



**FORT BEND COUNTY  
APPLICATION PROCEDURES FOR  
DEVELOPMENT PERMIT/RELEASE OF POWER**

**Fort Bend County Engineering  
1124 Blume Road or P.O. Box 1449, Rosenberg, Texas 77471  
Main: 281-633-7501 Fax: 281-633-7545**

When a community participates in the Federal Flood Insurance Program, it then requires permits to be obtained for all proposed construction or other development to ensure that methods used will minimize flood damage. In most cases this is done by regulating the lowest floor elevation. The person owning, and/or having the right of possession, for the parcel of land can apply for the permit. A development permit will be issued if the proposed structure or work is located within the 100 year floodplain.

An exemption certificate will be granted if the structure is located outside of the 100 year floodplain. A permit is required for improvements only if the cost of the improvements to the structure is more than 50% of the market value of the original structure.

To make application the following must be submitted.

1. Complete application form.
2. Owner's name and address.
3. Location of property:
  - a. Platted Subdivision
    1. Street Address, City, Zip Code
    2. Subdivision Name, Section, Block, Lot, Reserve (if applicable)
  - b. Acreage Lots
    1. Street Address, City, Zip Code
    2. Survey Name, Abstract #, Acreage, Property Tax Account Number
4. One 8-1/2" x 14" plot plan/survey drawn to scale locating new and existing structures.
5. Permit Fees are non-refundable.  
Required Fees: \$50.00 exemption certificate (Outside Floodplain)  
\$100.00 development permit (Inside Floodplain)
6. Other information required by the County Engineer.
7. Comply with Fort Bend County Outdoor Lighting Ordinance adopted on 03/23/04. A copy of Ordinance is available on county web site. [www.FortBendCountyGov.com](http://www.FortBendCountyGov.com)
8. Comply with Fort Bend County Regulations for the Placement of Signs Visible from the Main-Traveled Way of a Toll Road within Fort Bend County, Texas adopted on 1/24/06.

The application and its appurtenances must not contain false information nor conceal material facts. All items must be complete before a permit is issued. Construction can only begin after obtaining a permit. Fort Bend County (unincorporated areas) has not adopted building codes.

The granting of a permit by the Fort Bend County Engineering Department should not be in any way considered by the permittee as an exemption from applicable subdivision deed restrictions or any other Fort Bend County departments regulations or permits.



## DEVELOPMENT PERMIT APPLICATION (BUILDING PERMIT) REQUIREMENTS FOR RESIDENTIAL AND COMMERCIAL

### RESIDENTIAL REQUIREMENTS

- 1.) Fill out the Development Permit Application found at [www.fortbendcountygov.com](http://www.fortbendcountygov.com).
  - a. Fill out sections: Applicant Information, Location of Property, Residential Information, Sewage and Water System, and Driveway.
  - b. On sewerage and water system, state the MUD district or water and sewerage provider.
  - c. Once these numbers are completed, initial on line labeled **INITIAL**.
  - d. Print your name on the line below between the commas, upon reading the paragraph.
  - e. Last , sign and date the application where the **SIGNATURE** and **DATE** lines are.
  - f. The fee is listed on the front, either \$50 for outside the floodplain or \$100 for inside the floodplain.
  - g. **NO SEPTIC SYSTEM ON PROPERTY**
    - i. Provide a copy of either the survey of the property, plot plan, or site plan.
    - ii. Temporary power or Permanent power will be released upon approval of application (1-3 days).
  - h. **SEPTIC SYSTEM ON PROPERTY**
    - i. Provide a copy of either the survey of the property, plot plan, or site plan.
    - ii. Provide a copy of the **METES AND BOUNDS** description found in the deed packet for the property. If unable to locate, a copy can be retrieved by visiting the County Clerk's office.  
(\*Note: Metes and Bounds not needed if the property is platted in the county, ex. Subdivisions.)
    - iii. Contact the Health Department regarding approval of the septic system.
    - iv. Temporary power or Permanent power will be released upon approval of both the Permit department and Health department.

