2003 International Mechanical Code	2005 National Electrical Code
2003 International Plumbing Code	2003 International Energy Code
2003 International Fuel Gas Code	2003 International Fire Code

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/(972) 980-8401/toll free (877) 837-8775.

Inspection Requests

Please contact the City of Aubrey to request inspection(s) at (940) 440-9343. Inspections requested by 4:00 pm Monday – Friday will be performed the next business day.

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775 for your inspector's name and number.

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



Residential Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

Site plans (plot plans) drawn to a scale of $1" = 20'$. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

Floor plans drawn to a scale of $\frac{1}{4}" = 1'$. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

Exterior elevation plans drawn to a scale of $\frac{1}{4}" = 1'$. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

Structural plans, where required, drawn to a scale of $\frac{1}{4}" = 1'$. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

Foundation plans (must be sealed by a State of Texas Licensed Engineer) drawn to a scale of $\frac{1}{4}" = 1'$. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

Engineer's foundation design letters. Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

Masonry on Wood details, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

Electrical plans (may be combined with floor plan) drawn to a scale of $\frac{1}{4}" = 1'$. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

Plumbing plans (may be combined with floor plan) drawn to a scale of $\frac{1}{4}" = 1'$. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

Energy Compliance Report

NOTE: A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.



**BUREAU
VERITAS**

Residential Energy Code Compliance Form

Building Address: _____
 Subdivision: _____
 Builder Name: _____
 Builder Address: _____
 Builder Phone: _____ Fax: _____

Base Code Simplified Prescriptive		Inspection
Door	U-factor	
Insulation		
Ceiling - Attic	R-30	_____
Ceiling - Roof	R-30	_____
Walls	R-13	_____
Floors	R-11	_____
Basement Walls	R-5	_____
Crawl Space	R-6	_____
Glazing		
U-factor	Max 15%	_____
Solar heat gain	Max 0.65	_____
	Max 0.40	_____
HVAC		
	13.0 SEER	_____
	Minimum	_____

SEER 13/R-6, R-6 and improved windows:

R-6 insulation on both supply and return may be used in combination with a SEER 13 air conditioner and windows that exceed the base code prescriptive requirements by achieving labeled U-factors and solar heat gain coefficients (SHGC) at or below those in the following table.

Climate	HDD	Maximum U-factor			Max. SHGC	Min. Duct Insul. Supply	Min. Duct Insul. Return
		WWR ≤15%	WWR ≤20%	WWR ≤25%			
2	500-999	0.61	0.68	0.59	0.32	R-6	R-6
3	1,000-1,499	0.68	0.63	0.50	0.32	R-6	R-6
4	1,500-1,999	0.68	0.54	0.47	0.32	R-6	R-6
5	2,000-2,499	0.59	0.47	0.45	0.40	R-6	R-6
6	2,500-2,999	0.54	0.45	0.41	0.40	R-6	R-6
7	3,000-3,499	0.49	0.41	0.40	0.40	R-6	R-6
8	3,500-3,999	0.45	0.38	0.37	NR	R-6	R-6
9	4,000-4,499	0.41	0.33	0.33	NR	R-6	R-6

DFW - Zone 5B San Antonio - Zone 4B
 Houston - Zone 4B Austin - Zone 5B

Inspection Schedule

Insulation	Insulation Inspection-(This is an additional inspection that must be called after the framing inspection and after insulation is installed, but before any gyp board is installed.)	
	<u>Duct insulation</u>	
	- Inside the building but outside the conditioned area	R-5 _____
	- Outside the building	R-8 _____
	- Ducts inside the building but outside the conditioned area require a vapor retarder of 0.05 perm, or aluminum foil of 2 mils	
	- Joints and seams of approved mastics, tapes or other approved materials (mastic is encouraged, duct tape as listed to UL181 standard is acceptable.)	
	<u>Piping insulation</u>	
	- AC line (fluid temp range 40-55 F).	0.75" _____
	- Circulating hot water systems shall be completely insulated	0.5" _____
	- Confirm window and door rough openings match approved plans	_____
- Check glazing NFRC labels for UF and SHGC ratings	_____	
- Penetrations (plumbing, electrical, HVAC, etc.) in top and bottom plates are sealed with foam or other approved sealant to prevent transfer of air with attic or under floor space	_____	
- Check all insulation that will be concealed, e.g. wall, floor, vaulted ceiling, etc. for compliance with the R values required (Attic insulation that is accessible will be inspected at final)	_____	
Final	- Weather stripping of doors, windows or other penetrations _____	
	- Check HVAC efficiency ratings _____	
	- Attic insulation for correct R value _____	

The proposed building represented in these documents is consistent with the building plans, specifications, and other calculations submitted with the permit application. The proposed building has been designed to meet the requirements of the Energy Code in the jurisdiction in which it will be built.

