



Development Handbook

August 2022

CITY OF
BROOKSHIRE
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TABLE OF CONTENTS

Chapter 1	<u>OVERVIEW</u>	
	Section 1.1 Overview	
	Section 1.2 Disclaimer	
Chapter 2	<u>DEVELOPMENT PROCESS</u>	
	Section 2.1 Overview	
	Section 2.2 Multi-jurisdictional Approval	
	Section 2.3 Development Process Flow Chart	
Chapter 3	<u>PRE-DEVELOPMENT MEETING</u>	
	Section 3.1 Purpose	
	Section 3.2 Scheduling a Meeting	
Chapter 4	<u>ANNEXATION</u>	
	Section 4.1 General Information	
	Section 4.2 Approval Process	
	Section 4.3 Flow Chart	
Chapter 5	<u>COMPREHENSIVE PLAN AMENDMENTS</u>	
	Section 5.1 General Information	
	Section 5.2 Approval Process	
	Section 5.3 Flow Chart	
Chapter 6	<u>VARIANCES AND SPECIAL EXCEPTIONS</u>	
	Section 6.1 Variances	
	Section 6.2 Special Exceptions	
	Section 6.3 Process for Variances and Special Exceptions	
	Section 6.4 Flow Chart	

Chapter 7 PLATTING AND SUBDIVISIONS _____

 Section 7.1 General Information _____

 Section 7.2 Preliminary Plat _____

 Section 7.2.1 Applicability..... _____

 Section 7.2.2 Approval Process..... _____

 Section 7.2.3 Flow Chart _____

 Section 7.3 Final Plat _____

 Section 7.3.1 Applicability _____

 Section 7.3.2 Approval Process _____

 Section 7.3.3 Flow Chart _____

Chapter 8 BUILDING PERMITS _____

 Section 8.1 General Information _____

 Section 8.2 Approval Process..... _____

 Section 8.3 Flow Chart _____

 Section 8.3. List of Inspections..... _____

Chapter 9 OTHER PERMITS _____

 Section 10.1 General Information _____

Chapter 10 WEBSITE NAVIGATION _____

APPENDICES

Appendix A Application Forms

1. Pre-development Meeting Request
2. New Construction/Remodel/Addition/Moving/Manufactured Buildings
3. Mechanical/Electrical/Plumbing
4. Solar Panels
5. Lawn Irrigation
6. Fence
7. Accessory Building
8. Swimming Pool
9. Roofing
10. Culvert
11. Driveway
12. Sign
13. Demolition
14. Flood Zone
15. Fire Permit
16. Preliminary Plat
17. Final Plat
18. Variance
19. Special Exception
20. Subdivision Plat Extension
21. Citizen Request for Placement on the City Council Agenda
22. Contractor Registration
23. Certificate of Occupancy
24. Fire and Life Safety Inspection

Appendix B SCHEDULE OF FEES

Appendix C LIST OF APPLICATIONS AND PERMITS, APPROVAL AUTHORITY, AND PROCESSING TIME

Appendix D REVIEWING AGENCIES & CONTACT INFORMATION

Appendix E MINIMUM DESIGN STANDARDS AND SPECIFICATIONS

Appendix F NO ZONING LETTER – TEMPLATE

Appendix G SUBMITTAL SCHEDULE

Appendix H PROPOSED CITY LIMITS MAP

Chapter 1

OVERVIEW

Section 1.1 Purpose

The purpose of the Development Handbook is to provide vital information regarding the City's development processes and serve as an easy-to-follow guide.

The development process can seem overwhelming because many activities can occur simultaneously. The City values your time and wants to ensure that the entire process will be as smooth as possible.

Depending on the type of development, one or more sections of the Development Handbook may be applicable. For each type of application, an introduction to the process, a flowchart of the process, a checklist, and other pertinent information has been included. We anticipate that this Manual will help you better communicate with the City staff, avoid unnecessary delays, and give City staff an opportunity to work with you in an effective and efficient manner.

Section 1.2 Disclaimer

This Development Handbook should not be used as a supplement or to circumvent any state laws or local ordinances. The Development Handbook is not intended to take the place of any ordinance. If there are any further questions about the City of Brookshire's development process, please feel free to contact the City.

Please feel free to contact the City of Brookshire at (281) 375-5050 for guidance throughout the process. or refer to the City's website for the most current information.

www.brookshiretx.org

Chapter 2

DEVELOPMENT PROCESS

Section 2.1 Overview

The development process can be described as the process of obtaining the necessary City approvals and permits to undertake human caused change to improved or unimproved real-estate within the city limits or ETJ of Brookshire. It can be a simple one-step process or a multi-step one, depending on the nature of the development. Development projects vary in scale and complexity, ranging from home renovation to the construction of a new building. The process is usually categorized into several steps from a fact-finding meeting to a certificate of occupancy.

Section 2.2 Multi-jurisdictional Approval

The City of Brookshire is located in Waller County and Brookshire Municipal Water District provides public water and sewer. Brookshire Katy Drainage District controls the drainage of overland flows of any development within the District. The City of Brookshire encompasses a number of streets that are under the jurisdiction of Texas Department of Transportation (TXDOT).

Typically, all developments within the City needs to be approved by:

- City of Brookshire
- Brookshire Municipal Water District
- Brookshire Katy Drainage District
- Texas Department of Transportation

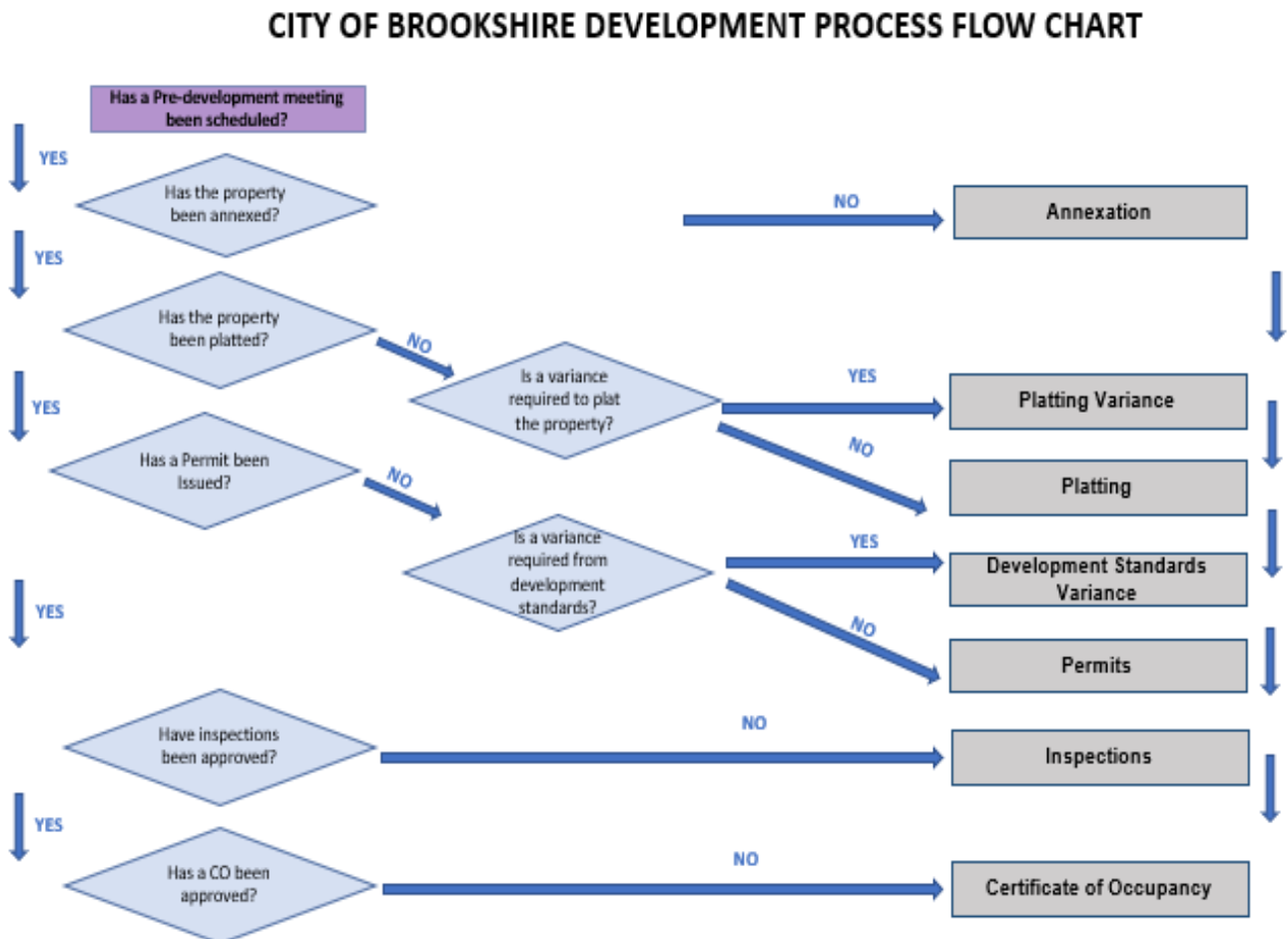
Typically, all developments within the Extra Territorial Jurisdiction (ETJ) needs the City approvals for platting and sign permits.

