

CITY OF LAMPASAS

CONSTRUCTION/ DEVELOPMENT BOOKLET





Greetings from the City of Lampasas Construction and Development Team. This handbook was prepared to provide builders, homeowners, commercial developers, real estate professionals, and contractors an outline of procedures, permitting processes, and construction requirements when considering a project in Lampasas. The purpose of this book is to provide quick access to commonly asked questions and to highlight City resources to assist in the development of your project.

Our staff is available to discuss and research all aspects of your project. If you can't find the answer to your question please call so we can assist with navigating Zoning Regulations, Utilities, City Ordinances and/or Building Codes. We routinely meet as an entire staff team with builders and consultants to provide a "one stop shop" for discussing your project or for plan review. We will gladly meet at our office, on site, or your office to provide one-on-one personal service. Our goals are to provide the most accurate information and be responsive to your needs.

If I can be of any assistance, please let me know.

Finley deGraffenried, City Manager
512-734-6375



CONTACT US

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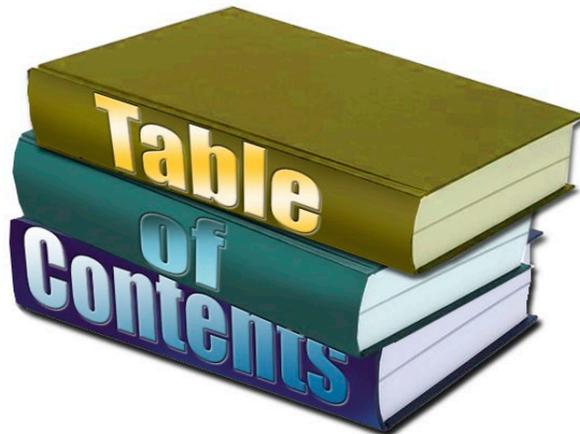
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Fire/Life Safety and Protection. Fire
Inspection and Plan Review. Assist
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Finley deGraffenried- City Manager

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CITY OF LAMPASAS

BUILDING CODES AND ORDINANCES

The International Code Council develops the codes used to construct residential and commercial buildings. The purpose of codes is to establish the minimum requirements to safeguard the public health, safety and general welfare of the public. Effective January 2022 The City of Lampasas will abide by the following codes to ensure building and fire safety.

- International Building Code 2021 Edition
- International Fire Code 2021 Edition
- International Fuel Gas Code 2021 Edition
- International Mechanical Code 2021 Edition
- International Plumbing Code 2021 Edition
- International Residential Code 2021 Edition
- International Property Maintenance Code 2021 Edition
- National Electric Code 2020 Edition
- International Energy Codes 2015 Edition

The codes shall be used when a building or structure is constructed, remodeled, repaired or altered. The City of Lampasas Code of Ordinances must be followed as well; as they compliment the International Codes based on specific city requirements adopted by City Council.

https://www.municode.com/library/tx/lampasas/codes/code_of_ordinances

**** These are subject to change by City Council; please verify with Building Department during the permit process.***

BUILDING PERMITS

Questions?
Frank Ellett
512-540-0027
Becky Sims
512-556-6831

When is a permit required?

A permit is required when an owner or authorized agent intends to construct, enlarge, alter, repair, move, demolish, or to install, enlarge any structures or to; alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system. This includes roofing, fences, signage and storage buildings.

A permit must be issued prior to the start of any job (only exception would be emergency or safety issue completed during non-business hours- in this case permit is to be obtained the next business day)

❖ *The Building Official can issue a **Stop Work Order** if work is done without the issuance of permit*

❖ *Per International Building Code any person who commences any work before obtaining necessary permits shall be subject to a fee established by the Building Official in addition to the required permit fees.*

When is a permit not required?

Generally the City of Lampasas will not require a permit for minimal non-structural , cosmetic repairs or modification; however it is recommended that you discuss the repair and/or project with the City of Lampasas Building Department to verify if a permit is required.

Are limited permits allowed?

In some cases grading permits are issued for commercial development prior to civil plans being approved. This is done on a case-by-case basis and Site Plan must be submitted per Zoning requirements as stated in Chapter 40 of The City of Lampasas Zoning Ordinance.

Can I work on my own house?

The City of Lampasas allows homeowners with homestead exemptions to complete the work themselves; however the work must be completed to code as stated in the Plumbing Code, IPC, NEC, City of Lampasas Code of Ordinance and other codes as applicable to specific job. The homeowner is required to obtain a permit and all work must be inspected by Building Official.

Inspections

The permit holder or authorized agent is responsible for notifying the Building Official when work is ready for inspection and to provide access and means for inspections. Work shall not be done beyond the point indicated in each successive inspection without obtaining the Building Official approval. The Building Official will notify permit holder if inspection passed or failed, and any portions that do not comply with code shall be corrected and not covered or concealed until authorized by Building Official.

When are site plans required?

– Site Plans for all new construction and remodels are required; which includes additions to structures and property such as accessory buildings and fences. For new commercial construction; 3 sets of plans are required for civil and site plans.

