



# COMMERCIAL BUILDER'S PACKET

Town of Fairview Building Inspections Department  
372 Town Place  
Fairview, Texas 75069  
Phone: 972-886-4209  
Fax: 972-548-0268  
Inspection Line: 972-886-4250  
[permits@fairviewtexas.org](mailto:permits@fairviewtexas.org)

Revised January 2018



## TOWN OF FAIRVIEW COMMERCIAL PERMIT REQUIREMENTS

### PLANS SUBMITTAL:

1. Two (2) copies of the following are required. They must be submitted along with a completed application form and the required plan review fee.
2. Site plan, including complete address and dimensions and location of the structure relative to all property lines, building lines, and easements.
3. Construction plans to include engineered foundation with P.E. certification letter, framing, plumbing & electric plans with square footage breakdown, builders name & plan number, site address, and energy code certification number.
4. Fire suppression plans for any commercial structure of 1,000 square feet or greater.
5. Registration of general contractor, as well as, subcontractor's registration

### FEES:

1. Plan review fee: \$500
2. Health Plan Review Fee (if applicable): \$300
3. Fire Fees (if applicable)

Minimum fee	\$150.00
1-100,000 SF	\$0.035/SF
100,001-300,000 SF	\$3,500 plus 0.017/SF over 100,000
>300,000 SF	\$6,900.00 + \$0.01/SF over 300,000 SF

4. Permit fee:  
New Construction/Remodels:

Minimum fee	\$1,200.00
1-10,000 SF	\$0.60/SF
10,001-50,000 SF	\$6,000.00 + \$0.50/SF over 10,000 SF
>50,000 SF	\$26,000.00 + \$0.45/SF over 50,000 SF

### Interior Finish out:

Minimum fee	\$900.00
1-10,000 SF	\$0.32/SF
10,001-50,000 SF	\$3,200+0.15 for each additional sq. ft. over 25,001sq. ft.
>50,000 SF	\$9,200+0.37 for each additional sq. ft. over 50,001sq. ft.



**COMMERCIAL PLAN SUBMITTAL**  
**CURRENT CODES: 2012 IBC AND 2011 NEC**

1. Site Plan-2 sets
  - a. Complete address
  - b. North arrow
  - c. Footprint of building
  - d. Setbacks to all property lines
  - e. All easements
  - f. Location of fence
2. Construction Plans-2 sets
  - a. Framing plans
  - b. Engineered foundation plans with letter
  - c. Floor plans
  - d. Elevation plans
  - e. Electrical and plumbing plans
3. Sub-contractor validation sheet
4. Square footage breakdown
5. Value of construction
6. CD or Thumb Drive

\*\*\*\*The time frame for a commercial plan review can be up to 7-10 business days, however, if there is any information missing the review process can be extended past the given time frame. The Town of Fairview requires all of our general contractors and their sub-contractors to be registered with the town. During the review process, please contact all of your sub-contractors to inform them of the registration procedures. If any general or sub-contractors are not registered, the permit will not be released. All fees will need to be paid, before the release of a permit. \*\*\*\*



PERMIT # \_\_\_\_\_

**Commercial Building Permit Application**

Project Address: _____	Suite #: _____
Owner Information:	
Name: _____	Phone #: _____
	Email: _____

Project Name: _____	Business Type: _____
Scope of Work: _____	
Electric Provider: _____	Gas Provider: _____
Valuation of work: _____	Square Footage: _____
Project Type: <input type="checkbox"/> New Construction <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Interior Finish Out <input type="checkbox"/> Shell Only    (Circle One)	

<b>General Contractor</b>	Contact Person	Phone Number	Email
<b>Fire Suppression</b>	Contact Person	Phone Number	Email
<b>Electric Contractor</b>	Contact Person	Phone Number	Email
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Email
<b>Plumbing Contractor</b>	Contact Person	Phone Number	Email
<b>Trash Hauler</b>	Contact Person	Phone Number	Email

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.

***A certificate of occupancy must be issued before any building is occupied.***

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.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Town Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Pickup Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Town of Fairview, 372 Town Place Fairview, TX 75069  
Phone: 972-562-0522 Inspection Line: 972-886-4250  
Email: [permits@fairviewtexas.org](mailto:permits@fairviewtexas.org) Fax: 972-548-0268



# **The Town of Fairview has adopted the following codes:**

- a. 2011 National Electrical Code
- b. 2012 International Building Code
- c. 2012 International Plumbing Code
- d. 2012 International Mechanical Code
- e. 2012 International Energy Conservation Code
- f. 2012 International Residential Code
- g. 2012 International Fuel / Gas Code
- h. 2012 International Fire Code

Building in the Town of Fairview is regulated by Chapter 154 of the Code of Ordinances, "Zoning", as well as other applicable local ordinances.

TOWN OF FAIRVIEW  
PERMIT # \_\_\_\_\_

Subcontractor's Validation Sheet for Permit Issuance

Project:		
Address:		
Lot:	Block:	Addition:

General Contractor:		
Address:		
Contact Person:		
Phone Number:	Email:	

Print Electrical Contractor Company Name:		
Texas State License Number:	Expiration Date:	
Printed Name of Authorized Signer:		
Signature of Authorized Signer:		
Master License Number:	Expiration Date:	
Registered with Town of Fairview:	Expiration Date:	

Print Plumbing Contractor Company Name:		
Texas State License Number:	Expiration Date:	
Printed Name of Authorized Signer:		
Signature of Authorized Signer:		
Master License Number:	Expiration Date:	
Registered with Town of Fairview:	Expiration Date:	

Print Mechanical Contractor Company Name:		
Texas State License Number:	Expiration Date:	
Printed Name of Authorized Signer:		
Signature of Authorized Signer:		
Registered with Town of Fairview:	Expiration Date:	

Print Fire Suppression Contractor Company Name:		
Texas State License Number:	Expiration Date:	
Printed Name of Authorized Signer:		
Signature of Authorized Signer:		
Registered with Town of Fairview:	Expiration Date:	