Typically, all developments within the City needs to be approved by:

- **City of Brookshire**
- **Brookshire Municipal Water District**
- **Brookshire Katy Drainage District**
- **Texas Department of Transportation**

www.brookshiretx.org

Section 2.3 Development Process Flow Chart



We welcome your input and feedback so that we may continue to improve upon our current processes.

Chapter 3

PRE-DEVELOPMENT MEETINGS

Section 3.1 Purpose

The Pre-development meetings are meetings between a potential applicant(s) and the representatives from the City, BMWD, and BKDD. These meetings will provide an opportunity to identify issues associated with the proposed development; determine required applications, permits and approvals; and discuss potential timelines and processing sequence. The staff will help applicants understand the City's applicable regulations and fees. Completion of a Pre-development meeting does not imply or indicate subsequent City approval of the permit or application, or provide vested rights.

Section 3.2 Scheduling a Meeting

Pre-development meetings are held every Tuesday from 10:00 am to 1:00 pm. The meetings are scheduled by appointment only and can be scheduled by contacting the City and submitting the application form with the required supporting information as included in **Appendix A**. During the meeting, a checklist is completed by City that explains the various City ordinances pertinent to that project, permitting and development processes, and rules and regulations adopted by the City. In addition to the completed checklist, all relevant information is provided to the applicant at the end of the meeting.

Pre-development Team

- City of Brookshire
- BKDD
- BMWD

Chapter 4

ANNEXATION

Section 4.1 Introduction

Annexation is the process by which a city expands its boundaries into adjacent unincorporated areas and extend municipal services, regulations, voting privileges and taxing authority. Texas Local Government Code (LGC) authorizes the City Council to adjust the city's boundaries through annexation. In accordance with the service plan established for the proposed annexation, the City is required to provide all services to the annexed areas annexed within timeframes mandated by the State of Texas. The annexed areas are governed by all City codes and regulations including those related to development.

Section 4.2 Approval Process

1. Pre-development Meeting
2. Application/Petition by Owner for Annexation
3. Determine eligibility under the TXLGC Sec. 43.016
4. Negotiate and execute written service agreements
5. Provide notice of intent to all property owners, public/private entities, and railroads
6. Notification of Public Hearing (as per LGC Sec. 43.063 c)
 - a. Newspaper, Internet website, Certified Mail, etc.
7. Conduct Public Hearings
8. Readings of the Annexation Ordinance
9. Complete post annexation procedures

Annexation can be initiated by the City or by the property owner.

Annexation procedure takes 90–120 days

Section 4.3 Flowchart



Chapter 5

COMPREHENSIVE PLAN AMENDMENTS

Section 5.1 Purpose

The purpose of the Comprehensive Plan is to serve as a guide for decisions relating to growth and economic development and provide a vision for the City's future. It defines a city's reasons for adopting and implementing land use regulations and provides information for budgeting, capital improvements programs, and other regulatory documents of the City.

The amendments to the Comprehensive Plan may include amendments to the text or to the FLUM.

Section 5.2 Approval Process

The Comprehensive Plan amendment process for both the text and the FLUM typically requires 60-90 days and is governed by the requirements in the Texas Local Government Code (LGC). The process in the City of Brookshire is as follows:

1. Initiation
A Comprehensive Plan amendment request may be initiated by the affected property owner, developer, city staff, or the City Council.
2. A Pre-Development Meeting is required if the request is initiated by an applicant.
3. Application Submittal
A complete application will be submitted by the property owner or the applicant in a format consistent with requirements established by the City. Please contact staff for additional information.
4. Staff Review
Staff will review the request considering any applicable criteria for approval and prepare a report to the City Council. The staff report will include a recommendation for action by the City Council.
5. Public Hearing

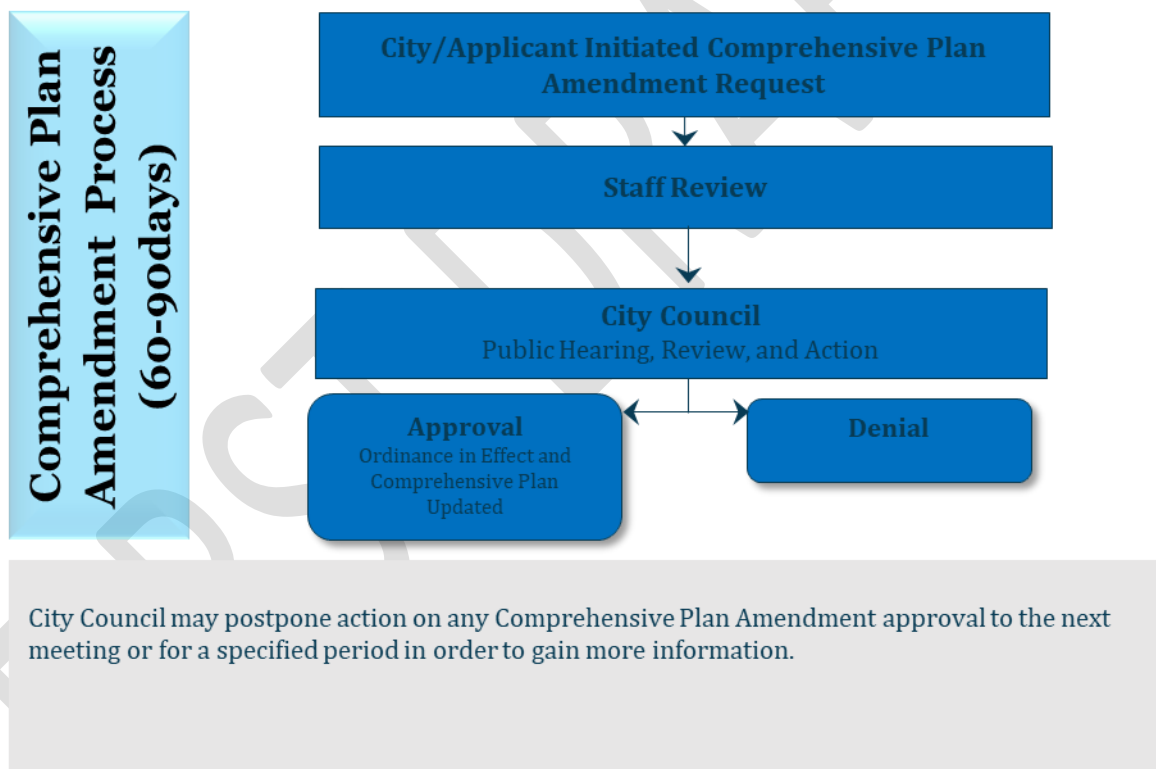
Comprehensive Plan serves as a guide for decisions relating to growth and economic development and provide a vision for the City's future.

Applicant Notice: Staff will notify the applicant of the date of the public hearing.

Mailed Notice: Staff will send a written notice of the public hearing to all property owners within 200 feet of the subject property at least 15 days prior to the date of the Public Hearing. The notification will include information regarding the location of the property and the requested amendment to the Comprehensive Plan.

6. City Council Meeting
7. The City Council will consider the proposed the Comprehensive Plan amendment at their scheduled meeting. The City Council Public Hearing will be held at the meeting (typically on the first and third Thursdays of the month) as published. The applicant will be provided an opportunity to make a presentation, and persons in support or in opposition to the proposed request will be able to speak during the public hearing. The Comprehensive Plan amendment will become effective by a simple majority vote of the City Council.

Section 5.3 Flowchart



Chapter 6

VARIANCES AND SPECIAL EXCEPTIONS

Section 6.1 Variances

The City Council has the authority to grant a variance from the development regulations when, in its opinion, undue hardship will result from requiring strict compliance. For example, if the subject property substantially differs from similar land parcels by being of such restricted area, shape or slope that it cannot reasonably be developed in the same manner as other similarly land parcels, then a variance of the building setback, lot width or depth, parking requirement, or other development standard may be warranted.