– Site Plan must follow Zoning requirements as stated in Chapter 40 of The City of Lampasas Zoning Ordinance. A Site Plan should include location of proposed building(s) and structures, on-and-off circulation (including truck loading and pickup areas) and fire lanes, parking, grading, landscaping design, placement of utilities, screening, engineering for streets and utilities, drainage and building elevations. The City of Lampasas Fire Marshal requires that all commercial buildings be equipped with a Rapid Entry Box (Knox Box) in case of emergency.

Building Permits Cont.

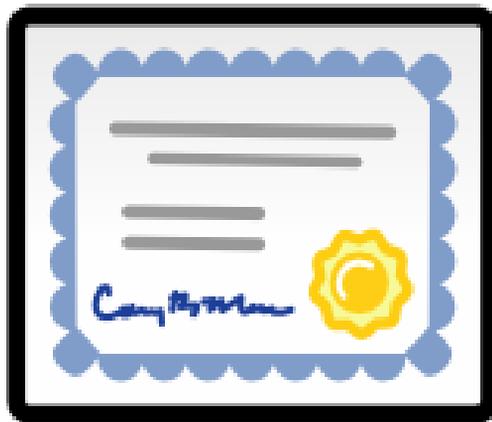
Questions?
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512-556-6831

Is there a contractor fee?

- The City of Lampasas does not charge a contractor registration fee at this time; however we do require contact information, photo ID, license (as applicable to job) and insurance prior to issuance of permit
- The General Contractor or homeowner may submit permit application and pay permitting fees; however the subcontractor is required to sign permit and post permit at jobsite.

Certificate of Occupancy- Commonly known as C of O

- A Certificate of Occupancy is issued upon final inspection for all new residential and commercial development.
- All new businesses are required to have both a Fire and Building Inspection to ensure code compliance prior to opening for business. This is to ensure safety and verify use conforms to zoning and current building codes. The C of O will have the maximum occupant load and current business owner name and contact information for the Fire Department.
- The Building Official is authorized to issue a Temporary Certificate of Occupancy prior to completion of work covered by permit, provided that portion or portions can be occupied safely. The Building Official shall set a time period during which the temporary certificate of occupancy is valid.



LAND USE AND PLANNING/ZONING

Questions?
Becky Sims
512-556-6831

Setbacks

- Setbacks are defined as the minimum required distance between the property line and the structure
- Setback requirements vary depending on zoning; minimum side yards range from 0' to 20', front yards range 25' to 30' and rear yards range from 6' to 20'. These are the more common zoning areas; the specifics for your property are available in the City of Lampasas Zoning Ordinance.
- In cases where construction and/or remodel projects do not meet specific setbacks a variance would be required. The Zoning Board of Adjustments meets once a month to review requests for variances. The application fee is \$250.00 plus postage and publications; you will need to meet with the Building Department to verify deadlines for each meeting as notices to public and newspaper publications are required prior to meeting.

Zoning; Land Use

- Zoning changes to specific properties require approval from Planning and Zoning Commission , this board meets once a month to review applications. The application fee is \$250.00 plus postage and publications; you will need to meet with the Building Department to verify deadlines for each meeting, as notices to public and newspaper are required prior to meeting.
- The Planning and Zoning Commission also reviews Specific Use Permit (SUP) applications; the fee is \$250.00 plus postage and publications and follows the same criteria as listed above.
- Upon approval from the Planning & Zoning Commission, it is required that the requested zoning change be brought before City Council for two readings prior to obtaining final approval.
- The City of Lampasas regulates land use through the City's Zoning Ordinance. The Ordinance defines Residential and Commercial districts and specifies the type of land use allowed, as well as, construction, setbacks and landscaping requirements.



SUBDIVISION REQUIREMENTS

Questions?
Frank Ellett
512-540-0027 or
Becky Sims
512-556-6831

Subdivision Requirements/Platting/Administrative Approval

Subdivision is defined as the division of a tract or parcel of land into two or more parts for laying out lots and to lay out streets, alleys, squares, parks or other parts of the tract intended to be dedicated to public use for the purpose, whether immediate and/or for future sale, lease or development.

Plat is defined as a map or chart of the proposed subdivision or the act of mapping or charting the subdivision; it shall include plat or replat.

- Minor Plat means a plat involving four or fewer lots fronting on an existing street, and not requiring the creation of any new street or the extension of municipal facilities
- Replat means the division of an existing subdivision, together with any change of lot size therein, or with the relocation of any street lines.
- Approval is either by City Council or administratively as defined below.

The Zoning Administrator will be able to assist with filing fee costs once detailed request has been received.

