



ACCESSORY STRUCTURE PACKET

Town of Fairview

372 Town Place

Fairview Texas 75069

Phone: 972.886.4209

Fax: 972.548.0268

Inspection Line: 972.886.4250

inspections@fairviewtexas.org

permits@fairviewtexas.org



MEMORANDUM

DATE: SEPTEMBER 9, 2025
TO: CONTRACTORS, BUILDERS, SUBCONTRACTORS
FROM: BUILDING INSPECTION DEPARTMENT,
SUBJECT: WATER METER PROTECTIVE BARRICADE POLICY

Beginning September 9, 2025, this Policy will be in effect.

All water meters must be protected from damage on all construction sites. No construction materials shall be placed upon the meter/meter can, no traffic shall drive over the meter/meter can, there shall be no dirt/trash in the meter can, and the following requirements shall be met.

- The protective barricade shall be a three-foot square, with a minimum height of twenty-four inches.
- The protective barricade must be constructed of two by four lumber, at a minimum, and be anchored to the ground, forming a three-foot-by-three-foot area of protection for the water meter.
- The protective barricade shall allow access for the meter to be read.
- The protective barricade must be installed within twenty-four hours of the meter installation.
- The protective barricade shall remain in place for the duration of construction on the site.
- Nothing shall be set upon or obstruct the water meter from being accessible for reading at any time during the duration of construction.

Please observe this policy as there will be no warnings for violations. Any violation will result in a citation being issued to the individual responsible for the construction site.

The consequences of violations will be as follows:

Construction inspection: \$200.00.

Repair of any damage to water line (Town of Fairview side of meter) including material and labor

Cost of replacement / reset meter labor if required

Cost of Meter Box /reset box labor if required



TOWN OF FAIRVIEW
RESIDENTIAL ADDITION/REMODEL/ACCESSORY
STRUCTURE PERMIT APPLICATION

Project Address _____ Subdivision/Lot/Block _____

Property Owner (Name, Address, Phone, & Email) _____

General Contractor: _____ Phone: _____ Email _____

General Contractor Address: _____

Trash Hauler Contractor: _____ Anything over \$10,000 requires a listed trash hauler on your permit

WHEREAS the Town, therefore, desires to grant to Republic Services the right to operate as the sole provider for Town-provided services of collection, transportation, and disposal of residential, commercial, and industrial (both permanent and temporary) Garbage and Trash, Construction and Demolition Debris, and Recycling, subject to the terms of this Contract. Additional questions, service requests and concerns, should be directed to the Republic Services at 972-422-2341 or via their website at RepublicServices.com/Customer-Support.

RESIDENTIAL WORK BEING DONE:

☐ Addition ☐ Pergola ☐ Remodel

☐ Detached Accessory Structure ☐ Residential Demo

Scope of Work: _____

Valuation of work \$: _____ Square Footage _____ in/ft **(Total under roof)**

Subject property is _____ or is not _____ within the flood hazard area. Required lowest floor elevation is _____.

NOTE: There may be required forms and information sheets for the specific type of work being done.. Please contact the permits department for required submittal.

Remote Virtual Inspections RVI Instructions:

- All remote inspections should be scheduled a minimum of one business day prior to the requested date.
- Schedule inspection either on-line or by telephone. inspections@fairviewtexas.org / 972-886-4250
- Schedule after-hours or emergency inspections on a case-by-case basis. Additional fees apply.
- Video telephony platform: Face-time (Note: Please leave a call back number for the inspector if you are requesting face time.)
- When scheduling the inspection, provide the address, permit number, and type.
- Remote virtual inspection (RVI) may be done via live stream, pictures, video or any combination.