Section 6.2 Special Exceptions

Special Exceptions are specified deviations from applicable development standards for a proposed development.

Section 6.3 Approval Process for Variances and Special Exceptions

The process for Special Exception and Variance are similar and typically requires 60 days and is governed by the Texas Local Government Code. The process in the City of Brookshire is as follows:

1. Initiation
A Variance/Special Exception process may be initiated by a property owner or his / her authorized agent Pre-Application Conference
2. As described in Chapter 3 of this document, a Pre-development meeting is required. Staff will evaluate the issue and instruct the applicant on Variance/Special Exception process and procedures and assist in exploring alternatives to meet the applicant's goals.
3. Application Submittal

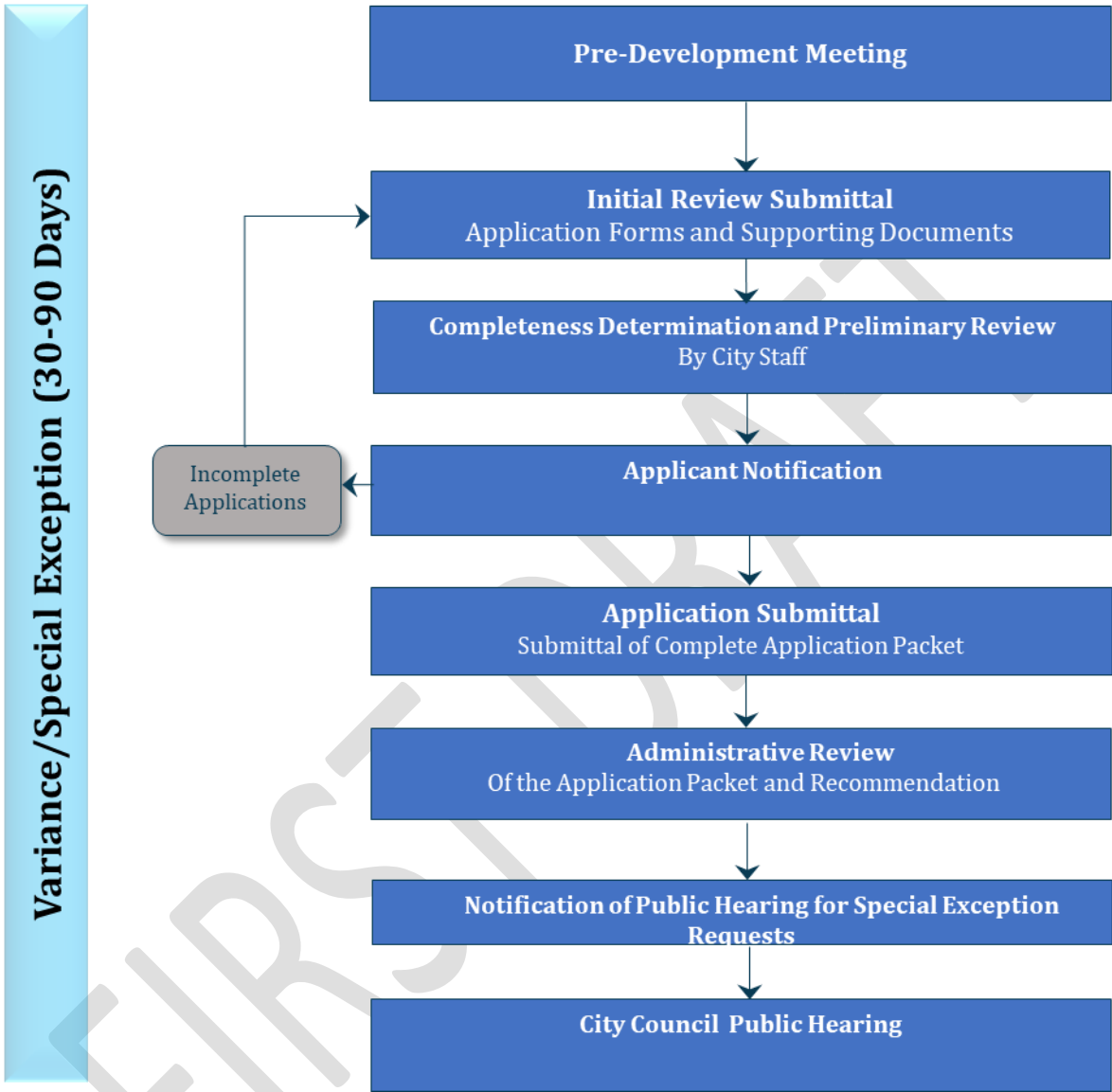
Variances and Special Exceptions require approval by the Board of Alderman (City Council)

A complete application by the property owner or the applicant must be made in a format consistent with requirements established by the City with all items listed on the Variance/Special Exception Submittal Checklist and the Application as included in **Appendix A.**

4. **Completeness Determination**
City staff will determine whether the application is complete, as per the City Code.
5. **Staff Review**
Staff will review the application considering any applicable criteria for approval and prepare a report to the City Council. Staff report will include an analysis and recommendation for final action to the City Council.
6. **Notification of Public Hearing**
Published Notice: A legal notice will be published in the official local newspaper before the 15th calendar day prior to the public hearing for Special Exception requests.
7. **A Public Hearing of the City Council**
The City Council will hold a public hearing for consideration of the Special Exception request. Please refer to the schedule of meetings posted on the City's website.

City staff will present a summary of the request. Applicant will be provided an opportunity to make a presentation, and persons in support or in opposition to the proposed request will be able to comment during the public hearing. After closing of the public hearing, the City Council will act on the request. It is recommended that the applicant and/or property owner be present at this public hearing and be prepared to discuss the request as well as answer any questions that arise.

Section 6.4 Flowchart



Chapter 7

PLATTING AND SUBDIVISIONS

Section 7.1 General Information

Platting is the process of taking land, whether developed or undeveloped, and creating legal buildable lots and ensures that the future property owners will have access to public right of way and utilities. During this process, the layout of streets and utilities are established, and blocks are further subdivided to create lots for individual ownership. To protect the health, safety, and welfare of the public, it is important to provide adequately sized, designed, and constructed streets, water and sewage.

No building permits will be issued by the City until four copies of the recorded final plat have been furnished to the city secretary. The platting process involves two steps in the City of Brookshire- **Preliminary Plat and Final Plat.**

The City's subdivision ordinance can be accessed online using this [link](#).

Section 7.2 Preliminary Plat

Preliminary Plat is the first step in the platting process.

Section 7.2.1 Approval Process

The Preliminary Plat process typically requires 30-45 days and is governed by the Texas Local Government Code. The process in the City of Brookshire is as follows:

1. As described in Chapter 3 of this document, a Pre-development meeting is required.
2. Application Submittal
A complete application by the property owner or the applicant must be made in a format consistent with requirements established by the City with all items listed on the Preliminary Plat Submittal Checklist and the Application as included in **Appendix A.** The applicant initiates the approval process with other BMW, BKDD, and TxDOT if required.

A building permit cannot be issued for a property that has not been platted or is not a legal lot of record.

Approvals required (as applicable) by:

- City of Brookshire
- BMW
- BKDD
- TxDOT

3. Completeness Determination

City staff will determine whether the application is complete, as per the City Code.

4. Distribution of the Application for Review and Comment

An application determined to be complete will be distributed for review and comment to all City departments having an interest in development within the City of Brookshire. Comments will be provided to the applicant to make corrections or provide additional information as identified by staff pursuant to the Subdivision Submittal Calendar. If all comments are not cleared prior to the issuance of the City Council packet, the Preliminary Plat will be recommended for approval with conditions (for minor comments) or denial if major issues remain outstanding.