### COMMERCIAL REQUIREMENTS

- 1.) Fill out the Development Permit Application found at [www.fortbendcountygov.com](http://www.fortbendcountygov.com).
  - a. Fill out sections: Applicant Information, Location of Property, Commercial Information, Sewage and Water System, and Driveway.
  - b. Follow steps B-F from residential property.
  - c. The property must be platted with Fort Bend County (If you have questions regarding your property being platted, call the number listed in letter h below.)
  - d. Refer to the lighting ordinance on the website, under permitting then engineering requirements, for information regarding submittal of plans and review. Also, will specify what types of lighting needs submittal.
  - e. Plans must be submitted to the FBC Fire Marshall for approval (281-238-1500).
  - f. If the project is food related or on a septic system, plans must be submitted to the Health Department (281-342-7469).
  - g. Drainage Department may have requirements that need to be completed prior to building and approval of building permit.
  - h. For any questions regarding ANY of these requirements, please call (281) 633-7500.

### LEASE SPACE BUILD-OUTS

- 1.) Fill out the Development Permit Application found at [www.fortbendcountygov.com](http://www.fortbendcountygov.com).
  - a. Fill out sections: Applicant Information, Location of Property, Commercial Information, Sewage and Water System, and Driveway.
  - b. Under Location of Property, be sure when writing the address to include the suite #.
  - c. Under Location of Property, the subdivision will be the name of the shopping center.
  - d. Under Commercial Information, on the line **DESCRIBE USE OF PROPOSED DEVELOPMENT**; write in what the lease space build-out will be.
  - e. All build-outs are to submit plans to the Fire Marshall for review (281-238-1500).
  - f. If the build-out pertains to food, an application must be submitted with the Health Department for approval (281-342-7469).
  - g. The application for development permit can be faxed to Permitting Department at (281) 342-7366 for submittal and release of power. (\*Note: the application for development permit is the only sheet needed to submit for a build-out. No other information or plans are required)

# Applicacion Para Construccion

## Requisitos Para Construccion Residencial

### Requisitos para construccion Residencial

- 1) Llene la aplicacion que puede encontrar en nuestra oficina o en nuestra pagina de internet [www.fortbendcountygov.com](http://www.fortbendcountygov.com)
  - a) Llene las siguientes secciones: Informacion del aplicante, Lugar de Construccion, Informacion de residencia, Drenaje y agua, y Entrada.
  - b) En la seccion de agua y drenaje, escriba el nombre del MUD o compañía que provee drenaje y agua .
  - c) Una vez llena su aplicacion ponga sus iniciales en la linea indicada.
  - d) Escriba su nombre en la linea abajo de sus iniciales una vez que haya leído el parrafo.
  - e) Por ultimo firme la aplicacion y escriba la fecha.
  - f) El costo de el permiso esta especificado en la primer pagina de el paquete de informacion, \$50.00 dolares si la propiedad no se encuentra en el area de inundacion o \$100.00 dolares si esta adentro de el area de inundacion.
  - g) Si no se requiere Systema Septico en la propiedad ( no residencial)
    - i) Proveer una copia de la descripcion legal de la propiedad, un dibujo de su terreno con el tipo de construccion por el cual se esta aplicando.
    - ii) Aprobacion para servicio de luz temporal o permanente sera enviado a la compañía de luz una vez la aplicacion haya sido aprobada (1-3 dias).
  - h) Cuando se requiere de un Sistema Septico en la propiedad
    - i) Proveer una copia de la descripcion legal de la propiedad, un dibujo de su terreno con el tipo de construccion por el cual se esta aplicando.
    - ii) La descripcion legal de la propiedad la puede encontrar en el DEED que usted obtuvo cuando firmo la compra de su terreno, si no puede encontrar ese documento donde especifica en donde esta localizada su propiedad o el numero de lote puede obtener una copia en la oficina del County Clerk.
    - iii) Contacte al Departamento de Salud de el Condado de Fort Bend para aprobacion de su sistema septico.
    - iv) Aprobacion para servicio de luz temporal o permanente sera enviado a la compañía de luz una vez la aplicacion haya sido aprobada por este departamento y por el departamento de Salud.