Electric Provider: _____ Gas Provider: _____ **Note: Please allow 7-10 business days for processing**

NOTICE TO APPLICANT: This permit is issued based on information furnished in this application and on any submitted plans and is subject to the provisions and requirements of the Town of Fairview Code of Ordinances and any other applicable ordinance. This permit is used only for the purpose of allowing construction of a building or structure conforming to the codes and ordinances of the Town, regardless of information and/or plans submitted. Separate subcontractor permits are required. The permit holder is required to use only subcontractors registered with the Town of Fairview, where such a requirement is applicable.

APPLICANT SIGNATURE _____ DATE _____

TOWN OF FAIRVIEW, 372 TOWN PLACE, FAIRVIEW, TEXAS 75069, 972-562-0522

AUTOMATED INSPECTION LINE: 972-886-4250
MAY 2025

ALL PERMITS MUST BE SUBMITTED TO: permits@fairviewtexas.org



Contractor Registration Application
(Select Only One Type Per Application)

Contractor Type:

☐ General Contractor

If renewal check here: ☐

☐ Swimming Pool

Cost for these contractors:

☐ Fence

\$50.00 New

☐ Irrigation

\$25.00 Renewal

☐ Sign

Contractor Type:

☐ Plumbing

☐ Fire Alarm

There is no charge for these contractor types

☐ Fire Sprinkler (Suppression)

Expiration based on License/Certificate expiration date

☐ Mechanical

If renewal check here: ☐

☐ Backflow/Septic

☐ Electrical

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Email:** _____ **@** _____

Master/CEO Responsible for Supervision: _____

License/Certificate # _____ **Expiration Date:** _____

Driver's License # _____ **Expiration Date:** _____

I understand and agree that the above named 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 ensure compliance with all city regulations applicable for the proposed work.

Contractor's Signature: _____ **Date:** _____

*******Include a copy of your driver's license, master's license and/or certificate AND liability COI with the Town of Fairview identified as the Insured for processing**

******* Email information to: permits@fairviewtexas.org**

Information not received thru permits@fairviewtexas.org will not be processed.



Inspection Request

Inspection hours are from 8:00am-4:00 pm Monday – Friday. To request your inspection please call the Inspection Request line at 972-886-4250 or at inspections@fairviewtexas.org before 4:00 PM to receive your inspection the next business day. If you call in your inspection on Saturday or Sunday you will not receive your inspection until Tuesday.

Please provide:

1. Your name
2. The address where work is to be inspected. Suite Numbers. Lock Box code and instructions to the inspector if needed for entry. Example: "Access hatch is in electrical room on north side of building" or "Homeowner will meet you between 11am and 1pm"
3. Call back telephone number/ onsite contact if required.
4. Permit number
5. Type of inspection
6. Time you are requesting the inspection to take place.
7. If you are requesting an RVI inspection, please have all photos uploaded to your permit prior to calling for RVI inspection.

Please note: When calling for inspections, the inspection will be scheduled for the next business day. If you need same day inspection, we must receive it by 8:00am or it will be assigned the next business day.

Emergency Inspections may be called in at anytime and will incur a \$75.00 inspection fee and must be paid prior to inspection. Emergency inspections on weekends will incur a \$150 inspection fee and you must call 469.628.4913. Please leave detailed voice mail and return contact number.



OUTDOOR LIGHTING CONFORMANCE CERTIFICATION

(This form covers all outdoor lighting excluding street lights and parking lot lights)

Town of Fairview Lighting Regulations

- Article 3.14 of the Town of Fairview Code of Ordinances
- Article 5 of the Commercial Plan Development District (CPDD) Standards and Guidelines (Adopted by Ordinance 2014-9-11B, as amended)

Please check if residential or commercial:

☐ Residential ☐ Commercial

Fairview Address:

Please check the correct lighting district (Map located on page 3):

☐ District 1 ☐ District 2

If in District 1, Article 3.14 of the Town of Fairview Code of Ordinances and Article 5 of the CPDD Standards and Guidelines requires the following (check the following if compliant):