5. City Council Action

At the meeting, the City staff will present a summary of the Preliminary Plat. City Council will discuss the plat and decide to approve the plat, approve the plat with conditions, continue the item to another meeting (date certain) or deny the preliminary plat. It is recommended that the applicant and/or property owner be present at this meeting and be prepared to discuss the request as well as answer any questions that arise

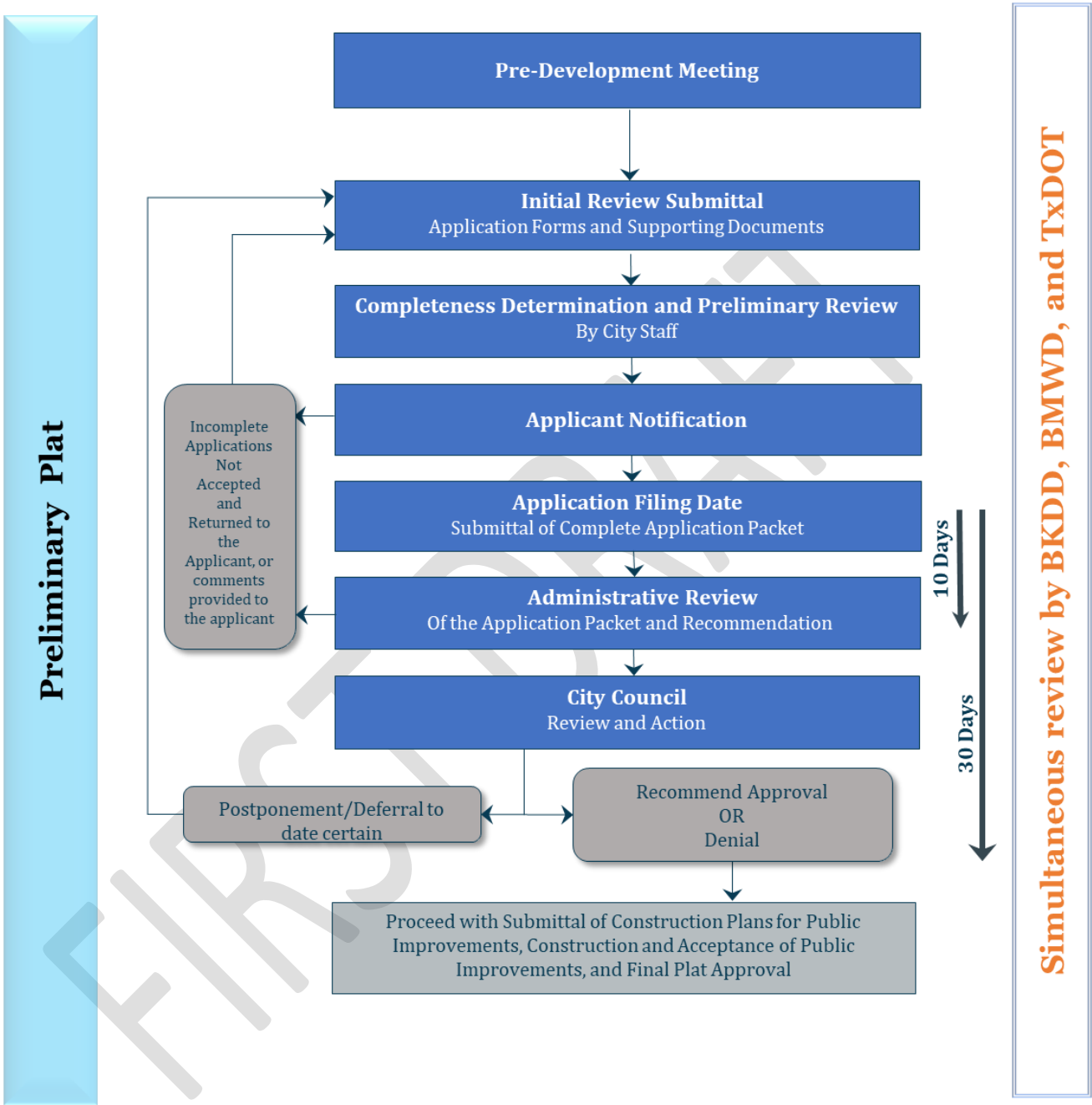
6. Written Notification to the Applicant

Within ten (10) days after the City Council makes a final decision, a copy of the written decision will be sent to the applicant, and a copy will be filed at the City. Approval of Preliminary Plat is deemed as an expression of approval to the proposed layout submitted on the Preliminary Plat as a guide to the preparation of the Final Plat.

7. Action Following Plat Approval

After approval of the Preliminary Plat, the Developer will proceed to submit engineering plans for construction of public improvements for review and approval prior to submittal of a Final Plat application.

Section 7.2.2 Flowchart



Section 7.3 Final Plat

After the Construction Plans for public improvements are approved (if proposing any streets or extending utilities), the applicant can commence the Final Plat process.

Section 7.3.1 Approval Process

The Final Plat process typically requires 30-45 days and is governed by the Texas Local Government Code. The process in the City of Brookshire is as follows:

1. **Application Submittal**
A complete application by the property owner or the applicant must be made in a format consistent with requirements established by the City with all items listed on the Final Plat Submittal Checklist and the Application. Applications should be made to BKDD, BMWD, and, TxDOT for their review.
2. **Completeness Determination**
City staff will determine whether the application is complete, as per the City Code.
3. **Distribution of the Application for Review and Comment**
An application determined to be complete will be distributed for review and comment to all City departments having an interest in development within the City of Brookshire. Comments will be provided to the applicant to make corrections or provide additional information as identified by staff pursuant to the Subdivision Submittal Calendar. If all comments are not cleared prior to the issuance of the City Council packet, the Final Plat will be recommended for approval with conditions (for minor comments) or denial if major issues remain outstanding.
4. **Approvals from BKDD, BMWD, TxDOT are required prior to consideration by City Council.**
5. **City Council Action**
At the meeting, the City staff will present a summary of the Final Plat. City Council will discuss the plat and decide to approve the plat, approve the plat with conditions, continue the item to another meeting (date certain) or deny the Final Plat. It is recommended that the applicant and/or property owner be present at this meeting and be prepared to discuss the request as well as answer any questions that arise
6. **Written Notification to the Applicant**
Within ten (10) days after the City Council makes a final decision, a copy of the written decision will be sent to the applicant, and a copy will be filed at the City.
7. **Action Following Plat Approval**
Prior to execution of the final plat by the city, all improvements must be accepted by the City, or the subdivider shall file security in an amount and in the manner provided for in either of the methods listed below.
 - (1) **Performance bond.** The subdivider has filed with the city a bond executed by a surety company holding a license to do business in the state, and acceptable to the city, on the form provided by the city, in an amount equal to the cost of the improvements required by this chapter and within the time for completion of the improvements as estimated by

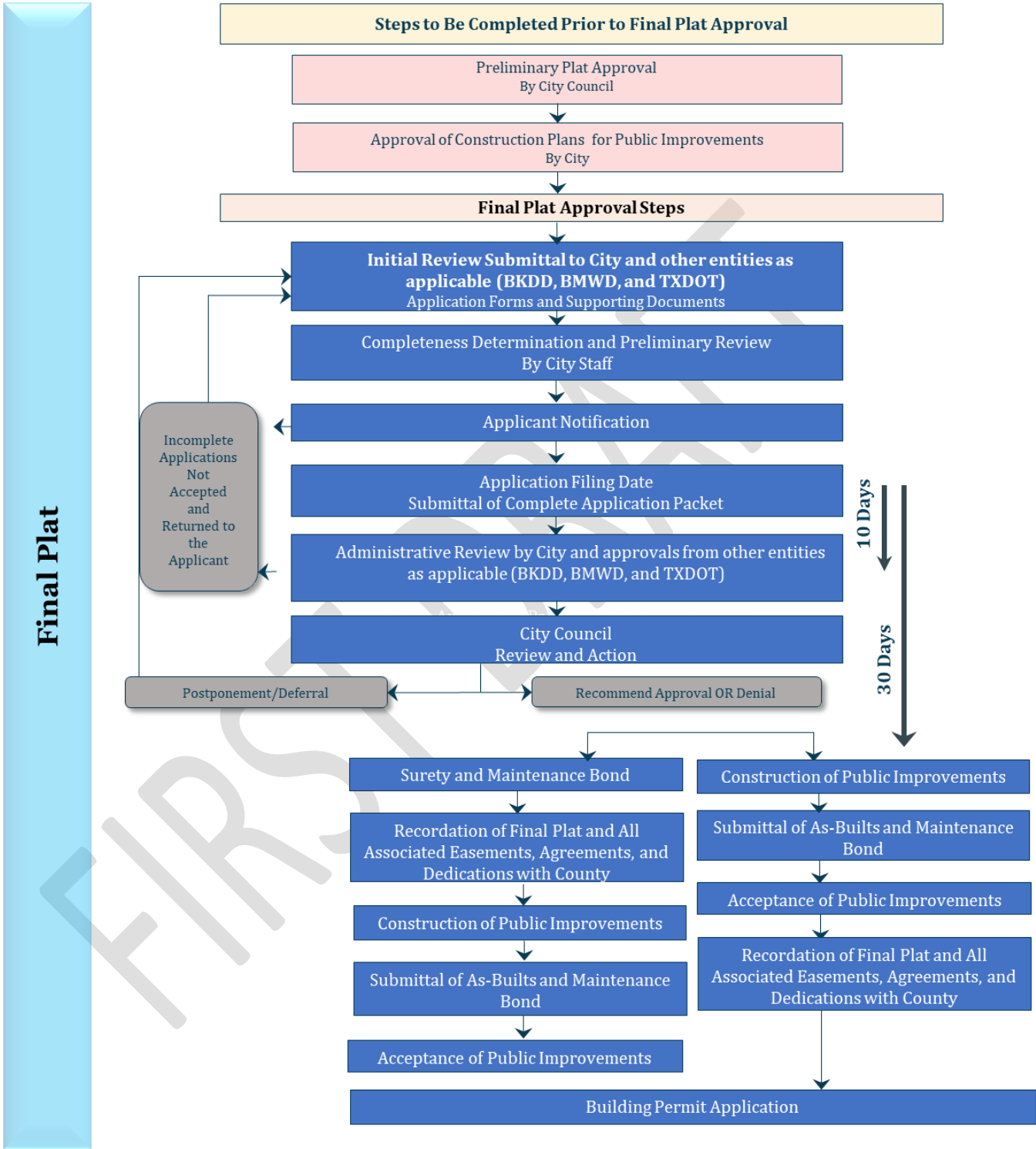
the city engineer. The performance bond shall be approved as to form and legality by the city attorney.