Subdivision Requirements

Under Local Government Code 212.001 the City Council adopts the regulations to control the subdivision of land within corporate limits and ETJ to:

- Implement City Comprehensive Plan
- Provide for orderly development of the city and ETJ
- Ensure adequate provision for streets, alleys, parks, water, and wastewater lines, storm drainage and other facilities indispensable to the community
- Ensure adequate fire protection, access and egress for fire and EMS services.
- Ensure access to adequate amounts of light and air, and
- Ensure overall health, safety and general welfare

No subdivision plat shall be filed or recorded, and no lot in a subdivision inside corporate limits or within ETJ of the city shall be improved or sold until the plat has been approved as required. The city shall have the authority to prohibit the installation of public utilities and to deny the issuance of building, plumbing, electrical, and mechanical permits, as applicable, in unapproved subdivisions.

The administrative approval procedure may be followed for the approval of applicable amending plats or, minor plats, if the land proposed for subdivision or re-subdivision meets the conditions and requirements , in accordance with Local Government Code, Section 212.0065, as follows:

- Is an amending plat described in the Local Government Code, Section 212.016 that result in five or fewer adjoining/contiguous lots; or
- Is a minor plat or replat such that it results in four or fewer adjoining/contiguous lots, each of which is fronting on an existing street that does not require the creation of any new street, or the extension of any municipal infrastructure or facilities, or
- Amendment of certain non-conforming plats , when amendment
 - Does not increase density in the subdivision; and
 - Results in a plat that more closely conforms to the current Code
 - Results in four or fewer adjoining/contiguous lots

Please refer to Code of Ordinances- City of Lampasas Chapter 70 Subdivisions for detailed information pertaining to Subdivisions and Plats.

https://www.municode.com/library/tx/lampasas/codes/code_of_ordinances

SUBDIVISION REQUIREMENTS

Compliance

Construction plans and specifications for public improvements and infrastructure shall be submitted after approval of the final plat and 30 days prior to accepting bids on any construction. Such plans and specifications shall comply with all city ordinances, and must be approved or disapproved by the City Building Official, Fire Marshal and Public Works Director in writing within 30 days after submitted.

All construction of public improvements and infrastructure shall be inspected while in progress by the appropriate city department (water, electric, or street), and a final approval shall be required.

The city may refuse to issue any building, repair, plumbing, and/or electrical permits, and may refuse to provide any public utility services to any improvement within any subdivision for which a final plat has not been approved and filed for record, or for any structure on a lot within a subdivision in which the standards required by this chapter or any other city requirement has not been complied with in full .

Please refer to Code of Ordinances- City of Lampasas Chapter 70 Subdivisions for detailed information pertaining to Subdivisions and Plats.

https://www.municode.com/library/tx/lampasas/codes/code_of_ordinances



REQUIREMENTS DURING CONSTRUCTION

Questions?
Frank Ellett
512-540-0027
Becky Sims
512-556-6831

Inspection appointments must be called in to City Hall (512)556-6831

- Inspections will be completed within a 24 hour period during business hours, which are 7:00-4:00 pm Monday-Friday
- Contractor's name and number is required and it is preferred that they be onsite for inspection
- Certain jobs and/or weather conditions may require exceptions to inspection schedule

Construction Debris

- Contractor will need to obtain roll-off from Waste Connections at (800) 350-3024 for construction site



- All safety measures must be followed to ensure the health and well being of citizens is protected at all times.

Site Stability/Runoff-

Silt fencing- erosion control to prevent run-off from getting into storm system may be required to protect storm systems and runoff pollution.



Drainage-

- The design of all drainage systems should allow for adequate drainage of newly developed land without adversely affecting existing drainage patterns or systems, and without increasing the potential for flooding in downstream areas.
- Builders and developers, depending on scope of project, may be required to provide engineers verification that drainage will not impact adjacent properties. Additional requirements are identified in City of Lampasas drainage calculations manual.

<http://www2.epa.gov/laws-regulations>

Construction site owners and operators are required to:

- implement erosion and sediment controls
- stabilize soils
- manage dewatering activities
- implement pollution prevention measures
- provide and maintain buffers around surface waters
- prohibit certain discharges, such as motor fuel and concrete washout
- utilize surface outlets for discharges from basins and impoundments

REQUIREMENTS DURING CONSTRUCTION CONT.

Questions?
Frank Ellett
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Becky Sims
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Addressing

- All addressing will be handled through Central Texas Council of Governments (CTCOG). Please allow 5-10 days for processing time. The application is found on the CTCOG website



Please be prepared to supply three (3) or more of the following for address requests:

- An established driveway is required
- GPS-enabled photo
- GPS coordinates of established driveway and structure location ([How do I get GPS coordinates?](#)) If your address is not found [Click here](#) to learn more.
- Adjacent addresses and their distance and direction in relation to the requested site address
- Property ID number or filing name ([How do I find the property ID?](#))
- Street location of address request
- Distance and direction to at least one intersection
- Distance of site off main road

Numbering

City of Lampasas- Code of Ordinances

Chapter 18 Buildings Article IV Building Numbering Sec. 18-363. - Specifications.