Builder/Designer _____ Date _____



**BUREAU
VERITAS**

RESIDENTIAL INSPECTION RECORD

This record must remain on site until project completion

PROJECT ADDRESS _____ PERMIT# _____

DO NOT COVER WORK UNTIL APPROVED

Approved

		Inspection	Date	Inspector	Comments
UNDERGROUND	T-Pole				
	Plumbing Rough				
	Water Service				
	Building Sewer				
	Form Survey				
	Electric Underground				
	Mechanical Underground				
	Gas Underground				
FDTN	Pier				
	Footing				
	Grade Beam				
	Slab				
FRAME & 2NDS	Electric Rough				
	Plumbing Top-Out				
	Gas Rough Piping Test				
	Mechanical Rough				
	Fireplace				
	Framing				
	Energy Insulation				
MTR	Construction Electric				
	Gas Test Final				
FINALS	Electrical Final				
	R.O.W. Tag (FW-only)				
	Mechanical Final				
	Fireplace Final				
	Plumbing Final				
	Customer Service Letter				
	Energy Final				
	Building Final				

Comments:

REQUESTS MUST BE RECEIVED BY 5:00 P.M. FOR NEXT DAY INSPECTION

Dallas: (972) 980-8401 Fax (972) 980-8400

Fort Worth: (817) 335-8111 Fax (817) 335-8110

Toll Free: (877) 837-8775 Toll Free Fax: (877) 837-8859

BUILDING PERMITS

Permit Fees for New Residential Construction			
Square Feet	Fee	Square Feet	Fee
1-1200	\$640.00	3001-3100	\$982.00
1201-1300	\$658.00	3100-3200	\$1,000.00
1301-1400	\$676.00	3201-3300	\$1,018.00
1401-1500	\$694.00	3301-3400	\$1,036.00
1501-1600	\$712.00	3401-3500	\$1,054.00
1601-1700	\$730.00	3501-3600	\$1,072.00
1701-1800	\$748.00	3601-3700	\$1,090.00
1801-1900	\$766.00	3701-3800	\$1,108.00
1901-200	\$784.00	3801-3900	\$1,126.00
2001-2100	\$802.00	3901-4000	\$1,144.00
2101-2200	\$820.00	4001-4100	\$1,162.00
2201-2300	\$838.00	4101-4200	\$1,180.00
2301-2400	\$856.00	4201-4300	\$1,198.00
2401-2500	\$874.00	4301-4400	\$1,216.00
2501-2600	\$892.00	4401-4500	\$1,234.00
2601-2700	\$910.00	4501-4600	\$1,252.00
2701-2800	\$928.00	4601-4700	\$1,270.00
2801-2900	\$946.00	4701-4800	\$1,288.00
2901-3000	\$964.00	4801-4900	\$1,306.00
**Plus \$5.00 per each additional 100 square feet			
Permit Fees for New Commercial Construction			
1-1200	\$972.00	3001-3100	\$1,998.00
1201-1300	\$1,026.00	3101-3200	\$2,052.00
1301-1400	\$1,080.00	3201-3300	\$2,106.00
1401-1500	\$1,134.00	3301-3400	\$2,160.00
1501-1600	\$1,188.00	3401-3500	\$2,214.00
1601-1700	\$1,242.00	3501-3600	\$2,268.00
1701-1800	\$1,296.00	3601-3700	\$2,322.00
1801-1900	\$1,350.00	3701-3800	\$2,376.00
1901-2000	\$1,404.00	3801-3900	\$2,430.00
2001-2100	\$1,458.00	3901-4000	\$2,484.00
2101-2200	\$1,512.00	4001-4100	\$2,538.00
2201-2300	\$1,566.00	4101-4200	\$2,592.00
2301-2400	\$1,620.00	4201-4300	\$2,646.00
2401-2500	\$1,674.00	4301-4400	\$2,700.00
2501-2600	\$1,728.00	4401-4500	\$2,754.00
2601-2700	\$1,782.00	4501-4600	\$2,808.00
2701-2800	\$1,836.00	4601-4700	\$2,862.00
2801-2900	\$1,890.00	4701-4800	\$2,916.00
2901-3000	\$1,944.00	4801-4900	\$2,970.00
**Plus \$9.00 per each additional 100 square feet.			