**EXHIBIT A**

**TABLE 1**

<b>WATER IMPACT FEES - ADOPTED JAN. 1, 2016</b> (50% of Maximum Recoverable Costs)			<b>SEWER IMPACT FEES - ADOPTED JAN. 1, 2016</b> (40% of Maximum Recoverable Costs)		
<b>METER SIZE</b>	<b>TYPE</b>	<b>FEE</b>	<b>METER SIZE</b>	<b>TYPE</b>	<b>FEE</b>
5/8"x3/4"	PD	\$1,457	5/8"x3/4"	PD	\$1,736
3/4"	PD	\$2,185	3/4"	PD	\$2,604
1"	PD	\$3,641	1"	PD	\$4,340
1 1/2"	PD	\$7,283	1 1/2"	PD	\$8,681
2"	PD	\$11,652	2"	PD	\$13,889
2"	CMPD	\$11,652	2"	CMPD	\$13,889
2"	TURB	\$23,304	2"	TURB	\$27,778
3"	CMPD	\$25,489	3"	CMPD	\$30,382
3"	TURB	\$50,978	3"	TURB	\$60,763
4"	CMPD	\$43,695	4"	CMPD	\$52,082
4"	TURB	\$94,673	4"	TURB	\$112,846
6"	CMPD	\$98,314	6"	CMPD	\$117,189
6"	TURB	\$203,910	6"	TURB	\$243,053
8"	CMPD	\$131,085	8"	CMPD	\$156,248
8"	TURB	\$349,561	8"	TURB	\$416,662
10"	TURB	\$509,776	10"	TURB	\$607,632
	PD	Positive Displacement Meter (Typical Residential Meter)			
	CMPD	Compound Meter			
	TURB	Turbine Meter			

Note: Town has adopted \$1,457 per water service unit, \$1,736 per wastewater service unit

## TABLE 2

Notes: ROAD IMPACT FEES - ADOPTED DEC. 1, 2015

- \* RESIDENTIAL - (50% of Maximum Recoverable Costs) \$730 per Vehicle-Mile
- ALL OTHERS - (25% of Maximum Recoverable Costs) \$365 per Vehicle-Mile

Town of Fairview Roadway Impact Fee Update

**Table 3.8 Land Use / Vehicle-Mile Equivalency Table (LUVMET)**

Land Use Category	ITE Land Use Code	Development Unit	Trip Gen Rate (PM)	Pass-by Rate	Pass-by Source	Trip Rate	MMTS Trip Length (mi)	Adj. For O-D	Adj. Trip Length (mi)	Max Trip Length (mi)	Veh-Mi Per Dev-Unit
<b>PORT AND TERMINAL</b>											
Truck Terminal	030	Acres	6.53			6.53	14.63	50%	7.33	6.00	39.30
<b>INDUSTRIAL</b>											
General Light Industrial	110	1,000 SF GFA	0.97			0.97	14.63	50%	7.33	6.00	3.83
General Heavy Industrial	120	1,000 SF GFA	0.68			0.68	14.63	50%	7.33	6.00	4.08
Industrial Park	130	1,000 SF GFA	0.81			0.81	14.63	50%	7.33	6.00	3.10
Warehousing	150	1,000 SF GFA	0.32			0.32	14.63	50%	7.33	6.00	1.92
Mkt. Warehouse	151	1,000 SF GFA	0.26			0.26	14.63	50%	7.33	6.00	1.56
<b>RESIDENTIAL</b>											
Single-Family Detached Housing	210	Dwelling Unit	1.00			1.00	9.79	50%	4.90	4.90	4.90
Apartments/Multi-Family	220	Dwelling Unit	0.62			0.62	9.79	50%	4.90	4.90	3.04
Residential Condominium/Townhome	230	Dwelling Unit	0.52			0.52	9.79	50%	4.90	4.90	2.53
Senior Adult Housing-Detached	251	Dwelling Unit	0.27			0.27	9.79	50%	4.90	4.90	1.33
Senior Adult Housing-Attached	252	Dwelling Unit	0.23			0.23	9.79	50%	4.90	4.90	1.23
Assisted Living	254	Bed	0.22			0.22	9.79	50%	4.90	4.90	1.08
<b>LODGING</b>											
Hotel	310	Room	0.60			0.60	6.43	50%	3.22	3.22	1.93
Motel / Other Lodging Facilities	320	Room	0.47			0.47	6.43	50%	3.22	3.22	1.51
<b>RECREATIONAL</b>											
Golf Driving Range	432	Tea	1.23			1.23	7.86	50%	3.93	3.93	4.91
Golf Course	430	Acres	0.30			0.30	7.86	50%	3.93	3.93	1.18
Recreational Community Center	495	1,000 SF GFA	2.74			2.74	7.86	50%	3.93	3.93	10.77
Ice Skating Rink	465	1,000 SF GFA	2.36			2.36	7.86	50%	3.93	3.93	9.77
Mixtures Golf Course	431	Hole	0.33			0.33	7.86	50%	3.93	3.93	1.30
Multiple Movie Theater	445	Screens	13.64			13.64	7.86	50%	3.93	3.93	33.61
Racquet / Tennis Club	491	Court	3.35			3.35	7.86	50%	3.93	3.93	13.17
<b>INSTITUTIONAL</b>											
Church	560	1,000 SF GFA	0.53			0.53	8.31	50%	4.16	4.16	2.29
Day Care Center	565	1,000 SF GFA	12.34	44%	8	6.91	3.49	50%	1.75	1.75	12.09
Primary/Middle School (1-8)	522	Students	0.16			0.16	3.49	50%	1.75	1.75	0.28
High School (9-12)	530	Students	0.13			0.13	3.49	50%	1.75	1.75	0.23
Junior / Community College	540	Students	0.12			0.12	10.44	50%	5.22	5.22	0.63
University / College	550	Students	0.17			0.17	10.44	50%	5.22	5.22	0.89
<b>MEDICAL</b>											
Clinic	630	1,000 SF GFA	5.18			5.18	9.85	50%	4.93	4.93	25.54
Hospital	610	1,000 SF GFA	0.93			0.93	9.85	50%	4.93	4.93	4.38
Nursing Home	620	Bed	0.22			0.22	9.85	50%	4.93	4.93	1.08
Animal Hospital/Veterinary Clinic	640	1,000 SF GFA	4.72	30%	8	3.30	9.85	50%	4.93	4.93	16.27
<b>OFFICE</b>											
Corporate Headquarters Building	714	1,000 SF GFA	1.41			1.41	14.63	50%	7.33	6.00	8.46
General Office Building	710	1,000 SF GFA	1.49			1.49	14.63	50%	7.33	6.00	8.94
Medical-Dental Office Building	720	1,000 SF GFA	3.57			3.57	9.85	50%	4.93	4.93	17.60
Single Tenant Office Building	715	1,000 SF GFA	1.74			1.74	14.63	50%	7.33	6.00	10.44
Office Park	750	1,000 SF GFA	1.48			1.48	14.63	50%	7.33	6.00	8.88