- (a) Numbers or letters shall be a minimum of three inches in height and shall consist of durable material which will not tarnish, corrode or deteriorate unreasonably.
- (b) Numbers shall sufficiently contrast with the background on which they are placed so as to be readily visible from the public right-of-way on which the structure fronts or faces.
- (c) Painted numbers must be equal in durability and visibility to separately placed numbers.
- (d) Peel-off or adhesive backed numbers and numbers painted on the curb shall not meet the requirements of this article.
- (e) Numbers which do not meet the visibility requirements of this article shall be made to conform within 30 days of notice to the owner of the building.

How can I obtain information about the Underground Storage Tanks (USTs) from the TCEQ?

- The **TCEQ Central Registry Database** can tell you whether a facility is registered with the TCEQ and provides information submitted by the owner, or a representative of the owner, about the PST system. However, records from the database do not replace information from historical documents, such as original installation records. The database may also indicate whether the facility is, or ever was, registered as a leaking petroleum storage tank (LPST) site. The Central Registry Database is located at www.tceq.texas.gov/permitting/central_registry
- The **Petroleum Storage Tank (PST) Records and Datasets** webpage provides downloadable files, including a statewide listing of LPST sites and PST facility data (including USTs). You can search raw data located at www.tceq.texas.gov/agency/data/lookup-data/pst-datasets-records.html
- The **Compliance History Database** is another source of information. www.tceq.texas.gov/enforcement/history/search



**TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY**

FIRE DEPARTMENT REQUIREMENTS DURING CONSTRUCTION

Access- Fire Department

Means of Egress- Section 1410 (ICC IFC 2006)

1410.1 Required access. Approved vehicle access or firefighting shall be provided to all construction or demolition sites. Vehicle access shall be provided to within 100 feet of temporary or permanent fire department connections. Vehicle access shall be provided by either temporary or permanent roads, capable of supporting vehicle loading under all weather conditions. Vehicle access shall be maintained until permanent fire apparatus access roads are available.

Pre-Construction Checklist

Plans

- Sprinkler system, fire alarm, or other fire protection systems must be reviewed by one of our designated 3rd party reviewers (see below) There is a fee payable to the Engineering Review firm for that service:

- 1) ISO, 8911 N. Capital of Texas Highway,
Westech 360 Building 2, Suite 2110, Austin, Texas 78759
Phone # 512-440-9910 Fax # 800-736-3289

- 2) Coker Engineering LLC, 1540 Keller Pkwy
Suite 108 # 319 Keller, Texas 76248
Phone # 817-742-2409

Ronald-c@sbcglobal.net

- An electronic document (PDF) of the reviewed plans and documentation must be submitted to the FD along with the paper plans for records management purposes.
- A copy of the approved fire protection system plans must be on site prior to any installation activities and shall be available for the fire inspector to see. The plans must remain on site until the installation is complete.
- Allow up to ten working days for plan reviews.

Exceptions

- No plan submittal or review is needed for fire sprinkler alterations of existing systems when no more than 2 sprinklers are added or 5 or more are relocated



FIRE DEPARTMENT CONSTRUCTION REQUIREMENTS CONT.

Inspections Required

- All fire protection systems require inspection and approval prior to placing in service
- New sprinkler systems require the following inspections
 - Hydro and above ceiling hangar and piping inspection and comparison of plans to be installed system
 - Underground and FDC supply lines shall be flushed and the inspector must witness the flush
 - Final alarm function test inspection to verify operability of the fire sprinkler system
- New fire pumps will require inspection and witnessing of performance tests in accordance with NFPA 20
- New standpipes shall be inspected in accordance with NFPA 14
 - Hydro and above ceiling hangar and piping inspection and comparison of plans to installed system.
 - Underground & FDC supply lines shall be flushed and the inspector must witness the flush
 - Final alarm & flow function test inspection to verify operability of the fire sprinkler system
- New fire alarm systems shall be tested in accordance with NFPA 72 to include
 - Comparison of installed system to plans
 - Function test of each initiating and signaling device
 - Verification of device application is to reviewed plans and specifications
- New permanent or temporary altered installations of Flammable or Combustible liquid tanks, piping or dispensing areas

Building Final Inspection

- A building final inspection will not be conducted until all fire protection and life safety systems have been inspected, tested and approved by the Fire Inspector.
- Furniture and fixture move-in decisions will be made by the building department and fire inspectors.
- The building may not be occupied by anyone other than construction personnel without prior approval from the Fire Marshal or Fire Inspector.

FIRE DEPARTMENT CONSTRUCTION REQUIREMENTS CONT.

Once a life safety system has been tested (fire sprinkler, fire alarm or kitchen fire extinguishing system) it shall stay in service after the acceptance test.

Final inspections for Certificate of Occupancy or building final shall verify:

Verification with the building department that the building or occupancy is ready for final inspection.

- Trash accumulations are eliminated
- Fire and Life safety elements are in place and completed
- Fire apparatus access is completed
- Building Identification is in place
- Electrical service is clearly marked
- Building features such as ceilings, floors, doors and walls are completed
- Fire resistive construction is in place and meets code

FIRE SAFETY DURING CONSTRUCTION

Temporary Heating Elements

- Temporary heating devices must be UL listed and labeled
- LP gas heaters shall comply with LP gas rules and international Fuel Gas Code
- Refueling for liquid fueled heaters shall be conducted outdoors where possible and properly bonded when transferring fuel
- Clearance to combustibles shall be maintained per manufacturer's criteria
- Temporary heating shall be fixed in place and protected from damage, dislodgement or overturning.
- Temporary heating devices shall be supervised and maintained only by competent personnel.