Permit Fees Remodeling, Alteration, Accessory Buildings, Repairs or Fire Damage			
1-100	\$48.00	2501-2600	\$123.00
101-200	\$51.00	2601-2700	\$126.00
201-300	\$54.00	2701-2800	\$129.00
301-400	\$57.00	2801-2900	\$132.00
401-500	\$60.00	2901-3000	\$135.00
501-600	\$63.00	3001-3100	\$138.00
601-700	\$66.00	3101-3200	\$141.00
701-800	\$69.00	3201-3300	\$144.00
801-900	\$72.00	3301-3400	\$147.00
901-1000	\$75.00	3401-3500	\$150.00
1001-1100	\$78.00	3501-3600	\$153.00
1101-1200	\$81.00	3601-3700	\$156.00
1201-1300	\$84.00	3701-3800	\$159.00
1301-1400	\$87.00	3801-3900	\$162.00
1401-1500	\$90.00	3901-4000	\$165.00
1501-1600	\$93.00	4001-4100	\$168.00
1601-1700	\$96.00	4101-4200	\$171.00
1701-1800	\$99.00	4201-4300	\$174.00
1801-1900	\$102.00	4301-4400	\$177.00
1901-2000	\$105.00	4401-4500	\$180.00
2001-2100	\$108.00	4501-4600	\$183.00
2101-2200	\$111.00	4601-4700	\$186.00
2201-2300	\$114.00	4701-4800	\$189.00
2301-2400	\$117.00	4801-4900	\$192.00
2401-2500	\$120.00	4901-5000	\$195.00
**Plus \$6.00 per each additional square feet.			

Permit Requirements & General Provisions

1. Contractor/building owner must complete an application for building permit.
2. Contractor/building owner must supply two (2) sets of plans for residential & three (3) sets of plans for commercial. Plans must be complete and detailed, drawn to scale and scale indicated on drawings. The plans must include:
 - a. Foundation plan
 - b. Floor plan
 - c. Electrical service plan, number of circuits and smoke detector location as required by the International Building Code.
(COMMERCIAL ONLY)
 - d. Plumbing, size of trunk line, gas (if any), grease traps (if any), backflow preventer (if any), & size of water line service to structure.
 - e. Elevations
 - f. Location and access to central heat & water heating units.
 - g. Window & door schedule
 - h. **Drawings for fire alarm & information on sprinkler system.**
3. Contractor to supply two (2) sets of plot plans drawn to scale on 8.5" x 11" paper. Plot plans to include:
 - a. Property lines and dimensions
 - b. Easements (if any)
 - c. Building locations
 - d. Driveway locations and widths
 - e. Front, side and rear setbacks
 - f. Lot, block and abstract number
 - g. Name of street fronting property
 - h. North arrow and scale
4. Permit expires by limitation unless actual work has begun within 180 days from date of issuance. Permit must be renewed if construction not completed within 6 months from date of issuance.
5. Contractor/building owner must apply for permit at least 5 days (residential) & 7 days (commercial) before a permit is issued.
6. For all commercial - new construction, a pre-construction conference will be set up to discuss the building application & plans with all parties involved.
7. The City of Aubrey is under the **2003 International Building Code, 2003 International Residential Code, 2003 International Plumbing Code, 2005 National Electric Code, 2003 International Mechanical Code, 2003**

International Fuel Gas Code, 2003 International Energy Conservation Code & 2003 International Fire Code. Amendments to these codes have been made & are available for review upon request.