**TABLE 2 (CONT'D)**

Land Use Category	ITE Land Use Code	Development Unit	Trip Gen Rate (PM)	Pass-by Rate	Pass-by Source	Trip Rate	NHTS Trip Length (mi)	Adj. For O-D	Adj. Trip Length (mi)	Max Trip Length (mi)	Veh-Mi Per Dev-Unit
<b>COMMERCIAL</b>											
<i>Automobile Related</i>											
Automobile Care Center	942	1,000 SF Occ. GLA	3.11	40%	B	1.87	4.43	50%	2.23	2.23	4.17
Automobile Parts Sales	843	1,000 SF GFA	5.98	43%	A	3.41	4.43	50%	2.23	2.23	7.60
Gasoline/Service Station	944	Vehicle Fueling Position	13.87	42%	A	8.04	1.20	50%	0.60	0.60	4.82
Gasoline/Service Station w/ Conv Market	945	Vehicle Fueling Position	13.31	56%	B	5.94	1.20	50%	0.60	0.60	3.36
Gasoline/Service Station w/ Conv Market and Car Wash	946	Vehicle Fueling Position	13.86	56%	A	6.10	1.20	50%	0.60	0.60	3.66
New and Used Car Sales	841	1,000 SF GFA	2.62	20%	B	2.10	4.43	50%	2.23	2.23	4.48
Quick Lubrication Vehicle Shop	941	Servicing Positions	5.19	40%	B	3.11	4.43	50%	2.23	2.23	6.94
Self-Service Car Wash	947	Stall	5.54	40%	B	3.32	1.20	50%	0.60	0.60	1.99
Tire Store	848	1,000 SF GFA	4.15	28%	A	2.99	4.43	50%	2.23	2.23	6.67
<i>Dining</i>											
Fast Food Restaurant with Drive-Thru Window	934	1,000 SF GFA	32.65	30%	A	16.33	5.64	50%	2.82	2.82	46.05
Fast Food Restaurant without Drive-Thru Window	933	1,000 SF GFA	26.15	50%	B	13.08	5.64	50%	2.82	2.82	36.89
High Turnover (Sh-Down) Restaurant	932	1,000 SF GFA	9.85	43%	A	5.61	6.07	50%	3.04	3.04	17.05
Sh-Down Restaurant	931	1,000 SF GFA	7.49	44%	A	4.19	6.07	50%	3.04	3.04	12.74
Coffee/Dessert Shop with Drive-Thru Window	937	1,000 SF GFA	42.80	70%	A	12.84	4.53	50%	2.27	2.27	29.15
<i>Other Retail</i>											
Free-Standing Retail Store	815	1,000 SF GFA	4.98	30%	C	3.49	5.60	50%	2.80	2.80	9.77
Nursery (Garden Center)	817	1,000 SF GFA	6.94	30%	B	4.86	5.60	50%	2.80	2.80	13.61
Home Improvement Superstore	862	1,000 SF GFA	2.33	48%	A	1.21	5.60	50%	2.80	2.80	3.39
Pharmacy/Drugstore	881	1,000 SF GFA	9.91	49%	A	5.03	5.60	50%	2.80	2.80	14.14
Shopping Center	820	1,000 SF GLA	3.71	34%	A	2.45	5.60	50%	2.80	2.80	8.86
Supermarket	850	1,000 SF GFA	9.48	36%	A	6.07	5.60	50%	2.80	2.80	17.00
Toys/Children's Superstore	864	1,000 SF GFA	4.99	30%	B	3.49	5.60	50%	2.80	2.80	9.77
Department Store	875	1,000 SF GFA	1.87	30%	B	1.31	5.60	50%	2.80	2.80	3.67
<b>SERVICES</b>											
Walk-In Bank	911	1,000 SF GFA	12.13	40%	B	7.28	4.43	50%	2.23	2.23	16.23
Drive-In Bank	912	Drive-In Lanes	33.24	47%	A	17.62	4.43	50%	2.23	2.23	39.29
Hair Salon	918	1,000 SF GLA	1.45	30%	B	1.02	4.43	50%	2.23	2.23	3.27

Key to Sources of Pass-by Rates:  
 A: ITE Trip Generation Handbook 3rd Edition (August 2014);  
 B: Estimated by KHA based on ITE rates for similar categories;  
 C: ITE rate adjusted upward by KHA based on historical relationship to other categories.

How to calculate the fee:

**(Cost per Veh-Mi) X (Dev. Unit) X (Veh-Mi Per Dev-Unit) = Road Impact Fee**



**\$730 or \$365**

**EXAMPLE: 10,000 SQ. FT. GENERAL OFFICE:**

**\$365 x (10,000/1,000) x 8.94 = \$32,631**

## METER INFORMATION SHEET

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Addition: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Customer: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

SEWER: \_\_\_\_\_ SEPTIC: \_\_\_\_\_

***Type of Meter please circle one:***

PD-POSITIVE DISPLACEMENT METER (TYPICAL RESIDENTIAL METER),  
CMPD-COMPOUND METER, TURB-TURBINE METER

SIZE OF YOUR METER: \_\_\_\_\_

***ATTACH COPY OF PLAN OR DRAWING WHEN APPLICABLE***

**\*\*\*\*\*PLEASE INCLUDE THIS FORM WHEN SUBMITTING A NEW RESIDENTIAL/COMMERCIAL PROJECT\*\*\*\*\***



# FOOD ESTABLISHMENT PERMIT RENEWAL

**Town of Fairview**  
**HEALTH & FOOD SAFETY**  
 372 Town Place  
 Fairview, TX 75069  
 Main: 972.562.0522 Fax: 972.548.0268  
 Updated 2/10/2011

Permit #: \_\_\_\_\_

Application Date: \_\_\_\_\_

This application MUST be completed before any Health Permit is issued. NEW FOOD ESTABLISHMENTS, and ESTABLISHMENTS UNDERGOING CHANGE IN OWNERSHIP, CONCEPT, or NAME must also submit a completed ADDENDUM TO FOOD ESTABLISHMENT PERMIT APPLICATION.