Precautions Against Fire

- Smoking shall be prohibited except in approved areas.
- Combustible debris shall not be accumulated within buildings. No burning on site allowed
- No open burning except under permit from fire department
- Material susceptible to spontaneous ignition shall be stored in a listed disposal container
- Fire Watch shall be required during demolition that is hazardous in nature. Fire Watch shall be provided with one means for notification of the fire department. Their sole duty is to perform constant patrols and watch for fire.
- Cutting and Welding- hot work operations shall adhere to the following requirements

FIRE DEPARTMENT CONSTRUCTION REQUIREMENTS CONT.

Precautions Against Fire Cont.

- Prior to hot work starting, the hot work area shall be inspected by the person conducting such work and the supervisor or employer retaining the services for the hot work to ensure a fire safe hot work area.
- Hot work areas shall not contain combustibles. Combustibles that cannot be removed must be protected with appropriate shielding.
- Openings or cracks in walls, floors, ducts or shafts within hot work areas shall be covered to prevent passage of sparks.
- Floors shall be kept clean within hot work areas.
- Partitions segregating hot work areas shall be non-combustible.
- Hot work shall not be performed on containers or equipment that contains or has contained flammable liquids, gases or solids until the container and equipment have been cleaned, inerted or purged. Hot tapping is allowed under API guidelines.
- Sprinkler protection if provided shall not be shut down during hot work operations.
- Fire alarm/detection systems precautions shall be taken to prevent false alarms when approved by the fire department.
- Fire watch shall be provided during the hot work and 30 minutes following the hot work activity. The fire watch should be extended when needed. Thorough inspection of the hot work area shall be conducted prior to leaving the area.
- Fire watch shall have fire extinguishing equipment readily available and means to notify the fire department of a fire. Duty of the fire watch is to watch for fire and extinguish spot fires and communicating an alarm.

Roofing Operations

- Roofing operations utilizing heat producing systems or other ignition systems shall be performed by contractor licensed and bonded for the roofing process
- Asphalt and Tar kettles shall not be located within 20 feet of any combustible materials or building opening
- Fuel containers shall be at least 10 feet from the burner, except those insulated from heat
- Kettle shall be constantly attended when in operation
- Fire extinguisher shall be provided with a minimum 40 BC rating within 25 feet of the kettle and one on the roof being covered.

Flammable and Combustible Liquids

- Fuels or products such as gasoline or diesel, solvents, thinners or cleaners shall be stored, handles and dispensed in an approved manner in keeping with the manufacturers requirements or safety requirements. On site bulk storage of fuel will require inspection and permitting for tanks over 60 gallons

FIRE DEPARTMENT CONSTRUCTION REQUIREMENTS CONT.

Flammable and Combustible Liquids Cont.

- Flammable and combustible liquid storage areas shall be maintained clear of combustible vegetation and waste material
- Ventilation is required for operations involving the application of materials containing flammable solvents
- Ignition sources and smoking shall be prohibited in flammable and combustible liquid storage areas. Signs shall be posted that state same in those areas.
- Fuels, solvents, thinners, or cleaners shall be kept in approved safety containers or the original manufacturer's containers.
- Containers leaking shall be immediately repaired or taken out of service and spills cleaned up

Owners Responsibility for Fire Protection

- The owner shall designate a person to be a fire prevention superintendent with responsibility for a fire prevention program and ensure it is carried out
- Plans for pre-fire planning shall be provided to the fire department during construction and updated as construction progresses
- Training of employees, contractors in fire protection equipment shall be the responsibility of the program superintendent
- Readiness of fire protection equipment shall be maintained under the direction of the fire prevention superintendent

Fire Response and Emergency Readiness

- Street address sign shall be posted in a prominent manner from the beginning of the project
- Fire lanes and access shall be provided and maintained in accordance with plans and agreements. Temporary or permanent measures shall be in place and support fire apparatus with adequate turning radius. No access is to be obstructed by equipment, vehicles, materials or structures.
- Exits shall be in place with stairs when a building is constructed to 4 floors or 50 feet. At least one temporary lighted stairway shall be provided unless permanent stairs are erected as the building is constructed. Stairway floor number signs shall be provided for all buildings.
- Fire hydrants shall be in place and operational as soon as combustible material arrives on site
- Standpipes in buildings 4 stories or more shall be provided with not less than one standpipe for use during construction. Such standpipes must be in place when construction height reaches 40 feet above fire lanes. An FDC hose connection shall be provided within 100 feet of a fire hydrant and standpipe extend to within 1 floor of the highest level.
- Fire Sprinkler systems must be operational prior to occupancy of any portion of a building. Operation of control valves shall be allowed only by authorized personnel accompanied by notification of the fire prevention superintendent.

