

## 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 3<sup>rd</sup> 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.

7. Public property site management shall be compliant with the American with Disabilities Act.

\*ALL subcontractors shall register on their own, apply for permits on their own and call for any inspections on their own. General Contractors are NOT ALLOWED to register, apply for nor schedule permits for any trades

**AFFIDAVIT**

**I have read the above requirements and am aware that not following them could lead to a "Stop Work Order," fines or revocation of my City Building Permit.**

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**Applicant’s Signature**

**Print Name**

**Date**



**CITY OF KINGSVILLE  
Planning Department  
Building Permit Application**

Phone: (361) 595-8019 / email: [tcavazos@cityofkingsville.com](mailto: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><b>* All contractors <u>must</u> be registered with the City of Kingsville</b></p> <p><b>NOTICE</b></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>		
<hr style="border: 1px solid black;"/> <p>SIGNATURE _____ DATE _____</p> <p><b>“HOMEOWNER” APPLICANTS ONLY:</b> 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>INITIAL HERE _____ (<b>sign Homeowner Permit Acknowledgement Form</b>)</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)

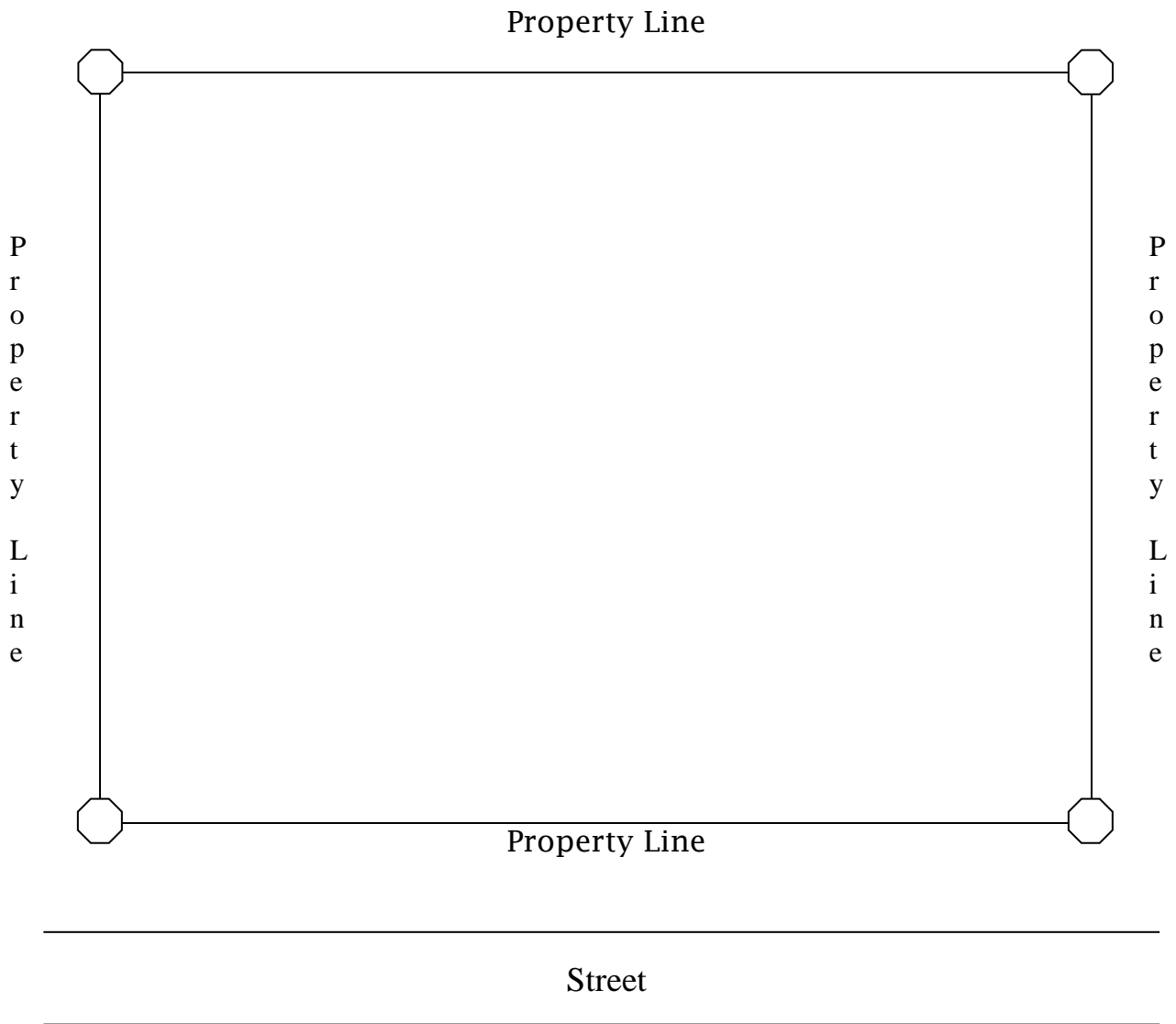
LOT SIZE:

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 \_\_\_

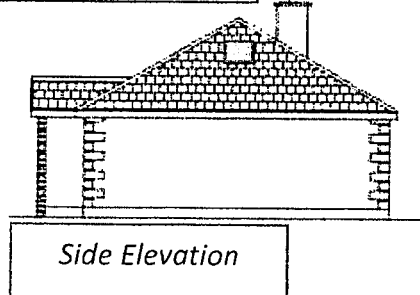
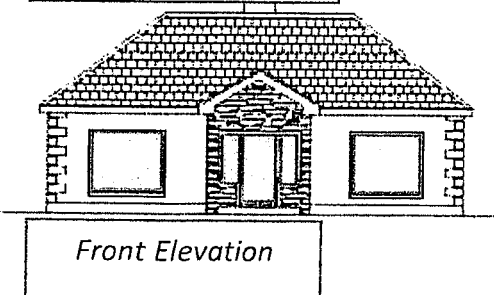
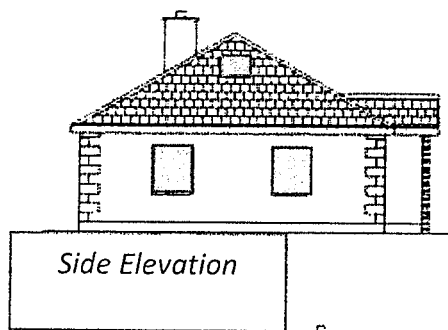
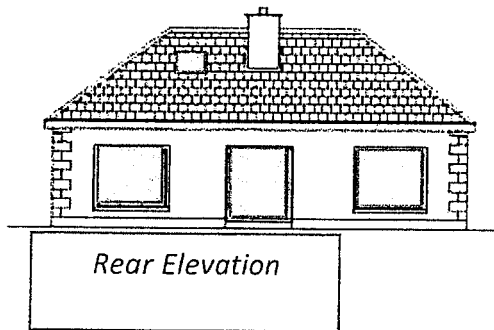
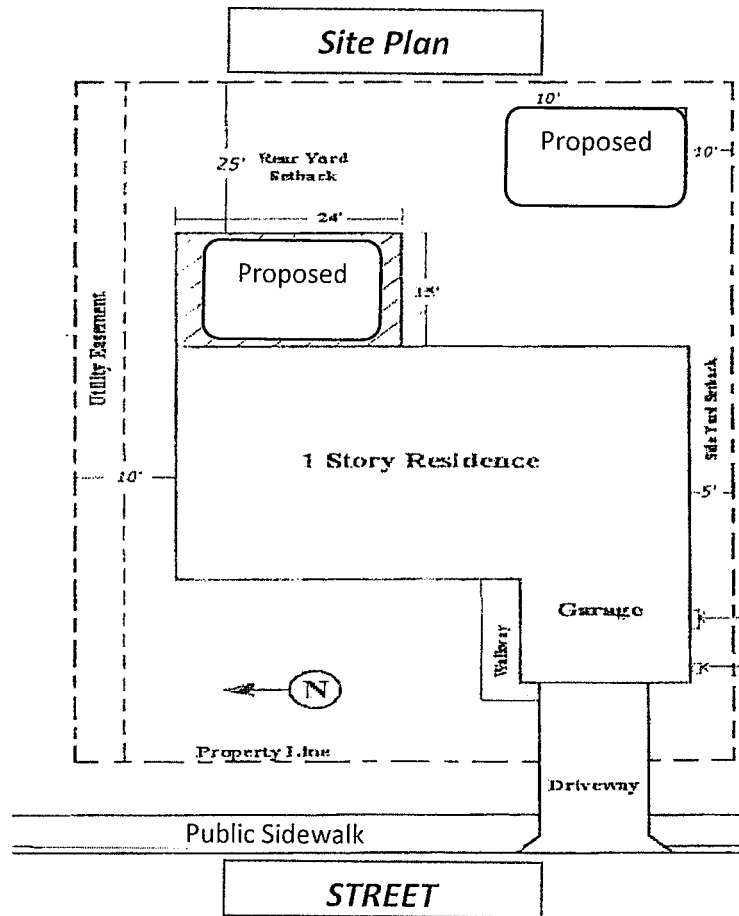
**Part V: Mechanical/Electrical/Plumbing**

- 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**

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

- 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](mailto:tcavazos@cityofkingsville.com)

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