(2) Trust agreement. The subdivider has placed on deposit in a bank or trust company in the name of the city, and approved by the city, in a trust account a sum of money equal to the estimated cost of all site improvements required by this chapter, and the cost and time of completion as estimated by the city engineer. Selection of the trustee shall be subject to approval by the city and the trust agreement shall be executed on the form provided by the city and approved as to form and legality by the city attorney. Periodic withdrawals may be made from the trust account for a progressive payment of installation costs. The amounts of such withdrawals shall be based upon progress work estimates approved by the city engineer. All such withdrawals shall be approved by the trustee.

(3) Unconditional guarantee from local bank or local federally insured savings and loan association or other financial institution as approved by the city. The subdivider has filed with the city, a letter on the form provided by the city, signed by a principal officer of a local bank or local federally insured savings and loan association or other financial institution, acceptable to the city, on demand, a stipulated sum of money to apply to the estimated costs of installation of all improvements for which the subdivider or developer is responsible under this article. The guaranteed payment sum shall be the estimated costs and scheduling as prepared by the city engineer. The letter shall state the name of the subdivision and shall list the improvements for which the subdivider or developer is required to provide.

The subdivider or developer shall be responsible for guaranteeing that all materials and workmanship in connection with the improvements are free of defects for a period of one year after acceptance of the improvements by the City.

Section 7.3.2 Flowchart



Chapter 8

BUILDING PERMITS

Section 8.1 Introduction

The permit process ensures your safety, the safety of your neighbors, and the community at large. When you sell your property, you also have a legal responsibility to disclose work that has been done to your potential buyers. If potential buyers discover that no permits were obtained to perform a work, you might lose a sale or face costly liability issues. Your insurance also requires that work be done with a permit. The insurance company may not cover the loss if your home is damaged, and it is discovered that proper permits were not obtained.

Typically, most of the construction activities require a permit for properties located within the City Limits. Generally, if you expand or structurally alter your home or the building, or alter any of the wiring, plumbing, or mechanical systems, you will need a permit. The best way to get an accurate answer is to contact the City and explain the nature of the proposed work. The City will assist you.

If you are paying city taxes, your property is located within the City Limits. Please check your tax receipts or visit the Waller County online property records for your property (taxing jurisdiction section) here [Waller CAD - Property Search \(trueautomation.com\)](https://www.trueautomation.com/).

Alternatively, you can use the following link to access the City Limits map [City of Brookshire Web Map \(bisclient.com\)](https://www.bisclient.com/)

The following types of permit applications are discussed here:

- New Construction/Remodel/Addition/Moving/Manufactured Buildings
- Mechanical/Electrical/Plumbing
- Solar Panels
- Lawn Irrigation
- Fence
- Accessory Building

Most construction activities require a permit for properties located within the City limits.

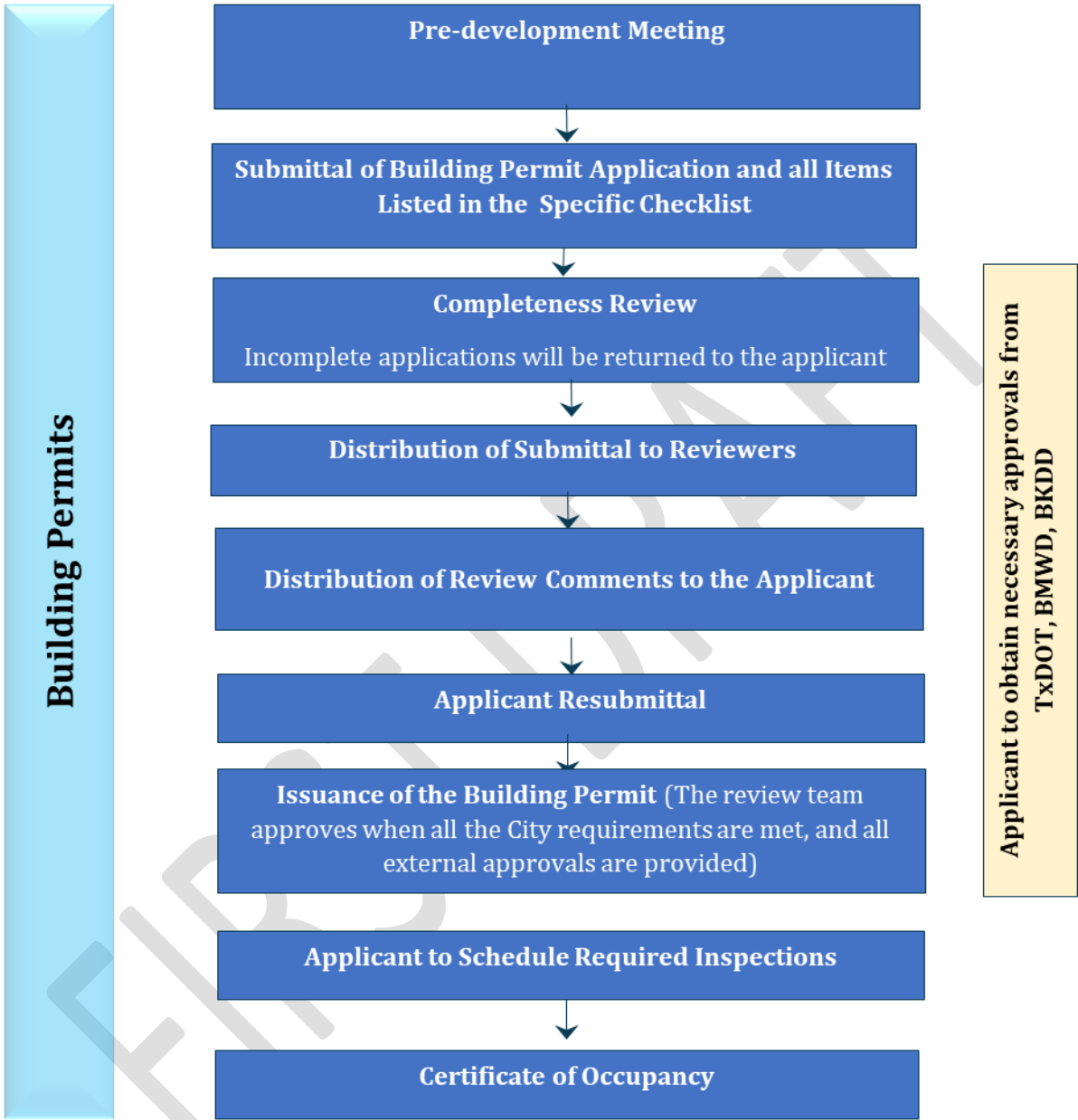
Sign permit is required for properties located within the City limits and ETJ.