FIRE DEPARTMENT CONSTRUCTION REQUIREMENTS CONT.

Fire Response and Emergency Readiness Cont.

- Fire Extinguishers shall be provided and installed for temporary protection at each stairway on all floors. In every storage and construction shed and in areas where flammable and combustible liquids are stored, used or dispensed.

Sprinkler Systems (SS)

Sprinkler System Underground Piping and Installation

- Sprinkler system underground piping must be installed by a company licensed by the State of Texas for that purpose.
- Thrust blocks and joints shall be exposed during inspection and testing activities. SSU piping must be center loaded prior testing
- SSU will be tested at no less than 200 PSI for two hours witnessed by FD inspector
- SSU piping shall be flushed prior to the connection of the above ground sprinkler system riser assembly witnessed by FD personnel.
- All bends in the piping shall be supported by thrust blocks or by rodding
- Underground piping can be center loaded prior to testing . All joints must be exposed.
- A double backflow preventer is required on all sprinkler system installations
- Underground piping that exceeds 50 feet from the tap to the building
 - The double backflow preventer with a bypass meter may be installed in a vault near the tap or,
 - A direct bury single detector check valve with a bypass meter may be installed near the tap with a bypass meter located in the meter box at grade level and the double backflow preventer can then be installed as the first device inside the building
- If the underground is less than 50 feet, the double back flow preventer can be installed as the first device after the underground piping enters the building and the single detector check can be omitted.

Sprinkler System Above Ground and Installation

- Sprinkler system above ground piping must be installed by a company licensed by the State of Texas for that purpose.
- All piping and sprinkler heads must be visible during testing.
- The above ground sprinkler system will be tested at no less than 200 PSI for two hours witnessed by FD Inspector

FIRE DEPARTMENT CONSTRUCTION REQUIREMENTS CONT.

- The fire department connection shall be 5 inch Stortz connection installed as a 30 degree downward angle (Exception, high rise buildings)
 - Any piping that has been covered prior to a hydrostatic test of the system will cause the test to be cancelled. No test will be scheduled until such time all sprinkler system piping is exposed
 - Any test conducted with the sprinkler head not installed will require that section to be retested after the installation of the sprinkler head.
 - Every effort shall be made to insure that no section of the sprinkler system shall be subject to a hydrostatic test more than 3 times.
 - Situations found where the actual system installation does not match approved plans shall cause the inspection and/or test to be stopped immediately until the system is installed according to the approved plans.

Sprinkler Systems During Construction

- Building 4 or more stories in height shall be provided with a standpipe in each stairwell during construction
- The standpipe shall be installed before the progress of construction is more than 35 feet above the lowest level of fire department access
- Standpipe(s) shall be extended as construction progresses to within one floor of the highest point of construction
- A 2 ½ inch fire hose connection shall be provided on every level standpipe during construction

Fire Alarm Systems (FA)

- Fire alarm systems shall be designed and installed by a company licensed by the State of Texas for that purpose

Testing and Inspections

- All systems shall be pre-tested prior to the test being witnessed by the inspector
- A representative of the installing company knowledgeable in the installation of the system being tested shall conduct the acceptance test

SS and FA Inspection/Testing Times

- A 24 hour notice is required for the scheduling of any inspection or test
- Regular inspection hours are Monday through Friday, 8:00 am-5:00pm
- After hour inspections are conducted on a volunteer basis. A request shall be made to the Fire Department for an after hour inspection or test no less than 24 hours prior to the needed time.
- Any after hour inspection or test is billed at \$45.00 per hour per person with a two hour minimum payable at the time of inspection or test.

FIRE DEPARTMENT CONSTRUCTION REQUIREMENTS CONT.

Fire Department Access

Fire Lanes

- A fire lane with an all weather driving surface shall be provided to within 150 feet of all construction or on site storage areas. The fire lane should be marked or painted as soon as possible for FD access. Failure to honor the fire lane will result in citations being issued
- Fire Lanes shall have 6 inch wide red stripes (where abutting a curb, the curb shall be painted) and the words “Fire-Lane, No Parking, Tow Away Zone” in 4 inch letters painted on stripe at no more than 25 foot intervals.
- Fire Lanes shall be no less than 24 feet in width and turning radius shall be no less than 30 feet inside radius and 50 feet outside radius.