8. Knox boxes must be installed on all commercial buildings, at the owner's expense.
9. If any plans are submitted to the City Engineer for review, all costs associated with the review must be paid for by the contractor/developer. These costs must be paid prior to being issued a certificate of occupancy.
10. A fire inspection is required for commercial structures before a certificate of occupancy is issued.
11. Fire sprinkler systems are required in all buildings over 6,000 square feet. A fire monitoring system is also required in buildings over 6,000 square feet or in buildings that have an HVAC unit bigger than 2,000 BTU. The fire department may answer any questions you may have concerning these requirements.
12. A RPZ assembly is required on all commercial buildings, preferably located inside where it can be easily tested.
13. The building must be tied into City sewer prior to the rough in inspection. If this is not feasible, the contractor must be able to verify grade of the proposed sewer line.
14. **Trash boxes shall be placed on the construction site for proper disposal of construction debris. Homemade boxes or commercial receptacles may be used. Receptacle must be in place before or at the inspection for plumbing rough-in. If not, ALL inspections will cease.**
15. Below is a list of items that will be checked during the respective plumbing inspections. This list does not take place of the Uniform Plumbing Code, but is merely an aid to the contractor.

Rough-In

1. All plumbing will be stacked plumbing.
2. Sewer yard line must be sized according to the number of fixtures in the structure.
3. All water and sewer piping will be complete and tied into City taps before inspection called for.
4. Service lines can be made of PVC.
5. Water test will be required on sewer piping from tie-in to end of line.
6. Double clean out with 18" clearance will be required.

7. A 3" sewer under slab is good for up to 3 water closets.
8. All sewer piping will have $\frac{1}{4}$ " per foot fall toward tap.
9. All water and sewer piping will be isolated from concrete in beams and through slab.
10. Water supply will be tied into meter with cut off valve between meter and building.
11. No stop and waste type valves will be allowed below ground level.
12. Water and sewer yard line will have a minimum of 12" cover over top of pipe.
13. No joints will be allowed on water lines under slab.
14. Only lead free solder will be used.
15. Cold and hot water will be looped together for testing.
16. Water and sewer line ditches will be covered within 24 hours after inspection.

Top-Out

1. All water and gas lines will be anchored in walls.
2. Water lines will have a minimum of $\frac{1}{2}$ " wall insulation in outside of walls with heat on one side. In attics or areas with no heat $\frac{3}{4}$ " wall insulation will be required.
3. Only hard copper with fittings will be used above slab level.
4. Icemaker & washer boxes will be secured with washer box between 32" to 36" above floor.
5. Showers will have pans and be full of water for leak test.
6. Condensate drains will be provided for air conditioning units.
7. Tubs will be full of water for leak test of drains.
8. Water heater blow-off line will be installed and graded downward to outside with no traps.
9. All water lines will have full water system pressure for inspection.
10. All gas piping will be air tested.
11. Gas water heaters will have combustion air supply and double wall vent piping through roof.
12. ALL water heaters in garage must be elevated 18" above floor.
13. Water heaters in attics will have a pan with drain line to outside.

Final

1. Water cut off valve will be boxed.
2. Sewer clean outs will be graded and have threaded caps or plugs.
3. Water heater blow-off will be turned down and between 6" and 18" above ground.
4. Hose bibb vacuum breakers will be installed on all hose bibbs.
5. Sewer vents on roof will be completed.
6. Water heater and furnace vents will be completed.

7. All gas piping will have final air test.
8. All fixtures will be hooked up completely.
9. Access with catwalks will be provided for furnace or water heaters in attic.

16. The following is the City's Utility Extension Policy:

INDIVIDUAL

It is the policy of the City of Aubrey to make available to individual property owners and consumers access to the City's water and wastewater services. "To make available" means the City shall lay no more than 100 linear feet of water and/or sewer line for the price of one tap fee within the city limits of the City of Aubrey. Any additional length of pipe, required roadway bores, lift-stations, force mains, aerial crossings, or similar construction expense shall be the full responsibility of the individual customer. All construction for water/sewer lines shall meet the specifications adopted by the City of Aubrey.

DEVELOPERS

It is the policy of the City of Aubrey to make available to developers and commercial consumers access to the City's water and wastewater services. "To make available" means the City shall allow the developer to connect to the City's systems at the Developer's cost. The Developer shall be required to install all necessary water and sanitary sewer lines, services, valves, fittings, manholes, roadway bores, lift-stations, force mains, and aerial crossings, and any other required appurtenances. All construction for water/sewer lines shall meet the specifications adopted by the City of Aubrey.