- ☐ - All exterior lighting fixture details have been submitted to the Town of Fairview for review and have been approved Article
- ☐ - Lighting glare from any lighting source will not be directly visible from public view or from a residential unit and a maximum average of 1-foot candle at residential property lines has not been exceeded
- ☐ - All fixtures are full cutoff. Any proposed fixtures not meeting the full cutoff requirement must be approved by minor warrant. All outdoor lighting fixtures approved by minor warrant shall not exceed 20,000 lumens per developed acre
- ☐ - Lighting levels conform with standards established in Article 3.14 of the Town of Fairview Code of Ordinances and Article 5 of the CPDD Standards and Guidelines
- ☐ - Lighting elements do not include flood, cobra head (unless LED), HID – mercury vapor and sodium vapor, high pressure sodium and fluorescent lights (except fluorescent bulbs that screw into standard socket fixtures)
- ☐ - All other applicable provisions of Article 3.14 of the Town of Fairview Code of Ordinances and Article 5 of the CPDD Standards and Guidelines have been met on this site

If in District 2, Article 3.14 of the Town of Fairview Code of Ordinances requires the following (check the following if compliant):

- ☐ - All exterior lighting fixture details have been submitted to the Town of Fairview for review and have been approved
- ☐ - All outdoor lighting fixtures have been designed, located, installed, aimed downward or towards structures, retro fitted if necessary, and maintained in order to prevent glare, light trespass, and light pollution
- ☐ - Light trespass at property lines does not exceed the maximum of 0.20-foot candles
- ☐ - Light fixtures conform with shielding requirements applicable to fully shielded, partially shielded, and unshielded
- ☐ - Lighting levels conform with standards established in Article 3.14 of the Town of Fairview Code of Ordinances
- ☐ - All lamp types for new security lights are LED, metal halide, high-pressure sodium or low-pressure sodium. Security lights intended to illuminate a perimeter (such as a fence line) shall include motion sensors and be designed to be off unless triggered by an intruder located within five feet of the perimeter. The zone of activation sensors must be within the property boundaries of the property wishing to be illuminated.
- ☐ - A maximum limit of 50,000 lumens per developed acre for all lighting irrespective of shielding conditions has not been exceeded. Unshielded and partially shielded lighting are limited to a maximum of 10,000 lumens per developed acre
- ☐ - All floodlighting, that is not motion activated, is full cutoff or permanently directed downward
- ☐ - Upward lighting is used in the form of one narrow cone spotlight for flags, statues, public art or other objects of interest that cannot be illuminated with down-lighting
- ☐ - All other applicable provisions of Article 3.14 of the Town of Fairview Code of Ordinances have been met on this site

I, _____, do hereby certify that the exterior lighting
printed name

meets or exceeds the outdoor lighting standards of the Fairview Code of Ordinances.