Fire Department Access Roads

- A fire apparatus access road (fire lane) shall be provided within 150 of all storage areas of combustible building material. The route of the access road shall be approved by the Fire Marshal
 1. Fire apparatus access roads shall be no less than 24 feet in width or 35 feet in width if within 35 feet of a building 48 feet high or higher
 2. Fire apparatus access roads shall have all weather-driving surfaces and shall be capable of supporting the imposed load of the fire apparatus
 - a. Fire apparatus access roads shall be provided during construction and may be temporary in nature
 - b. Temporary access roads shall met the all weather-driving surface, width and weight requirements as specified for a permanent fire apparatus access road.
 - c. Fire apparatus access roads shall be capable of being cleaned of mud accumulation, ice build-up, etc. when necessary.
 3. A minimum vertical clearance of 13 feet 6 inches shall be provided
 4. Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved means of turning the apparatus around
- Any gate installed that will delay access to the construction site shall be equipped with a KNOX padlock

KNOX Lock Boxes

- A KNOX box shall be installed at exterior access doors to fire protection riser rooms or other identified locations as required by the Fire Marshal
- KNOX boxes are ordered via the web at KNOX.com through the online purchase process and are assigned a unique key core for the City of Lampasas Fire Department

Fire Hydrant/Fire Department Connection

- A fire department connection (if required) shall be within 50 feet of a fire lane or public road.
- Fire department connections shall be 5” Storz on 30 degree down slope
- A fire hydrant must be within 300 feet of all parts of a commercial building (500 feet in residential)

Fire Extinguishers

- Fire extinguishers (minimum 2A 10BC rated) shall be located strategically around the site during all phases of construction

UTILITY REQUIREMENTS

Questions?
Frank Ellett
512-540-0027
Becky Sims
512-556-6831

Requirements to Connect

- Upon approval of site plan by Public Works, Fire Marshall and the Building Official and after all fees have been paid, permits will be issued and work order will be submitted for water and/or sewer taps and meters to be set by Public Works.
 - *Sewer/water taps and meters will not be set until the final grade has been completed at project site. It is the contractors responsibility to ensure the grade remains at the appropriate level and the taps, meter and meter box remain in good, working condition. If they are damaged, replacement and connection fees, as applicable, will have to be paid prior to replacement being installed.*
 - *Additional fees may be assessed if extension of water /sewer and /or electrical lines are necessary based on location of property.*
 - *Public Utility Easements may also be required depending on location of utilities on building site.*
- It is important that each contractor call in their individual inspections to alleviate any re-inspection due to work not being completed.
- To minimize delays the General Contractor will need to complete utility application for billing of utility services.

Process Time

- The processing time varies depending on construction requirements and site readiness. Generally processing time is 3-7 days, however; some requests can be done the same day.

Load Calculations

- Contractors are required to provide load calculations for all plumbing, mechanical, electrical, drainage and sign installations.

Safety Working Around Utilities

- The City of Lampasas is committed to a safe working environment.
- It shall be unlawful for any person to break, alter or otherwise tamper with any electric service or meter, remove /replace electrical seal, tamper with sewer taps and/or water taps or meters serviced by the City of Lampasas utilities.
- The Electrical Contractor is not permitted to disconnect service from city weather head; this must be scheduled when permits are issued.



Before you DIG!!



SPECIAL CONDITIONS

Questions?
Frank Ellett
512-540-0027
Becky Sims
512-556-6831

Asbestos

- Asbestos testing must be completed prior to all Commercial demolitions or renovations
- The demolition or renovation of a single family residence (four-plex or smaller) does not require an asbestos survey if the property continues to be used as a single residence after the renovation.
 - www.dshs.state.tx.us
- Asbestos testing for residential dwellings may be required on the demolition of multiple houses on one block generally within 600 ft for municipalities
- Other References:
 - www.epa.gov/asbestos
 - www.tceq.texas.gov

Demolition

- A permit is required
- Cost of permit is \$50.00
- All utilities must be disconnected, meters must be removed, service line must be pulled away from house and sewer must be capped (if applicable)
- Demolition waste and debris must be disposed of in a licensed landfill. Please contact Waste Connections for roll-off dumpsters.



- Contractor must ensure *proper disposal* of building materials per state and federal regulations
- Safety fence shall be utilized to protect health and safety of citizens if structure is deemed unsafe or substandard by Construction Board of Adjustments of Appeals. The safety fence shall remain in place until structure is brought up to code or demolished.



SPECIAL CONDITIONS CONT.

Questions?
Frank Ellett
512-540-0027
Becky Sims
512-556-6831

Backflow-Cross Connections

Cross connection refers to an actual or potential link between the drinking water system and contaminants such as chemicals, bacteria, pesticides, or waste water.

What is Backflow?

Backflow occurs when water flow is reversed from its intended direction and, by way of a cross connection, is pushed or siphoned back into the drinking water system. Backflow can occur by the following mechanisms:

- Backsiphonage - The pressure in the drinking water system is lowered. This type of backflow can result from water line flushing, fire fighting, or water main breaks.
- Backpressure - The pressure in a customer's piping system is greater than that of the drinking water system. This primarily occurs in commercial applications involving pumps, high rise buildings, or boilers.

Backflow Requirements

- Code of Ordinance Chapter 18 Buildings and Building Regulations 18-3 Cross-Connection Control Program
 - Backflow prevention assemblies are installed to provide protection against health hazards and must be tested and certified to be operating within specifications at least annually by a recognized backflow prevention assembly tester.
 - City shall refuse or discontinue water service if a required backflow prevention assembly is not installed, maintained and tested in accordance with TCEQ rules and City of Lampasas Code of Ordinances Chapter 18 Section 18-3 Cross-Connection Control Program
 - All backflow prevention assemblies shall be tested upon installation by a recognized backflow prevention tester and certified to be operating within specifications.
 - Generally backflow prevention assembly is required for irrigation systems, veterinary clinics, medical clinics, and hospitals; which are more common however, a backflow prevention assembly is required where there is a potential for cross contamination.