- Swimming Pool
- Roofing
- Culvert
- Driveway
- Sign
- Demolition
- Flood Zone
- Fire Permit

Applicable Codes and Ordinances

1. International Building Code, 2018 edition, including appendices H, I and J
2. International Residential Code, 2018 edition
3. International Energy Conservation Code, 2018 edition
4. International Fuel Gas Code, 2018 edition
5. National Electric Code, 2017 edition
6. International Mechanical Code, 2018 edition, including appendix A
7. International Plumbing Code, 2018 edition, including appendices B through E
8. International Property Maintenance Code, 2018 edition
9. International Existing Building Code, 2018 edition
10. [Code of Ordinances | Brookshire, TX | Municode Library](#)

Section 8.2 Approval Process



Section 8.3. List of Inspections

BROOKSHIRE - LIST OF PERMITS AND INSPECTIONS

ENTIRE SITE AND BUILDING

Building Permit

Copy of Approved Plat
Site Plan
Paving/Parking/Curbing Plans
Landscaping/Fencing
Grading Plans/Drainage
Site Ligating and Photometric
Mechanical, Electrical, and Plumbing Site plans and Schedules
Plumbing Plans (Including Riser Diagrams)
Mechanical Plans
Electric Plans (Including Riser Diagrams)
Commercial Energy Code Compliance Report
Floor Plans
Roof Design
Exterior Elevations
Structural Plans - Foundation Plans, Roof and Floor Framing Plans, Wall Sections, and Details
Construction Details; Interior Elevations and Interior Finish Schedules
Window/Door/Hardware Schedules
Fire Plan
Driveway Approaches and Drainage Culverts
Fire Sprinkler Permit Approved -Separate Application
Health Approvals - If needed
Drainage District Approval
Water District Approval - Pre and Post
TXDOT Approval

Issuance of Building Permit

Construction Starts

SHELL

Individual Permits and Inspections

Building Permit
Pier/Foundation
Grade Beam
Slab
Framing
Energy Insulation
Drywall
Wall Ties
Building Final
Mechanical Permit
Underground Mechanical
Mechanical Rough
Ceiling Mechanical
Duct Insulation
Duct Rough
Mechanical Final
Electrical Permit
Underground Electrical
Electrical Rough
Ceiling Electrical
Electrical Meter Release
Plumbing Permit
Plumbing Rough
Water Service
Yard Sewer
Gas Wrap/Underground
Gas Rough
Gas Final/Release
Plumbing Top-Out
Plumbing Final

CO for the Shell

Final Inspection
Approval from Drainage District
Approval from Water District - Pre and Post
TXDOT Approval
Issuance of a CO

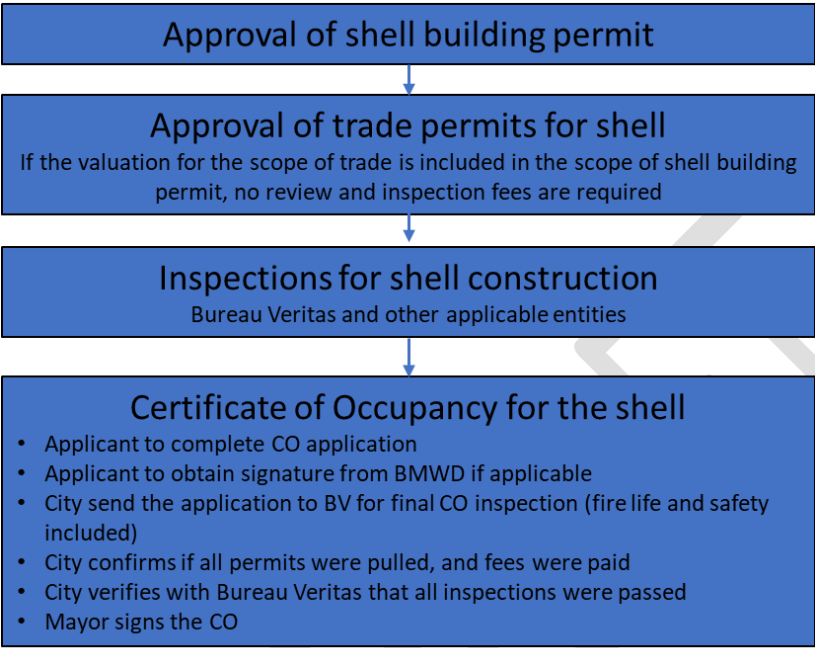
INDIVIDUAL TENANT OCCUPANCY
Individual Permits and Inspections

Building Permit
Pier/Foundation
Grade Beam
Slab
Framing
Energy Insulation
Drywall
Wall Ties
Building Final
Mechanical Permit
Underground Mechanical
Mechanical Rough
Ceiling Mechanical
Duct Insulation
Duct Rough
Mechanical Final
Electrical Permit
Underground Electrical
Electrical Rough
Ceiling Electrical
Electrical Meter Release
Electrical Final
Plumbing Permit
Plumbing Rough
Water Service
Yard Sewer
Gas Wrap/Underground
Gas Rough
Gas Final/Release
Plumbing Top-Out
Plumbing Final

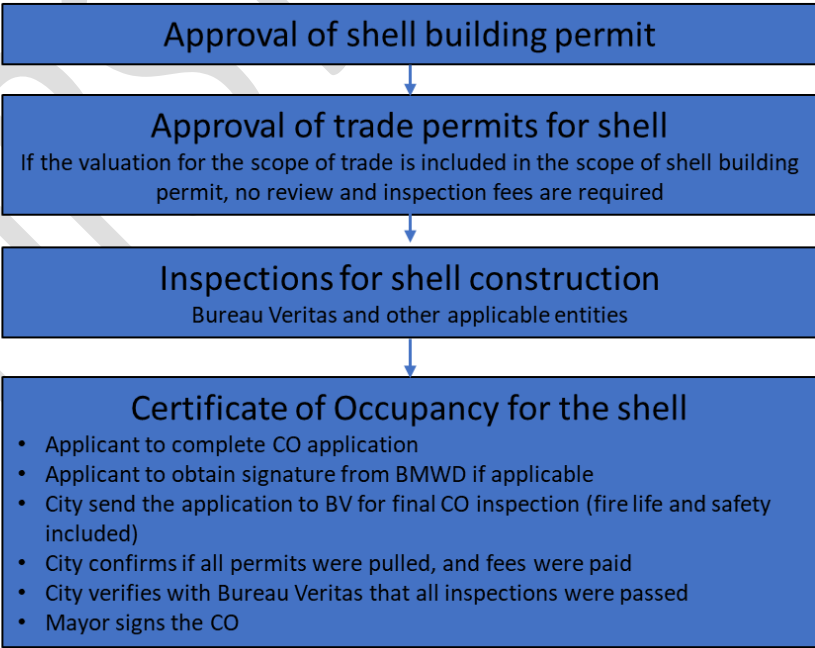
CO FOR THE TENANTS

Final Inspection
Issuance of a CO

Certificate of Occupancy -shell



Certificate of Occupancy -shell



Chapter 9

OTHER PERMITS

Section 10.1 Introduction

Contact staff for additional information.

This includes
any permit not
listed on the
Permit
Application

Chapter 10

WEBSITE NAVIGATION

Section 10.1 Introduction

Please refer to the webpage using the following link [Permitting & Development Information | City of Brookshire, Texas \(brookshiretexas.org\)](https://www.brookshiretexas.org/Permitting&DevelopmentInformation)

Please visit us:



<https://www.brookshiretexas.org/>

APPENDICES

FIRST DRAFT

Appendix A

List of Permits

- 1) Pre-development Meeting Request
- 2) New Construction/Remodel/Addition/Moving/Manufactured Buildings
- 3) Mechanical/Electrical/Plumbing
- 4) Solar Panels
- 5) Lawn Irrigation
- 6) Fence
- 7) Accessory Building
- 8) Swimming Pool
- 9) Roofing
- 10) Culvert
- 11) Driveway
- 12) Sign
- 13) Demolition
- 14) Flood Zone
- 15) Fire Permit
- 16) Preliminary Plat
- 17) Final Plat
- 18) Variance
- 19) Special Exception
- 20) Subdivision Plat Extension
- 21) Citizen Request for Placement on the City Council Agenda
- 22) Contractor Registration
- 23) Certificate of Occupancy
- 24) Fire and Life Safety Inspection