Any person developing a subdivision, apartment or commercial site or development is required to extend water mains to the extent of his property and make connections to existing lines when, in the opinion of the City, such extensions or connections would enhance the City's ability to provide water service to its customers. The City may require and participate in the cost of over-sizing mains or lift-stations, if deemed to be in the best interest of the City.

If the Developer so desires, he/she may enter into a Pro Rata agreement with the City to recoup a portion of the cost of the off-site utilities in the event someone taps/connects/or ties into the water/sewer lines or appurtenances of the developer constructed.

Plans for extension of water and/or sewer lines must be prepared under the direction and bear the seal of a licensed engineer in the State of Texas.

Once construction is complete, "Construction Record Set of Drawings" must be submitted in order to provide the exact location of the newly constructed water and/or sewer lines. The Developer must also submit a one year warranty agreement for workmanship and materials, and a sworn affidavit of all bills paid to the City prior to the acceptance of the water and/or sewer improvements.

Note: These Permit Requirements & General Provisions are not all inclusive, they provide only a reference to assist the builder.

I. Water Tap / Connection

Below is a list of the tap / connection fees according to the appropriate size:

$\frac{3}{4}$ inch	\$1050.00
1 inch	\$1150.00
1-1/2 inch	\$1450.00
2 inch	\$1650.00
3 inch	\$2650.00

II. Sewer Tap / Connection

Below is a list of the tap / connection fees according to the appropriate size:

4 inch	\$1700.00
6 inch	\$1850.00
8 inch	\$1950.00
10 inch	\$2050.00

Note: An additional \$200 per lot will be charged in The Meadows Subdivision Master Plan at the time a building permit is issued for construction (passed and approved 4/2/02).

III. Inspection

***Note: Please allow 48 hours for an inspection to be completed once it is called in.

***Note: Permit Number must be given when inspections are called in.

***Note: Permits must be posted.

IV. Water Service Deposit

Upon building final approval, sewer will be added to all builder accounts. Water and sewer charges will remain in effect until the new homeowner takes occupancy and switches the account to their name.

Residential - A water deposit of \$70.00 is required before permanent water service is initiated. A Certificate of Occupancy fee of \$80.00 for inspection is required on all homes that have had previous tenants.

Commercial - A water deposit of \$250.00 is required before permanent water service is initiated.



Texas Residential Construction Commission

February 4, 2004

March 1, 2004 is Deadline for Builders to Register with Commission

According to House Bill 730, which was passed during the 78th regular legislative session, all builders in the State of Texas are required to register with the Texas Residential Construction Commission (the "commission"), using a commission prescribed form, and remitting a filing fee of \$125 on or before March 1, 2004.

A builder is defined as any business entity or individual who for a fixed price, commission, fee, wage or other compensation constructs, supervises or manages the construction of a new home, a material improvement to a home, other than an improvement solely to replace or repair a roof of an existing home, or an improvement to the interior of an existing home when the cost of work exceeds \$20,000.

The builder registration form will collect information regarding the builder and whether the builder operates as an individual, a corporation, a partnership, sole proprietorship or other form of business. The form will collect contact information, such as addresses and phone numbers. The form will also collect information that allows the commission to conduct a required criminal background check and to otherwise make the statutory determinations that the applicant is at least 18 years of age, a citizen of the U.S. or a lawfully-admitted alien, and that the applicant is honest, trustworthy and has integrity to the satisfaction of the commission.

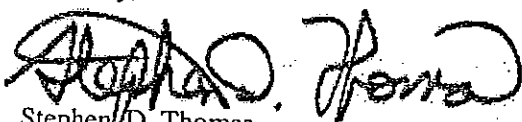
Each builder will be required to designate an individual as a "designated agent" and that designated agent will be required to register as a builder separately from the builder entity. A builder who is an individual may serve as both the registered builder and the designated agent. Contact information will be collected about the "designated agent" in addition to the builder. Builders who wish to do so may also designate secondary agents; however, each secondary agent will be required to provide the same information as the designated agent.

Within 15 days after the receipt of a completed registration form and the required \$125 fee, the commission will issue to each builder that meets the requirements of the Act, a certificate of registration.

The commission, which was also created by House Bill 730, is responsible for registering new homes and home builders in the State of Texas, overseeing a state-sponsored inspection and dispute resolution process, preparing and adopting building and performance standard and limited statutory warranties, providing voluntary certification of arbitrators, providing for the filing of arbitration awards and managing three task force groups.