**\*\*PLEASE INDICATE WHICH ADDRESS IS THE PREFERRED MAILING ADDRESS\*\***

**TYPE OF BUSINESS:**  RESTAURANT (\$400.00)  GROCERY STORE (\$400.00)  CONCESSION (\$100.00)  TEMPORARY (\$100.00)  
 CONVENIENCE STORE (\$400.00)  CATERING (\$400.00)  SCHOOL(\$0.00)  MOBILE VENDOR(\$500.00)  
 OTHER \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_  
 (NAME OF ESTABLISHMENT LOCATED IN FAIRVIEW)  
**CONTACT PERSON:** \_\_\_\_\_  
**STREET ADDRESS:** \_\_\_\_\_ **CITY:** FAIRVIEW **STATE:** TX **ZIP:** 75069  
 (Physical Street Address location in FAIRVIEW)  
**TELEPHONE:** (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

**OWNER (INDIVIDUAL OR CORPORATION):** \_\_\_\_\_  
**STREET ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**TELEPHONE:** (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

**PLEASE LIST NAMES OF CORPORATE OFFICERS, INCLUDING THEIR COMPLETE ADDRESSES BELOW:**

(1)CORPORATE OFFICER: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

(2) CORPORATE OFFICER: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

All information in this application, and any required addendums or attached sheets, is true to the best of the applicant's knowledge and belief. Applicant acknowledges the permit applied for is subject to revocation if the establishment fails to comply with applicable city ordinances or state laws.

Applicant Name \_\_\_\_\_ (printed) Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only:  
Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Receipt Number \_\_\_\_\_ Cash \_\_\_\_\_ Check #: \_\_\_\_\_



# ADDENDUM TO FOOD ESTABLISHMENT PERMIT APPLICATION

**This form MUST be completed for any NEW FOOD ESTABLISHMENT, OR ANY FOOD ESTABLISHMENT UNDERGOING CHANGE IN OWNERSHIP, CONCEPT OR NAME.**

**\*APPLICANTS RENEWING WITH NO CHANGES DO NOT HAVE TO COMPLETE THIS PAGE \***

**Application Date:**

**Proposed Opening / Reopening Date:**

\_\_\_\_\_

\_\_\_\_\_

This Food Establishment is undergoing the following: *(Check all that apply.)*

- New Food Establishment Change of Ownership       Change of Name
- Change of Concept

<b>NAME OF ESTABLISHMENT:</b> _____ <b>STREET ADDRESS:</b> _____
---

1. Has/Will the menu of offered foods change?  If so, please attach updated menu.
2. Hours/Days of Operation: \_\_\_\_\_
3. Smoking is prohibited within a food establishment (Fairview Code of Ordinances 6.03.003 (a)(4)). Will there be a proposed smoking area provided outdoors? \_\_\_\_\_ *(Food establishments must comply with the Town of Fairview Smoking Ordinance. For details, please contact the Building Inspections Division at (972) 562-0255 ex 239).*
4. Grease Interceptor Size: \_\_\_\_\_ / \_\_\_\_\_ GAL/LB Location: \_\_\_\_\_  
 Contracted Servicing Company: \_\_\_\_\_  
 The Health Ordinance requires all grease interceptors be serviced at least four (4) times each year.
5. Are you considering allowing a 3<sup>rd</sup> party sublet/caterer to use this establishment's kitchen facilities? \_\_\_\_\_ *(Reminder: 3<sup>rd</sup> party sublets/caterers are required to operate under a separate Food Establishment Permit.)*
6. Reminder: One (1) Certified Food Manager is required to be present in the establishment at all times of operation.

PERMIT NO. \_\_\_\_\_

TOWN OF FAIRVIEW, TEXAS  
APPLICATION FOR ALCOHOLIC BEVERAGE PERMIT

Date: \_\_\_\_\_

Applicant or Applicant's Representative: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_

Business Known As: \_\_\_\_\_

Application is filed for:

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Beer & Wine — retail businesses engaged in the sale of beer and wine for off-premise consumption only

Restaurants — issued a Food and Beverage Certificate from the Texas ABC selling mixed beverages for on premise consumption only

SUP Specific Use Permit for Restaurants or other establishments operating under the Texas Alcoholic Beverage Code rules for private clubs

Original/New

Annual Renewal

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Comments or Special Conditions:

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File with the Office of the Town Secretary, Town Hall, 372 Town Place, Fairview, Texas, 75069 or mail to the same address

For additional information contact the Office of the Town Secretary  
(972) 562-0522 x.4234.

All fees must be paid at the time of application and are non-refundable  
Failure to complete all information may cause delay in process of permit

ADMINISTRATIVE & PERMIT FEES PAID: \_\_\_\_\_

DATE: \_\_\_\_\_



# On-Premise Prequalification Packet

L-ON (03/2015)

Please complete this Prequalification Packet with information concerning your proposed business location for which you are applying to sell/serve alcoholic beverages. This information will be used to obtain your pre-qualification to hold a license/permit. You will submit this information to the proper governmental entities for certification that your proposed location is legal for the type of license/permit for which you are applying.

Please contact your local TABC office to determine if you must post a 60 Day Sign at your proposed location or for any additional information.