Wells can not be connected to domestic lines supplied by the City of Lampasas. All wells must be registered with the County and/or State as applicable.

Alley/R-O-W closures and improvements

Sidewalks are not required; however if they are made available; they are the property owners responsibility to maintain and they must be ADA compliant.

Easements are required by property owners for public utility personnel to access city utilities for installation, repair, replacement and general maintenance.

Alley Maintenance is the responsibility of the property owners.

Signs

A permit is required to add or modify a sign within the city limits. There are specific requirements regarding the type, size, quantity and color of signs depending on zoning. It is important that you speak with the Building Department to obtain permit prior to installation to ensure compliance with City of Lampasas Sign Ordinance.

The City of Lampasas Sign Ordinance can be found at the following location:
www.municode.com/library/tx/lampasas/codeofordinance Chapter 58 Signs

INCENTIVES

Questions?
Mandy Walsh
Economic Development Director
972-983-1411

Local Incentives

Economic Development Sales Tax

In 1998, the citizens of Lampasas adopted a one-quarter of one percent sales tax to promote new and expand existing industrial and manufacturing activities. The sales tax proceeds may be used to fund promotional and development activities related to business attraction/retention; financial assistance to businesses; land and building purchase, lease and upgrade; infrastructure upgrade and placement; and training and education.

Reinvestment Zones

The City of Lampasas will consider a reinvestment zone for the purpose of tax abatements, tax increment financing and public improvement districts.

Property Tax Abatement

To promote and retain high quality development in all parts of the city, the City of Lampasas and Lampasas County will consider providing property tax abatement on the appraised value of real property improvements and business personal property in accordance with the City's guidelines and criteria for granting a tax abatement.

Economic Development Grants/Loans

Chapter 380 of the Local Government Code provides legislative authority for municipalities to establish a program for making loans and grants to promote state and local economic development and to stimulate business and commercial activity in the City.

Other Incentives That Will Be Considered Include:

- Free land
- Development Grants and Waiver of all City fees
- Participation in all public infrastructure development activities relating to projects
- Reduced rates on water, sewer and solid waste if feasible

By law the Lampasas City Council must consider incentives on a case-by-case basis and incentives cannot be guaranteed until the City Council considers in a formal public meeting. All incentives will be tied to a development guarantee or "claw back" agreement between the developer and the City of Lampasas. A cost/benefit analysis will be performed on each project.

INCENTIVES

State Incentives

Texas takes the initiative to invest in its future by offering competitive incentives to companies who are creating jobs and driving innovation in Texas.

Texas Enterprise Fund

The Texas Enterprise Fund (TEF) is the largest "deal-closing" fund of its kind in the nation. The fund is used as a final incentive tool for projects that offer significant projected job creation and capital investment and where a single Texas site is competing with another viable out-of-state option.

Texas Emerging Technology Fund

The Texas Emerging Technology Fund (TETF) provides Texas with an unparalleled advantage in the research, development, and commercialization of emerging technologies by offering grants to recruit the best research talent in the world and to help companies take ideas from concept to development to ready for the marketplace.

Financing

Texas is committed to providing and facilitating funding for companies and communities with expansion and relocation projects in the Lone Star State. Asset-based loans for companies, leveraged loans to communities, and tax-exempt bond financing are just a few means of obtaining the capital necessary for a successful project.

Grants

From public infrastructure projects in non-entitlement communities to cancer research and laboratory facility construction, several types of grants are available to Texas communities and businesses.

Tax Incentives

The State and local communities offer a variety of tax incentives and innovative solutions for businesses expanding in or relocating to Texas. Programs include Enterprise Zone sales tax refunds, manufacturing sales tax exemptions, property tax value limitation, and freeport exemptions.

Workforce Development

Workforce training programs provided through the Texas Workforce Commission.

APPENDIX

FEE SCHEDULE

FORMS

- Permit Application
- Variance to Zoning Ordinance Application
- Zoning Application
- Request for Subdivision Plat or Replat Application

TYPICALS

- Set Backs
- Lot Width/Area/Depth
- Corner Lot
- Fence- Sight Requirements for Corner Lots
- Typical Driveway
- Sidewalk/Ramp Details
- Combined Curb Ramps-Full Intersection
- Curb and Gutter Section
- Concrete Valley Gutter
- Landscape Requirements
- Fire Apparatus Access Roads

RESOURCES/LINKS

- Texas Department of Licensing and Regulation
- Texas State Board of Plumbing Examiners
- Better Business Bureau
- United States Environmental Protection Agency
- Texas Commission on Environmental Quality
- Texas Department of Health
- International Code Council
- City of Lampasas Ordinances
- City of Lampasas