Signature: _____ Date: _____

STATE OF TEXAS §

COUNTY OF _____ §

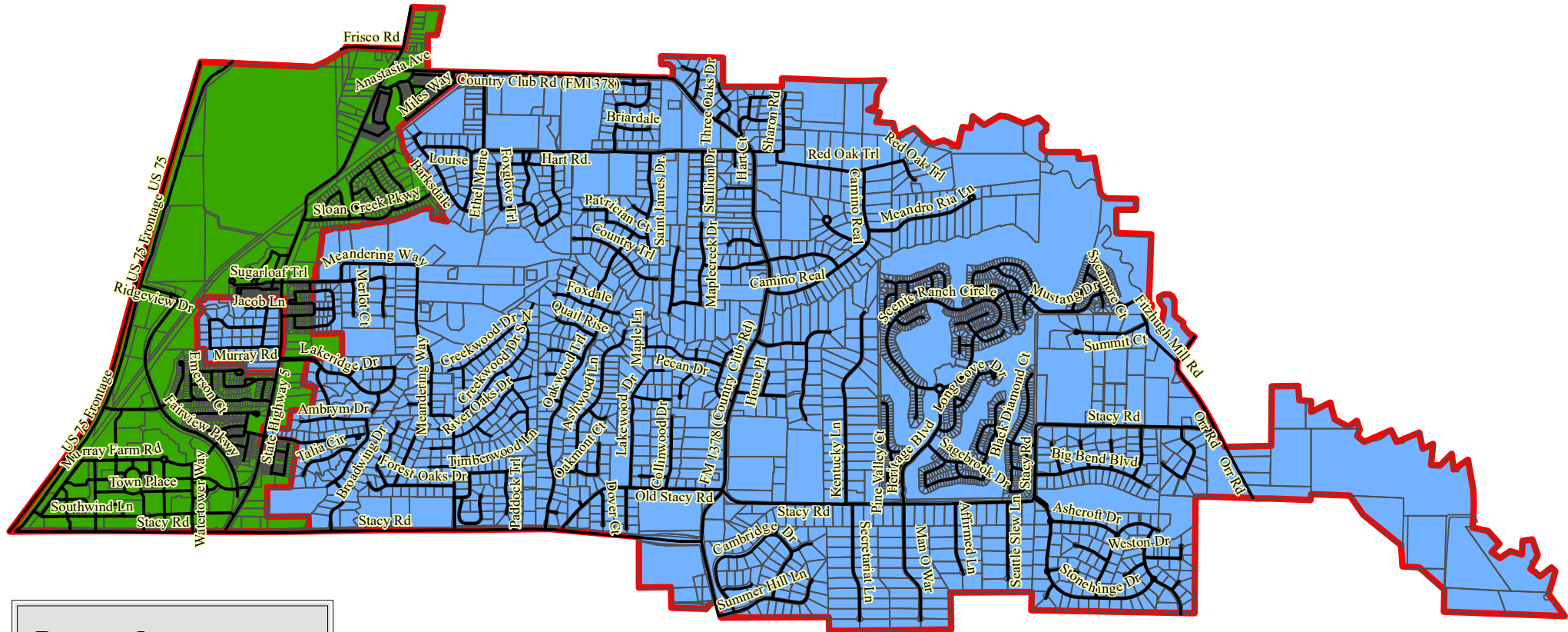
This instrument was acknowledged before me on the ____ day of _____,