## LOCATION INFORMATION

### 1. Type of On-Premise License/Permit

- |   |  |
|---|--|
| <input type="checkbox"/> BG Wine and Beer Retailer's Permit                     | <input type="checkbox"/> LB Mixed Beverage Late Hours Permit         |
| <input type="checkbox"/> BE Beer Retail Dealer's On-Premise License             | <input type="checkbox"/> MI Minibar Permit                           |
| <input type="checkbox"/> BL Retail Dealer's On-Premise Late Hours License       | <input type="checkbox"/> CB Caterer's Permit                         |
| <input type="checkbox"/> BP Brewpub License                                     | <input type="checkbox"/> FB Food and Beverage Certificate            |
| <input type="checkbox"/> V Wine & Beer Retailer's Permit for Excursion Boats    | <input type="checkbox"/> PE Beverage Cartage Permit                  |
| <input type="checkbox"/> Y Wine & Beer Retailer's Permit for Railway Dining Car | <input type="checkbox"/> RM Mixed Beverage Restaurant Permit with FB |
| <input type="checkbox"/> MB Mixed Beverage Permit                               |  |

### 2. Indicate Primary Business at this Location

- |  |  |
|--|--|
| <input type="checkbox"/> Restaurant        | <input type="checkbox"/> Sporting Arena, Civic Center, Hotel |
| <input type="checkbox"/> Bar               | <input type="checkbox"/> Miscellaneous _____                 |
| <input type="checkbox"/> Sexually Oriented |  |

### 3. Trade Name of Location

### 4. Location Address

City	County	State	Zip Code
			-

### 5. Mailing Address

City	State	Zip Code
		-

### 6. Business Phone No.

### Alternate Phone No.

### E-mail Address

( ) -

( ) -

## OWNER INFORMATION

### 7. Type of Owner

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Individual                    | <input type="checkbox"/> Corporation               | <input type="checkbox"/> City/County/University |
| <input type="checkbox"/> Partnership                   | <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Other _____            |
| <input type="checkbox"/> Limited Partnership           | <input type="checkbox"/> Joint Venture             |   |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Trust                     |   |

### 8. Entity/Applicant

### 9. If Applicant Is/Must Be Listed Below (attach L-OIC if additional space is needed).

Individual/Individual Owner	Limited Liability Company/All Officers or Managers
Partnership/All Partners	Joint Venture/Venturers
Limited Partnership/All General Partners	Trust/Trustee(s)
Corporation/All Officers	City, County, University/Official

Last Name	First Name	MI	Title
Last Name	First Name	MI	Title
Last Name	First Name	MI	Title

**MEASUREMENT INFORMATION**

10. Will your business be located within 300 feet of a church or public hospital?  Yes  No

**NOTE: For churches or public hospitals measure from front door to front door, along the property lines of the street fronts and in a direct line across intersections.**

11. Will your business be located within 300 feet of any private/public school, day care center or child care facility?  Yes  No

If "YES," are the facilities located on different floors or stories of the building?  Yes  No

**NOTE: For private/public schools, day care centers and child care facilities measure in a direct line from the nearest property line of the school, day care center or child care facility to the nearest property line of the place of business, and in a direct line across intersections.**

**NOTE: For multistory building: businesses may be within 300 feet of a day care center or child care facility as long as the facilities are located on different floors of the building.**

**NOTE: If located on or above the fifth story of a multistory building: measure in a direct line from the property line of the private/public school to property line of your place of business in a direct line across intersections vertically up the building at the property line to the base of the floor on which your business is located.**

12. Will your business be located within 1,000 feet of a private school?  Yes  No

13. Will your business be located within 1,000 feet of a public school?  Yes  No

**60-DAY SIGN INFORMATION**

14. If you were required to post a 60-day sign as required by Section 11.391 or 61.381 of the Texas Alcoholic Beverage Code at this location; what exact date was the required sign posted at the location?

Exact Date (mm/dd/yyyy)

/ /

**ALL APPLICANTS**

15. CHECK HERE IF NOT IN CITY LIMITS

I, the applicant, have confirmed I am not located in the city limits of any city and therefore all city certificates are not required.

**WARNING AND SIGNATURE**

If Applicant Is/Must Sign

Individual/Individual Owner

Corporation/Officer

Partnership/Partner

Limited Liability Company/ Officer or Manager

Limited Partnership/General Partner

**WARNING:** Section 101.69 of the Texas Alcoholic Beverage Code states: "...a person who makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the penitentiary for not less than 2 nor more than 10 years."

**BY SIGNING YOU ARE SWEARING TO ALL INFORMATION AND ATTACHMENTS TO THIS PACKET.**

PRINT NAME \_\_\_\_\_

SIGN HERE \_\_\_\_\_

TITLE \_\_\_\_\_

Before me, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the person whose name is signed to the foregoing application personally appeared and, duly sworn by me, states under oath that he or she has read the said application and that all the facts therein set forth are true and correct.

SIGN HERE \_\_\_\_\_

NOTARY PUBLIC

SEAL

### CERTIFICATE OF CITY SECRETARY (FOR MB, RM, V & Y)

I hereby certify on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that the location for which the license/permit is sought is inside the boundaries of this city or town, in a "wet" area for such license/permit, and not prohibited by charter or ordinance in reference to the sale of such alcoholic beverages.

SIGN

HERE \_\_\_\_\_, TEXAS  
City Secretary/Clerk City

SEAL

### CERTIFICATE OF CITY SECRETARY (FOR BG & BE)

I hereby certify on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that the location for which the license/permit is sought is inside the boundaries of this city or town, in a "wet" area for such license/permit, and not prohibited by charter or ordinance in reference to the sale of such alcoholic beverages.

**Election for given location was held for:**

- legal sale of all alcoholic beverages
- legal sale of all alcoholic beverages except mixed beverages
- legal sale of all alcoholic beverages including mixed beverages
- legal sale of beer/wine (17%) on-premise **AFTER** Sept. 1, 1999
- legal sale of beer/wine (14%) on-premise **BEFORE** Sept. 1, 1999

**OR IF ABOVE DOES NOT APPLY:**

Be advised the location must have had two election passages per 25.14 or 69.17 of the TAB Code. One for beer and wine off-premise and one for mixed beverage.