Appendix B

Fee Schedule

Please contact staff for updated fee information

EXHIBIT B SCHEDULE OF FEES

Commercial and Multi-Family construction plan review*

Valuation	Fee
\$1. ⁰⁰ to \$10,000. ⁰⁰	\$50. ⁰⁰
\$10,001. ⁰⁰ to \$25,000. ⁰⁰	\$70.69 for the first \$10,000. ⁰⁰ plus \$5.46 for each additional \$1000. ⁰⁰
\$25,001. ⁰⁰ to \$50,000. ⁰⁰	\$152.59 for the first \$25,000. ⁰⁰ plus \$3.94 for each additional \$1000. ⁰⁰
\$50,001. ⁰⁰ to \$100,000. ⁰⁰	\$251.09 for the first \$50,000. ⁰⁰ plus \$2.73 for each additional \$1000. ⁰⁰
\$100,001. ⁰⁰ to \$500,000. ⁰⁰	\$387.59 for the first \$100,000. ⁰⁰ plus \$2.19 for each additional \$1000. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1,263.59 for the first \$500,000. ⁰⁰ plus \$1.85 for each additional \$1000. ⁰⁰
\$1,000,001. ⁰⁰ and up	\$2,188.59 for the first \$1,000,000. ⁰⁰ plus \$1.23 for each additional \$1000. ⁰⁰

Single Family Residential construction plan review and inspection*

Commercial and Multi-Family construction inspection*

Valuation	Fee
\$1. ⁰⁰ to \$10,000. ⁰⁰	\$76. ⁹²
\$10,001. ⁰⁰ to \$25,000. ⁰⁰	\$108.75 for the first \$10,000. ⁰⁰ plus \$8.40 for each additional \$1000. ⁰⁰
\$25,001. ⁰⁰ to \$50,000. ⁰⁰	\$234.75 for the first \$25,000. ⁰⁰ plus \$6.06 for each additional \$1000. ⁰⁰
\$50,001. ⁰⁰ to \$100,000. ⁰⁰	\$386.25 for the first \$50,000. ⁰⁰ plus \$4.20 for each additional \$1000. ⁰⁰
\$100,001. ⁰⁰ to \$500,000. ⁰⁰	\$596.25 for the first \$100,000. ⁰⁰ plus \$3.36 for each additional \$1000. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1,940.25 for the first \$500,000. ⁰⁰ plus \$2.85 for each additional \$1000. ⁰⁰
\$1,000,001. ⁰⁰ and up	\$3,365.25 for the first \$1,000,000. ⁰⁰ plus \$1.89 for each additional \$1000. ⁰⁰

*All fees billed upon issuance of the permit by the jurisdiction

BVNA – CCC & MCT [Rev.(2) 2.1.2007]



**Exhibit B
Schedule of Fees**

FULL SERVICE:

Cost of Service for Permanent Food Establishment permit (2 TFER inspections) (No fee for one re-inspection, per permit year, if required)	\$400.00
Cost of Service for Mobile Food Vendor (Hot and Cold Truck) and Seasonal Vendor permits (1 TFER inspection) (No fee for one re-inspection, per permit year, if required)	\$200.00
Cost of Service for Public Swimming Pool inspections (1 inspection per year) (No fee for one re-inspection, per permit year, if required)	\$200.00
Cost of Service for each Temporary Event permit (1 TFER inspection)	\$100.00
Cost of Service for each Complaint Investigation (1 TFER inspection)	\$150.00
Hourly Cost of Service for consultation outside of the aforementioned scope of services: Health Plan review, Health Final and CO inspections and/or for more than one re-inspection.	\$150.00

City of Brookshire, Texas

Bureau Veritas, North America, Inc.

By: Edu Scott
 Title: MAYOR
 Signature: Edu Scott
 Date: 8-22-2013

By: DAVID STARKIS
 Title: DIRECTOR
 Signature: [Signature]
 Date: 10-3-13
 DTQRR: Daniel Starful
 Date: 10/3/2013



**Exhibit B
Fee Schedule**

Fire Code Plan Review Services (fire alarm and sprinkler system)

Up to \$250,000	\$500
\$251,000 to \$500,000	\$850
\$501,000 to \$1,000,000	\$1,100
\$1,001,000 to \$3,000,000	\$1,600
\$3,001,000 to \$6,000,000	\$2,400
\$6,000,000 and up	\$2,400 plus \$0.25 for each additional \$1,000

Fire Code Inspection Services (fire alarm and sprinkler system)

Up to \$250,000	\$750
\$251,000 to \$500,000	\$1,050
\$501,000 to \$1,000,000	\$1,350
\$1,001,000 to \$3,000,000	\$1,900
\$3,001,000 to \$6,000,000	\$2,850
\$6,000,000 and up	\$2,850 plus \$0.25 for each additional \$1,000

Valuation is based on construction valuation for project

Annual Fire Safety Inspections

Annual Fire Safety Inspection and each re-inspection (per location): \$150.00

City of Brookshire, Texas

Bureau Veritas, North America, Inc.

By: Eric Scott ERICSON
 Title: Mayor
 Signature: Eric Scott
 Date: 9-9-2013

By: DAVID STEPHANS
 Title: DIRECTOR
 Signature: [Signature]
 Date: 9-11-13
 DTQRR: Daniel Stanford
 Date: 9/9/2013

Fee schedule breakdown

New homes based on Square footage

Additions/Remodels- Base fee \$100, plus \$100 per trade – Max fee \$400.00
Attached Garages, carports & patios are also included

Solar Panels - \$160.00

Manufactured Homes - \$400.00

Pools – based on valuation

Detached Misc. Project – Carports, patios, pergola, garages, storage buildings (non-living space)
– based on valuation

Trade Permits – Electrical, plumbing, mechanical - \$76.92 up to \$10,000, based on valuation if \$10,001 and up.

Electric Service upgrades, generators, HVAC change out, water lines, sewer lines, hot water heaters, foundation repairs, etc.

City Platting Fees:

- Prelim. Plat: \$100.00 per plat, plus \$0.50 per lot, and/or \$2.00 per acre for multiple dwelling areas, commercial and industrial districts, and other areas not divided into lots.
- Final Plat: No additional charges.
- The City also charges as additional admin. fee of \$10.

Appendix C

List of Applications and Permits, Approval Authority, and Processing Time

Name of Application	Review/Approving Entities	City Processing Time (This estimate does not include the processing time of external entities)
Commercial Building Permit	- Bureau Veritas (Building, Structure, Mechanical, Electrical, Plumbing, Fire Code Conformance Fire/ Marshal) - Development Codes (Site Plan/Layout, Parking, Landscaping, Screening, Drainage, Setbacks, Height, Use, Platting, Adjacency Requirements, Fencing, Dumpsters, Signage etc.) - Engineering (Drainage and Culverts) Floodplain Developemtn Standards, Traffic/Circulation, Loading/Unloading, Driveway Design) - BKDD (Drainage Capacity and Conveyance) - BMWD (Water, Sewer) - TxDOT (Drainage, Access, Design etc.)	Six – Eight Weeks
Residential Building Permit	- Bureau Veritas (Building, Structure, Mechanical, Electrical, Plumbing, Fire Code Conformance Fire/ Marshal) - Development Codes (Site Plan/Layout, Parking, Landscaping, Screening, Drainage, Setbacks, Height, Use, Platting, Adjacency Requirements, Fencing, Dumpsters, Signage etc.) - Engineering (Drainage and Culverts) Floodplain Developemtn Standards, Traffic/Circulation, Loading/Unloading, Driveway Design) - BKDD (Drainage Capacity and Conveyance) - BMWD (Water, Sewer) - TxDOT (Drainage, Access, Design etc.)	Four – Six Weeks
Sign	- Bureau Veritas (Structure, Elecrical) - Planning (City Developemnt Codes)	Two Weeks
Fire Alarm/Fire Sprinkler	Bureau Veritas	Two Weeks
Demolition	City Public Works, Development Inspector	Two Weeks
Certificate of Occupancy	Issued by the City After Approval from Agencies Listed Above	Two Weeks

Name of Application	Review/Approving Entities	City Processing Time (This estimate does not include the processing time of external entities)
Fire and Life Safety Inspection	Issued by the City After Approval BV	Two Weeks
Contractor Registration	City	One Week
Citizen Request for Placement on the City Council Agenda	City	Four Weeks
Preliminary Plat	- City - Subdivision Regulations (Chapter 48) - City - Engineering Subdivision Standards (Drainage, Detention, Street Layout, Floodplain Development Standards/Chapter 16) - BKDD (Drainage Capacity and Conveyance) - BMWD (Water, Sewer) - TxDOT (Drainage, Access, Design etc.)	Four Weeks
Construction Plans for Subdivision/Public Improvements (if required)	- City - Subdivision Regulations (Chapter 48) and Conformance to Approved Preliminary Plat - City - Engineering Subdivision Standards (Drainage, Detention, Street Layout, Floodplain Development Standards/Chapter 16) - BKDD (Drainage Capacity and Conveyance) - BMWD (Water, Sewer) - TxDOT (Drainage, Access, Design etc.)	Six – Eight Weeks
Final Plat	- City - Subdivision Regulations (Chapter 48) and Conformance to Approved Preliminary Plat and Construction Plans - City - Engineering Subdivision Standards (Drainage, Detention, Street Layout, Floodplain Development Standards/Chapter 16) - BKDD (Drainage Capacity and Conveyance) - BMWD (Water, Sewer) - TxDOT (Drainage, Access, Design etc.)	Four Weeks
Plat Recordation	- City - Conformance to Approved Final Plat - City- Fiscal Security	Two Weeks