20_____, by _____

Notary Public State of Texas



Town of Fairview Lighting Districts



Legend

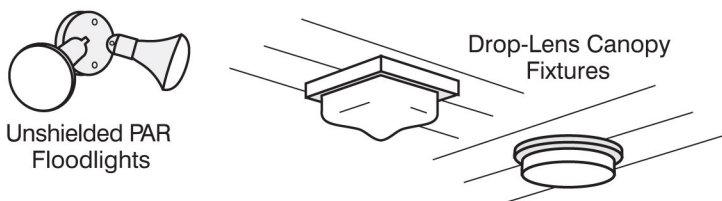
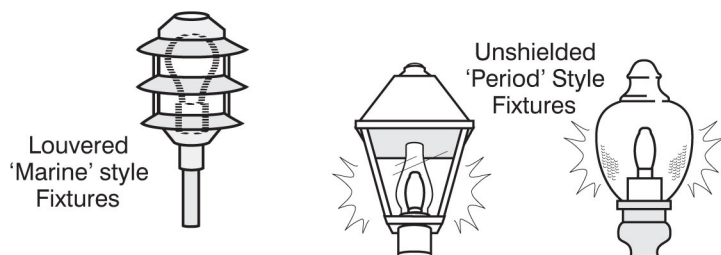
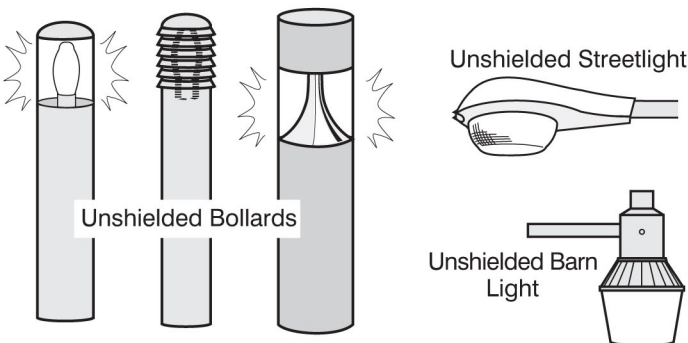
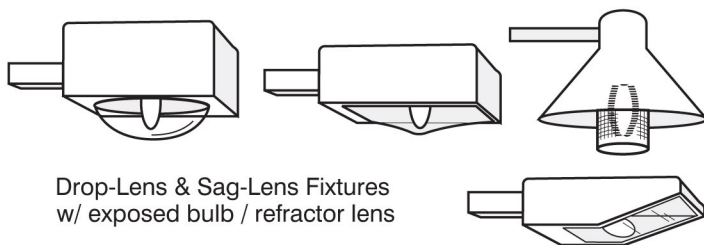
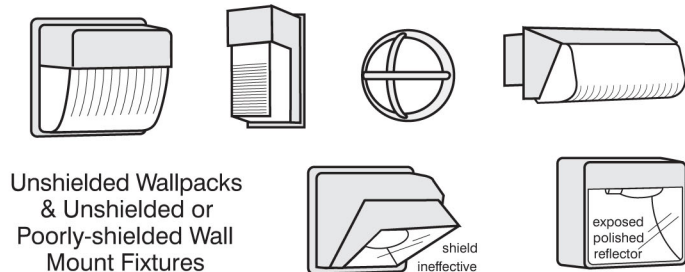
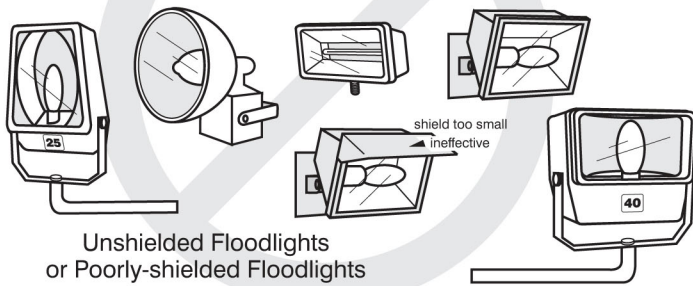
- Streets
- Fairview Parcels
- District 1
- District 2