- legal sale of beer and wine for off-premise consumption only

**AND EITHER:**

- legal sale of mixed beverages

**OR**

- legal sale of mixed beverages in restaurants by food and beverage certificate holders (applicant must apply for FB with BG and BE)

SIGN

HERE \_\_\_\_\_, TEXAS  
City Secretary/Clerk City

SEAL

### CERTIFICATE OF CITY SECRETARY FOR LATE HOURS LICENSE/PERMIT (LB & BL)

I hereby certify on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that one of the below is correct:

- The governing body of this city has by ordinance authorized the sale of **mixed beverages** between midnight and 2:00 A.M.; or
- The governing body of this city has by ordinance authorized the sale of **beer** between midnight and \_\_\_\_\_ A.M.; or
- The population of the city or county where premises are located was 500,000 or more according to the 22<sup>nd</sup> Decennial Census of the United States as released by the Bureau of the Census on March 12, 2001; or
- The population of the city or county where premises are located was 800,000 or more according to the last Federal Census (2010).

**OR IF ABOVE DOES NOT APPLY:**

Be advised the location must have had two elections passages. One for mixed beverage and one for wine and beer off-premise.

- legal sale of beer and wine for off-premise consumption only

**AND**

- legal sale of mixed beverages

**OR**

- legal sale of mixed beverages in restaurants by food and beverage certificate holders (applicant must apply for FB with BG and BE)

SIGN

HERE \_\_\_\_\_, TEXAS  
City Secretary/Clerk City

SEAL



### CERTIFICATE OF COUNTY CLERK (FOR MB, RM, V & Y)

I hereby certify on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that the location for which the license/permit is sought is in a "wet" area for such license/permit, and is not prohibited by any valid order of the Commissioner's Court.

SIGN

HERE \_\_\_\_\_

County Clerk

\_\_\_\_\_ COUNTY

SEAL

### CERTIFICATE OF COUNTY CLERK (FOR BG & BE)

I hereby certify on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that the location for which the license/permit is sought is in a "wet" area and is not prohibited by any valid order of the Commissioner's Court for a Wine & Beer Retailer's Permit.

Election for given location was held for:

- legal sale of all alcoholic beverages
- legal sale of all alcoholic beverages except mixed beverages
- legal sale of all alcoholic beverages including mixed beverages
- legal sale of beer/wine (17%) on-premise **AFTER** Sept. 1, 1999
- legal sale of beer/wine (14%) on-premise **BEFORE** Sept. 1, 1999

**OR IF ABOVE DOES NOT APPLY:**

Be advised the location must have had two election passages per 25.14 or 69.17 of the TAB Code. One for beer and wine off-premise and one for mixed beverage.

- legal sale of beer and wine for off-premise consumption only  
**AND EITHER:**
- legal sale of mixed beverages  
**OR**
- legal sale of mixed beverages in restaurants by food and beverage certificate holders  
(applicant must apply for FB with BG and BE)

SIGN

HERE \_\_\_\_\_

County Clerk

\_\_\_\_\_ COUNTY

SEAL

### CERTIFICATE OF COUNTY CLERK FOR LATE HOURS LICENSE/PERMIT (LB & BL)

I hereby certify on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that one of the below are correct:

- The Commissioner's Court of the county has by order authorized the sale of *mixed beverages* between midnight and 2:00 A.M.; or
- The Commissioner's Court of the county has by order authorized the sale of *beer* between midnight and \_\_\_\_\_ A.M.; or
- The population of the city or county where premises are located was 500,000 or more according to the 22<sup>nd</sup> Decennial Census of the United States as released by the Bureau of the Census on March 12, 2001; or
- The population of the city or county where premises are located was 800,000 or more according to the last Federal Census (2010).

**OR IF ABOVE DOES NOT APPLY:**

Be advised the location must have had two elections passages. One for mixed beverage and one for wine and beer off-premise.

- legal sale of beer and wine for off-premise consumption only  
**AND**
- legal sale of mixed beverages  
**OR**
- legal sale of mixed beverages in restaurants by food and beverage certificate holders  
(applicant must apply for FB with BG and BE)

SIGN

HERE \_\_\_\_\_

County Clerk

\_\_\_\_\_ COUNTY

SEAL

## COMPTROLLER OF PUBLIC ACCOUNTS CERTIFICATE

This is to certify on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the applicant holds or has applied for and satisfies all legal requirements for the issuance of a Sales Tax Permit under the Limited Sales, Excise and Use Tax Act or the applicant as of this date is not required to hold a Sales Tax Permit.

Sales Tax Permit Number \_\_\_\_\_ Outlet Number \_\_\_\_\_

Print Name of Comptroller Employee \_\_\_\_\_

Print Title of Comptroller Employee \_\_\_\_\_

SIGN HERE \_\_\_\_\_ FIELD OFFICE \_\_\_\_\_

**S E A L**

### PUBLISHER'S AFFIDAVIT (FOR MB, LB, RM, BP, BG, BE, BL, V & Y)

Name of newspaper		ATTACH PRINTED COPY OF THE NOTICE HERE
City, County		
Dates notice published in daily/weekly newspaper (mm/dd/yyyy)	/ /	
<i>Publisher or designee certifies attached notice was published in newspaper stated on dates shown</i>		
Signature of publisher or designee		
Sworn to and subscribed before me on this date	/ /	
Signature of Notary Public		
<b>S E A L</b>		



# Ownership Information Continued for Prequalification Packet

L-OIC (6/2012)

**Please complete this Ownership Information Continued for Prequalification Packet to be included with your prequalification packet if you have more than three individuals to be disclosed as required under Owner Information. Ensure you list all individuals as necessary for your type of entity. Use the chart below. Please contact your local TABC office for more information.**

## LOCATION INFORMATION

1. Trade Name of Location

2. Location Address

City

County

State

Zip Code

## OWNER INFORMATION

**3. If Applicant Is/Must Be Listed Below**

Individual/Individual Owner

Limited Liability Company/All Officers or Managers

Partnership/All Partners

Joint Venture/Venturers

Limited Partnership/All General Partners

Trust/Trustee(s)

Corporation/All Officers

City, County, University/Official

Last Name

First Name

MI

Title

Last Name

First Name

MI

Title

Last Name

First Name

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Title

Last Name

First Name

MI

Title

Last Name

First Name

MI

Title



## CONTRACTOR REGISTRATION INFORMATION

### General Contractor:

Please send a letter head with your current address, phone, and email OR the contractor registration form.