**ENVIRONMENTAL HEALTH DEPARTMENT**

4520 Reading Road, Suite A, Rosenberg, Texas  
281-342-7469

Call or visit the Environmental Health Department in order to obtain information packets and begin the permitting process. Permits are not issued without plan review. Additional information is available at [www.fortbendcountygov.com](http://www.fortbendcountygov.com).

Permits:

- 1) **Food Establishment Permit:** required for any facility providing food to the public. This includes but is not limited to restaurants, convenience stores, child care centers, caterers, assisting living facilities, schools, ice houses, lounges and pharmacies.
- 2) **On Site Sewage Facilities:** required for all structures that are to be occupied for any time day or night and not connected to a municipal utility district system or other approved method of wastewater treatment and disposal. This includes but is not limited to all houses, mobile homes, construction trailers, businesses, or structures with a sink, toilet, or shower.
  - \* Existing OSSF systems must be approved by the Environmental Health Department prior to the release of power.
  - \*A professional design or evaluation is required for all septic systems.

**FORT BEND COUNTY FIRE MARSHAL**

1521 Eugene Heimann Circle #114, Richmond, Texas 77469  
281-238-1500

Please complete the enclosed Development Permit Application and return with the plans to be reviewed. All plans must be submitted for review when building in the unincorporated areas of Fort Bend County. Please submit plans to Fort Bend County Fire Marshal's office, 118 Legion Drive, Richmond, Texas, (281 238 1500 phone) (281 342 0431 fax) as follows:

If facility will be used for a **business**, one (1) set of architectural plans must be submitted and fire alarm system/sprinkler plans if required.

**If facility will be used for a Board and care home, one (1) set of architectural plans must be submitted and fire alarm system/sprinkler plans, if required.**

If facility will be used for a **Day care**, one (1) set of architectural plans and two sets of fire alarm system plans. One set will be kept for record and the other will be returned.

**Fueling stations** require one (1) set of architectural and fire alarm system plans, if required.

**Schools** require two (2) sets of architectural, fire alarm and sprinkler plans. One set will be kept for record and the other will be returned.

After the inspector reviews the plans, a letter with any recommendations, corrections required and inspections needed, will be returned with plans. There is no fee from the Fire Marshal's Office at this time.

CODES: NFPA 101 2003 ED AND REFERENCES OR LATEST EDITION ADOPTED BY STATE FIRE MARSHAL'S OFFICE

Authorized by:

VERNON TEXAS CODE ANNOTATED  
LOCAL GOVERNMENT  
CHAPTER 233.061  
CHAPTER 352  
BROOKS TEXAS PRACTICE  
CHAPTER 31



# “DEVELOPMENT PERMIT APPLICATION”

Permit Number \_\_\_\_\_

Applicant Requests     Temporary Power     Permanent Power     N/A

**APPLICANT INFORMATION** {Please print or type.}

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ Other \_\_\_\_\_

Property Owner /Business Name \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Tax Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**LOCATION OF PROPERTY**

Street Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Subdivision \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Reserve \_\_\_\_\_

Survey Name \_\_\_\_\_ Abstract # \_\_\_\_\_ Acreage \_\_\_\_\_ Precinct: \_\_\_\_\_

**RESIDENTIAL CONSTRUCTION INFORMATION**

New     Existing     N/A

Single Family Dwelling     Manufactured Home     Expansion, Repair, Remodel

Residential Garage     Barn/Agriculture with no Living Space     Accessory Building (No Living)

Alteration of Natural Waterway or Drainage Course     Placement of Fill     Other