Beginning February 1, 2004, builder registration forms will be available on the commission's website at www.trcc.state.tx.us. Individuals not able to access the forms on the website may request a packet of information by calling the commission's toll-free consumer helpline at 1 (877) 651-TRCC.

Sincerely,


Stephen D. Thomas
Executive Director

**MINUTES
SPECIAL CALLED MEETING
AUBREY CITY COUNCIL
107 S. MAIN
6:00 P.M.**

A SPECIAL CALLED MEETING of the Aubrey City Council was held on April 2nd, 2002, at 6:00 P.M. in the Aubrey City Council. This is an Open Meeting, open to the public, subject to the Open Meeting Laws of the State of Texas, and as required by law, was posted at the Aubrey City Hall on March 28th, 2002 at 3:00 P.M., giving notice of date, time, place and agenda thereof.

Call to Order: Mayor ProTem James Carter

Time: 6:02 PM

Present: James Carter Steven Owens Robert Taylor Darrell Mullen

Absent: Mayor Pierce Bill Coffey

Invocation: Darrell Mullen offered the invocation.

Business:

1. Consideration and action of Planning and Zoning recommendations for the following items:
 - a. Consideration and action relevant to a recommendation from P & Z to Council on a request from Gary Hammett of H & N-JV, Inc., to rezone 93.38 acres in the Dennis Cowan Survey, Abstract 304, Denton County, Texas, also known as the AG Sod Farm, from General Retail / Light Industrial to a Planned Development District. Kenneth Woods made the motion to grant the request to Gary Hammett of H & N – JV, Inc., to rezone 93.38 acres in the Dennis Cowan Survey, Abstract 304, Denton County, Texas, from General Retail / Light Industrial to a Planned Development District. Donald Bruce seconded the motion. For: 4 Abstained: 1 Carried 4-1 Darrell Mullen made the motion to approve the request from Gary Hammett to rezone 93.38 acres in the Dennis Cowan Survey from General Retail / Light Industrial to a Planned Development District. Steve Owens seconded the motion. For: Unanimous. Carried: 3-0.
 - b. Consideration and action relevant to a request from Gary Hammett of H & N – JV, Inc., on approval of Master Plan of The Meadows Subdivision located in the Dennis Cowan Survey, Abstract 304, Denton County, Texas, also known as the AG Sod Farm, Highway 377 South. Berthina Reynolds made the motion to approve the master plan of The Meadows Subdivision located in the Dennis Cowan Survey, Abstract 304, Denton County, Texas. Donald Bruce seconded the motion. For: 4 Abstained: 1 Carried: 4-1. Darrell Mullen made the motion to approve the Master Plan of the Meadows Subdivision. Steve Owens seconded the motion. For: Unanimous. Carried: 3-0.
 - c. Consideration and action relevant to a request from Gary Hammett of H & N – JV, Inc., for approval of the following variances of The Meadows Subdivision Master Plan:
 1. 6' side yards on all lots.
 2. No water or sewer impact fees with the exception of an additional \$200.00 per lot will be charged in this development at the time a building permit is issued for construction. This fee is to offset the cost of the existing lift station and force main for this development and will be in addition to any water and sewer tap fees as established by the City of Aubrey.
 3. No performance or maintenance bonds will be required.
 4. No rear alleys.Berthina Reynolds made the motion to approve the variance request for the Master Plan for the Meadows Subdivision. Donald Bruce seconded the motion. For: 4 Abstained: 1 Carried: 4-1 Darrell Mullen made the motion to approve the variance request for the Master Plan of the Meadows Subdivision. Steve Owens seconded the motion. For: Unanimous. Carried: 3-0.
 - d. Consideration and action relevant to a request from Gary Hammett of H & N – JV, Inc., on approval of Preliminary Plat of the Meadows Phase IV, Block A Lots 35 through 40, Block D Lots 2 through 11, Block G Lots 1 through 8, Block F Lots 1 through 16, Block J Lots 32 through 39. Berthina Reynolds made the motion to approve the Preliminary Plat of the Meadows Phase IV. Kenneth Woods seconded the motion. For: 4 Abstained: 1 Carried: 4-1 Darrell Mullen made the motion to approve the Preliminary Plat of Phase IV of the Meadows Subdivision. Steve Owens seconded the motion. For: Unanimous. Carried: 3-0.