Your registration is good for 1 year from the date you register.

*\*Except for work by a person on his or her own residence, no work shall be performed in the town except by or under the supervision of a person currently registered with the town. There is an initial fee of \$50.00. The renewal charge after initial registration shall be \$25.00. (1998 Code, sec. 40.01)*

### Plumbing, Electrical, Fire Alarm, Fire Sprinkler Suppression, Fire Extinguisher, and Access Control:

**Plumbers/Electrical Contractors:** Please send a copy of your Masters license, Insurance, and your current address, phone, and email.

*\*Except for work by a person on his or her own residence, no plumbing work shall be performed in the town except by or under the supervision of a person currently registered with the town. Registration shall only be available to a master plumber licensed by the state under V.T.C.A., Occupations Code, chapter 1301. Such registration shall be valid until the date of expiration on the master's license. Registration shall be available upon furnishing of a copy of the applicant's state license to the building official. There is no fee for registration as well as renewal for plumbers in the State of Texas (1998 Code, sec. 40.02)*

**Fire:** Please send a copy of your current SCR, ACR, ECR

**Access Control:** Texas Department of Public Safety Security Consultant

**Plumbers/Electrical Contractors:** your registration is good until your Master's license expires

**Fire:** your registration is good until the date of expiration of your certificate up to one year

**Access Control:** your registration is good until the date of expiration of your certificate up to one year

### Mechanical:

Please send a copy of your Masters license, Insurance, and your current address, phone, and email.

Your registration is good until your Master's license expires

*\*No person shall engage in the business of air conditioning or refrigeration contracting in the town unless he holds a current license from the state pursuant to V.T.C.A., Occupations Code, chapter 1302 and is currently registered with the town. Such registration shall be valid until the date of expiration on the master's license and is available upon payment of a fee of \$50.00 and upon furnishing of a copy of the state license to the building official. The renewal charge after initial registration shall be \$25.00. (1998 Code, sec. 40.04)*

### Irrigation:

Please send a copy of your Irrigation license and your current address, phone, and email.

Your registration is good for one year according to the date on your Irrigation license

*\*Except for work by a person on his or her own residence, no sprinkler system or irrigation work shall be performed in the town except by or under the supervision of a person currently registered with the town. Registration shall only be available to a person holding a current license for such work from the state. Such registration shall be valid until the date of expiration on the Texas State license and shall be available upon payment of a fee of \$50.00 to the building official. The renewal charge after initial registration shall be \$25.00. (1998 Code, sec. 40.03)*

Once we have received your information, it can take up to 2-3 business days to process. We will then contact you by phone or email for payment. We accept the following payments over the phone:



Visa, MasterCard, Discover \*\*\*\*\*There is a 3% transaction fee added to your total when using a credit/debit card. \*\*\*\*\*



**Contractor Registration Application**  
**Please Print Clearly**

Contractor Type:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> General Contractor | <input type="checkbox"/> Plumbing                    | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Fire Alarm         | <input type="checkbox"/> Fire Sprinkler(Suppression) |  |
| <input type="checkbox"/> Mechanical         | <input type="checkbox"/> Backflow                    | <input type="checkbox"/> Fence         |
| <input type="checkbox"/> Electrical         | <input type="checkbox"/> Irrigation                  | <input type="checkbox"/> Sign          |

**Cost: \$50 new registration**  
**\$25 yearly renewal**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Master Responsible for Supervision \_\_\_\_\_

Master License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Personnel authorized to obtain a permit under this company name

\_\_\_\_\_

I understand and agree that the above named Master Electrician or Plumber shall be responsible for continuous supervision of all installation of all installations and repairs performed in the Town of Fairview under the above named contractor and should such Master Licensee no longer be employed, no further work shall be performed until registration has been provided to the Building Inspections Department naming a new Master License holder.

I will request all necessary inspections by the Town of Fairview to assure compliance with all city regulations applicable for the proposed work.

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_



## 2018 Town Holiday Schedule

The Town of Fairview will observe the following holidays during 2018. Fairview Town Hall offices will be closed on the dates listed; otherwise, Town Hall is open Monday through Friday from 8 a.m. to 4:30 p.m. **No construction of any kind** is allowed on the holidays listed below, except as otherwise indicated.

New Year's Day – Monday, January 1, 2018

Good Friday – Friday, March 30, 2018  
*Town Hall will be closed but construction will be allowed.*

Memorial Day – Monday, May 28, 2018

Independence Day – Wednesday, July 4, 2018

Labor Day – Monday, September 3, 2018

Thanksgiving Day – Thursday, November 22, 2018

Day after Thanksgiving – Friday, November 23, 2018  
*Town Hall will be closed but construction will be allowed.*

Christmas Eve – Monday, December 24, 2018

Christmas Day – Tuesday, December 25, 2018

Normal working construction hours in the Town of Fairview are 7 a.m. to 7 p.m., Monday through Saturday. In residential areas, no work of any kind should take place after hours or on Sundays. Commercial construction in the Commercial Planned Development District (CPDD) that is **not within 1,000 feet of a residence** is allowed 6 a.m. to 9 p.m. on Sundays. Violations are subject to “stop work orders” and/or prosecution in Municipal Court, your cooperation is greatly appreciated.

We recommend builders post signs stating permitted hours in English & Spanish; otherwise, the builder will be cited for any violations. If signs are properly posted, individual violators will be cited instead.



The General Contractor is responsible for requesting inspections for each trade (except Fire). The Town will schedule all requested inspections as soon as practical. A request properly received by 4 PM will usually be on the next day's inspection list, unless work load or the inspectors' absence prohibits. In the case of extended absences, an alternate inspector will be employed.