Examples of Acceptable / Unacceptable Lighting Fixtures

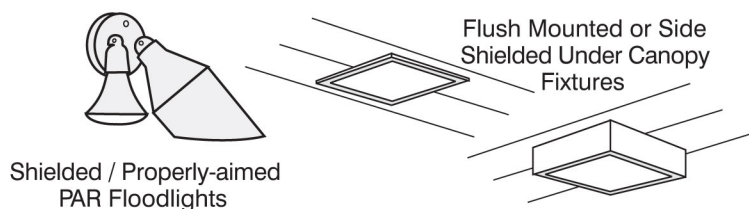
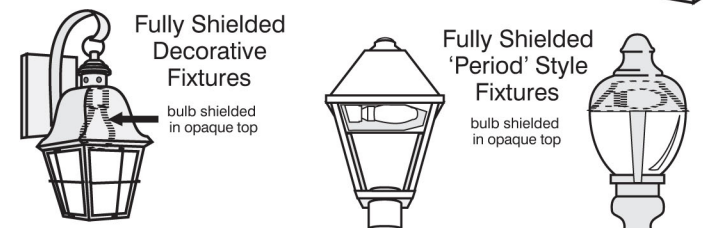
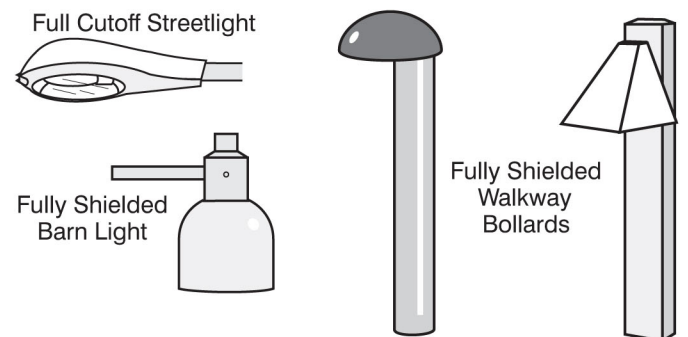
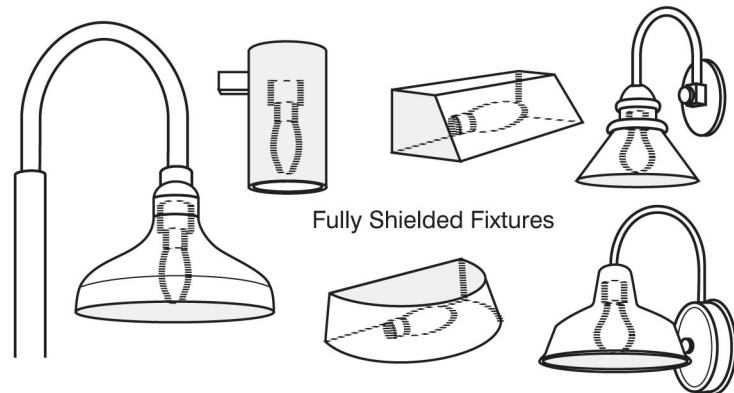
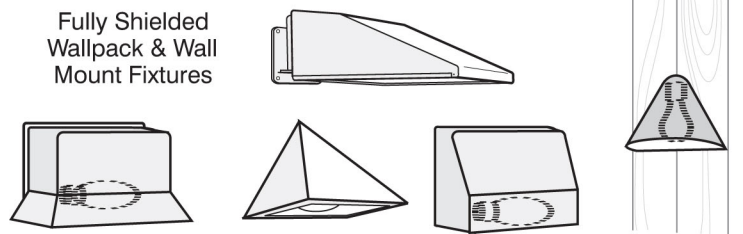
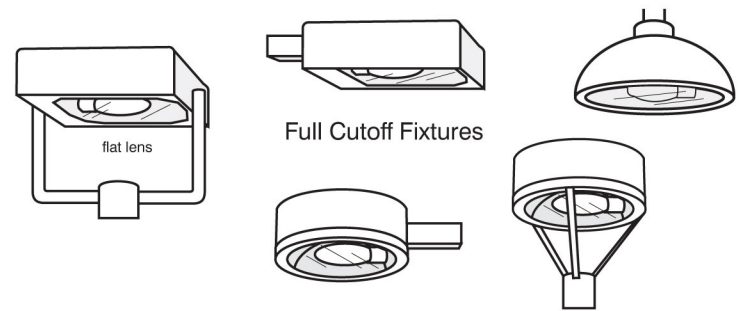
Unacceptable / Discouraged

Fixtures that produce glare and light trespass



Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night





Drainage and Grading Affidavit

I, _____, by filing this affidavit certify that I am the owner or authorized agent of _____; and further, certify that I have enclosed a record set of, or photocopy thereof, the Grading and Drainage Plans (*if disturbing more than one(1)acre*) to be included as part of the Building Permit Application for the following:

LOT: _____ **BLOCK:** _____ **SUBDIVISION:** _____

PROPERTY ADDRESS: _____

Furthermore, I certify that the lot grading of the aforementioned parcel will be consistent with the submitted plans. If it is determined by the Town of Fairview at a later date that the drainage configuration does not function as intended because the grading is not consistent with the attached plans, I will assume full responsibility to make corrections in order that the drainage will function as intended.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

ATTEST: THE STATE OF TEXAS: COLLIN COUNTY

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared known to me to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he or she executed the same for the purposed and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS

THE _____ DAY OF _____, _____

NOTARY PUBLIC

(SEAL)

372 Town Place

Fairview, TX 75069