Describe use: \_\_\_\_\_

**COMMERCIAL CONSTRUCTION INFORMATION**

New     Existing     N/A

Professional or Mercantile Building     Food Store/Restaurant/Kitchen     Industrial Building

Lease Space Build Out     Multi-Family Bldg # \_\_\_\_\_ Units \_\_\_\_\_     School, Daycare

Group Home, Foster Home     Mobile Home Park, # of Units \_\_\_\_\_     RV Park, # Units \_\_\_\_\_     Other

Describe use: \_\_\_\_\_

**SEWAGE AND WATER SYSTEM**

N/A Explain: \_\_\_\_\_

Utility District Name (MUD) \_\_\_\_\_     Private Water Well (No Living Space) \_\_\_\_\_

Public Community Water Well    -     Proposed Septic     Existing Septic, Year Installed \_\_\_\_\_

Private Water Well (Living Space)    -     Proposed Septic     Existing Septic, Year Installed \_\_\_\_\_

**DRIVEWAY INFORMATION**

Commercial     Residential     N/A

Existing Driveway     New Driveway     Add On     Private Road    Number of Drives \_\_\_\_\_

Length of Property Frontage: \_\_\_\_\_ ft.

I acknowledge that other permits may be required by other County Departments; Environmental Health (281-342-7469); Fire Marshal (281-238-1500); Road & Bridge (281-342-4513); Engineering (281-633-7500). \_\_\_\_\_

Initial

I, \_\_\_\_\_, the undersigned have carefully reviewed this application and my answers to all questions. To the best of my knowledge, the answers are all true and correct. The owner of this property/business is responsible for adhering to all ordinances applicable to that operation. Failure to obtain required permits will result in legal action against the property/business owner as allowed by law.

SIGNATURE OF Applicant/ Owners Agent or Attorney \_\_\_\_\_ Date \_\_\_\_\_

**BUILDING CODE FOR CONSTRUCTION (Select only one. Must check for completion of application)**

- International Residential Code published as of May 1, 2008 (IRC 2006)
- City of Richmond adopted code

**CONSTRUCTION TYPE AND DATE (Select only one. Must check for completion of application)**

- New Home Construction with Title Transfer
- New Home Construction without Title Transfer
- Addition to existing residential building by more than 50%

Proposed start: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current E-mail address (Valid e-mail required): \_\_\_\_\_

**I acknowledge that not later than the 10<sup>th</sup> day after the date of final inspection, I shall submit notice of the three required inspections stating whether or not the inspection showed compliance with the building code standards applicable to that phase of construction. I further acknowledge that failure to provide a notice required by Commissioner Court order adopted...is a class C misdemeanor.**

\_\_\_\_\_  
**Initial**

For Office Use Only

**COMMERICAL CONSTRUCTION CHECKLIST APPROVAL (IF APPLICABLE)**

- FBC LIGHTING ORDINANCE
- FBC PLATTING REGUALTIONS
- COMMERICAL CONSTRUCTION PLANS

- ALTERATION OF WATERWAY OR DRAINAGE COURSE
- PLACEMENT OF FILL
- IS THE PROPERTY LOCATED IN AN AREA OF SPECIAL FLOOD HAZARD?  YES  NO
- ARE OTHER COUNTY REGULATIONS REQUIRED:  SEPTIC SYSTEM PERMIT  OTHER

- EXEMPTION CERTIFICATE REQUIRED
- DEVELOPMENT PERMIT REQUIRED
- IMPACT FEE AREA

FIRM PANEL NO/DATE \_\_\_\_\_

LOMR - DATE \_\_\_\_\_

CONST. TYPE \_\_\_\_\_ PCT # \_\_\_\_\_

SUBD. SLAB ELEV \_\_\_\_\_

Judge Robert E. Hebert/County Administrator

BY: \_\_\_\_\_

Johnny Ortega CFM/Permit Administrator

\_\_\_\_\_

Date