**ALL INSPECTION REQUESTS MUST BE CALLED IN TO THE PERMIT INSPECTION LINE AT (972-886-4250). PLEASE LEAVE A MESSAGE.**

**GENERAL:**

1. Fairview's currently adopted applicable codes are the 2012 International Business & Fire Codes (with amendments), the 2011 National Electrical Code, and the current EPA Energy Star requirements.
2. Portable toilet, 911 address, trash bins, debris, fence **MUST** be in place at time of first inspection. Concrete drive or rock entry of 3" rock (minimum) 6" thick x 20' wide x 12' deep must also be in place to prevent mud & debris on public streets.
3. SWPPP documents on-site and erosion control measures in place once dirt work is commenced.
4. Builders' identification sign with current contact information must be prominently displayed on site at all times.
5. Working hours are 7 AM to 7 PM (restricted by ordinance), Monday through Saturday. **NO WORK OF ANY KIND TO TAKE PLACE OUTSIDE OF PERMITTED HOURS OR ON SUNDAYS OR HOLIDAYS.**

Violations may result in suspension of permit (stop work order), and prosecution in municipal court citation. A holiday schedule is available upon request.

We recommend that builders post signs stating permitting hours in English & Spanish; otherwise the builder will be cited for any violations. If signs are properly posted, the individual violators will be cited instead.

6. Permit packet with all previous inspection records, and a complete set of plans must be on site for all inspections, at a location determined by building inspector.



## BUILDING PERMITS INFORMATION

### Construction Site Standards for Town of Fairview Builders

1. These guidelines have been created in order to establish uniform standards for the installation and maintenance of required systems. This is to be considered the standard for all residential and commercial building sites in the Town.
2. Due to variances in site elevations or grade, some sites may have modified standards in order to meet the requirements of established ordinances. Modifications, if any, will be reviewed and approved by one or more of the following: Director of Public Works, Town Engineer, or Building Official on a case-by-case basis.

### Standards

1. Portable Toilet:
  - a. On commercial sites, one (1) portable toilet for every ten (10) persons on the site is required.
2. Trash Bins: Trash bins are required on all construction sites. On residential lots, the minimum requirements are 3-sided OSB or plywood bins, properly nailed and secured, or 3 – 4-sided chain link fence panels properly secured. Chain link material will be no longer than 2” x 4” square. Welded wire fabric trash bins are not accepted.
  - a. Exception: Trash bins will not be required after brick package is completed. The garage may be used for storage of excess materials and refuse until final inspection, in which case it must be empty. No debris will be allowed on the lot! On commercial sites an individual refuse container is required for the duration of the project.
  - b. That Section 13.02.033, “Mandatory collection” of the Fairview Code of Ordinances, is hereby amended to hereafter read as follows:

The town’s contractor has exclusive rights to engage in the business of collection and disposing of residential, commercial, and industrial garbage, trash, rubbish, debris, other refuse and residential recyclable materials, brush, and bulky waste within the corporate limits of the town. The exclusivity granted to the contractor includes commercial and industrial customers, except where the contractor stipulates they will not pursue such customers, as approved by the Town. This exclusivity does not include commercial or industrial recyclable materials, commercial or industrial accounts for which the contractor receives a release from the town, or construction debris. Construction debris or other trash resulting from construction, major remodeling, general cleanup of property, or resulting from sizeable amounts of trash and debris being cleared in preparation for construction will be removed by the property owner at their expense using their own crew or removal may be individually negotiated between the property owner and contractor. Should the contractor for town waste collection and disposal services not be used for these services, a permit hauling fee would need to be paid to the town in the amount of \$100.00 at the time of the building permit.



3. Debris Fence/Barriers: All lots and sites are required to set up debris fence barriers to help contain lightweight materials and debris to the project site. On residential lots, debris fence is required when an occupied residence is within one (1) lot of the project. For all sites, debris fence may be removed when project is ready for final inspection.
4. Erosion Control Systems: All residential lots must maintain properly installed silt fence and/or curlex for the duration of land disturbing activities, i.e. grading, excavation, and primary construction, etc. Only silt fence may be used when installed directly behind curb. Silt fence and curlex may be moved out of the way for excavation and other activities such as final grade but MUST be replaced until sod or other approved stabilization devices are in place. Lots that are less than one (1) acre must have a minimum of 70% vegetation at the front and back of lot to remove erosion controls and to obtain a C/O. On commercial sites, systems must be maintained as per the approved erosion control plan submitted with the project package.
5. Poured Driveway or stabilized rock entrance: Flatwork must be poured with foundation or within three (3) working days to eliminate rock entry. If rock entry will be used, it has to be in place after plumbing rough is accepted and covered. Rock entry must be 20' wide by 12' deep by 6" thick. Rock material must be a minimum of 3" diameter. Street must be kept clean at all times. All commercial sites will maintain entrance and exit points as per the approved erosion control plan.
6. Address and Sign: All lots must have a company/builder sign located at the front of the lot facing the street. The lot address must be clearly posted and be easily seen from the street. Addresses painted on curb are not acceptable. It is highly recommended that independent and private builders include a contact phone number on their signs.

#### Concrete Washout Sites

1. Each builder shall install and maintain their own washout site.
2. The washout site will be surrounded completely with silt fence.
3. The rock entry will be designed so no runoff from site will occur.
4. Each site will have a builder's sign posted.

If builders in the same sub-division agree to share a washout site, EACH builder will post a builder's sign on that site. A letter will be sent to the Town of Fairview stating it is a shared site, by whom, and which builder is responsible for cleanup and maintenance.

#### Work Schedule

The Town of Fairview will observe the major holidays. No construction will be allowed of any kind. For a list of the holidays, request the list from the Permit Tech at Town Hall. One should be provided to you when your permit is issued. Normal working hours are 7 am – 7 pm, Monday through Saturday. No work of any kind should take place after hours or on Sunday. Violations are subject to stop work orders and/or prosecution from the Municipal Court. Your cooperation is greatly appreciated.

#### Erosion Control Violation Notice Boxes

Each builder in each sub-division must post a box to contain the erosion control violation notices.



### 48 – Hour Re-Inspection Policy

If you are issued a red tag, you will not be re-inspected for 48 hours. When you get a red tag, call it in the following workday and it will be inspected the day after. **DO NOT CALL IT THE SAME DAY YOU FAIL, WAIT 24 HOURS TO CALL.**

If you do not follow this procedure and call the inspection in too early, it will be disregarded and no inspection will occur.

### Re-Inspection Fees

A \$50 re-inspection fee will apply to the first failed inspection with increments of \$25 for each inspection of the same type thereafter.