Appendix D

Reviewing Agencies and Contact Information

CITY OF BROOKSHIRE

Permit Clerk - Jennifer Lopez: jlopez@brookshirecity.org

Permit Clerk - Maria Marx: mmarx@brookshirecity.org

Development Inspector - Tim Ridge: tridge@brookshirecity.org

BROOKSHIRE MUNICIPAL WATER DISTRICT (Water District)

Staff contact-Tonya Pierre admin@brookshiremwd1.org

Website: : [Home | Brookshire Municipal Water District \(brookshiremwd1.org\)](http://Home|BrookshireMunicipalWaterDistrict(brookshiremwd1.org))

BROOKSHIRE KATY DRAINAGE DISTRICT

General Manager: Stan Kitzman: admin@bkdd.dst.tx.us

Website: www.bkdd.dst.tx.us

BUILDING CODE COMPLIANCE AND INSPECTIONS - BUREAU VERITAS

Houston Area Manager: Dawnel Rodgers

Bureau Veritas North America, Inc.

dawnel.rodgers@bureauveritas.com

Website:www.us.bureauveritas.com

WALLER COUNTY

Clerk: CountyClerk@wallercounty.us

Website:<https://www.co.waller.tx.us/>

TEXAS DEPARTMENT OF TRANSPORTATION

Website:<https://www.txdot.gov/inside-txdot/projects/studies/houston/ih10-waller-county.html>

Appendix E

Minimum Design Standards and Specifications

- https://library.municode.com/tx/brookshire/codes/code_of_ordinances?nodeId=PTIILADECO_CH48SU_ARTVMICOSTNESU
- International Building Code, 2018 edition, including appendices H, I and J
- International Residential Code, 2018 edition
- International Energy Conservation Code, 2018 edition
- International Fuel Gas Code, 2018 edition
- National Electric Code, 2017 edition
- International Mechanical Code, 2018 edition, including appendix A
- International Plumbing Code, 2018 edition, including appendices B through E
- International Property Maintenance Code, 2018 edition
- International Existing Building Code, 2018 edition
- Brookshire Katy Drainage District Rules (as applicable)
- Brookshire Municipal Water District Rules (as applicable)
- TxDOT Rules (as applicable)

Appendix F

No Zoning Letter – Template



4029 5th Street Brookshire, TX 77423-0160

(281) 375-5050 (281) 375-5045 www.cityofbrookshire.org

To Whom It May Concern:

The City of Brookshire does not have a city-wide comprehensive zoning ordinance. However, the City has adopted the Joint Airport Safety Board Hazard Zoning Regulations approved by the Joint Airport Safety Board of Fort Bend County, Waller County and the cities of Brookshire, Fulshear and Katy as the airport zoning regulations for the Houston Executive Airport. The City adopted subdivision and development related standards that are applicable for properties located within the city limits and ETJ can be accessed using the following link: https://library.municode.com/tx/brookshire/codes/code_of_ordinances.

This letter does not address any separately filed restrictions (plat, deed restrictions, and others) that may be applicable to a property.

If I may be of any further assistance to you, please feel free to call the office.

Sincerely,

Claudia J. Harrison
City of Brookshire
City Secretary

Appendix G

Submittal Schedule

CITY OF BROOKSHIRE
2022 PLAT SUBMITTAL DEADLINES ¹

Meeting Month	Submitted Deadline (for Initial Review)	Completeness Check and Review Comments Sent to Applicant ²	Application Filing Date (Complete Applications Only) ⁴	Administrative Review Comments Sent to Applicant ⁵	Request for Extension of Time Deadline ³	Board of Aldermen Meeting ⁶
January	December 1, 2021	December 10, 2021	December 15, 2021	December 22, 2021	December 27, 2021	(1st and 3rd Thursdays at 7:00 pm)
February	December 15, 2021	December 24, 2021	December 29, 2021	January 5, 2022	January 10, 2022	January 20, 2022
March	December 29, 2021	January 7, 2022	January 12, 2022	January 19, 2022	January 24, 2022	February 3, 2022
April	January 12, 2022	January 21, 2022	January 26, 2022	February 2, 2022	February 7, 2022	February 17, 2022
May	January 26, 2022	February 4, 2022	February 9, 2022	February 16, 2022	February 21, 2022	March 3, 2022
June	February 9, 2022	February 18, 2022	February 23, 2022	March 2, 2022	March 7, 2022	March 17, 2022
July	March 2, 2022	March 11, 2022	March 16, 2022	March 23, 2022	March 28, 2022	April 7, 2022
August	March 16, 2022	March 25, 2022	March 30, 2022	April 6, 2022	April 11, 2022	April 21, 2022
September	March 30, 2022	April 8, 2022	April 13, 2022	April 20, 2022	April 25, 2022	May 5, 2022
October	April 13, 2022	April 22, 2022	April 27, 2022	May 4, 2022	May 9, 2022	May 19, 2022
November	April 27, 2022	May 6, 2022	May 11, 2022	May 18, 2022	May 23, 2022	June 2, 2022
December	May 11, 2022	May 20, 2022	May 25, 2022	June 1, 2022	June 6, 2022	June 16, 2022
January	June 1, 2022	June 10, 2022	June 15, 2022	June 22, 2022	June 27, 2022	July 7, 2022
February	June 15, 2022	June 24, 2022	June 29, 2022	July 6, 2022	July 11, 2022	July 21, 2022
March	June 29, 2022	July 8, 2022	July 13, 2022	July 20, 2022	July 25, 2022	August 4, 2022
April	July 13, 2022	July 22, 2022	July 27, 2022	August 3, 2022	August 8, 2022	August 18, 2022
May	July 27, 2022	August 5, 2022	August 10, 2022	August 17, 2022	August 22, 2022	September 1, 2022
June	August 10, 2022	August 19, 2022	August 24, 2022	August 31, 2022	September 5, 2022	September 15, 2022
July	August 31, 2022	September 9, 2022	September 14, 2022	September 21, 2022	September 26, 2022	October 6, 2022
August	September 14, 2022	September 23, 2022	September 28, 2022	October 5, 2022	October 10, 2022	October 20, 2022
September	September 28, 2022	October 7, 2022	October 12, 2022	October 19, 2022	October 24, 2022	November 3, 2022
October	October 12, 2022	October 21, 2022	October 26, 2022	November 2, 2022	November 7, 2022	November 17, 2022
November	October 26, 2022	November 4, 2022	November 9, 2022	November 16, 2022	November 21, 2022	December 1, 2022
December	November 9, 2022	November 18, 2022	November 23, 2022	November 30, 2022	December 5, 2022	December 15, 2022

1. DATES ARE SUBJECT TO CHANGE AND MAY BE ADJUSTED DUE TO HOLIDAYS AND OTHER EVENTS
2. APPLICATIONS DEEMED INCOMPLETE WILL BE RETURNED TO THE APPLICANT AND WILL NEED TO BE SUBMITTED AT THE FOLLOWING SUBMITTAL DEADLINE FOR INITIAL REVIEW
3. EXTENSION OF 30-DAY PERIOD TO ACT
4. IF THE APPLICATION IS DEEMED INCOMPLETE, THE APPLICANT HAS THE OPTION OF WITHDRAWING IT OR REQUESTING AN EXTENSION OF TIME.
NO RESUBMITTALS WILL BE ACCEPTED AFTER THE APPLICATION FILING DATE FOR THIS CYCLE.
NOTE: PLATS THAT ARE APPROVED ADMINISTRATIVELY WILL FOLLOW THE SAME SCHEDULE FOR SUBMITTAL AND APPLICATION FILING
NOTE: IF A COMPLETE APPLICATION (INCLUDING REVISIONS AND RESUBMITTALS) IS SUBMITTED BEFORE OR AFTER THE DEADLINE, THE APPLICATION WILL FOLLOW THE NEXT SUBMITTAL CYCLE FOR PROCESSING

DRAFT

Appendix H

Proposed City Limits Map

