

**FORT BEND COUNTY  
APPLICATION PROCEDURES FOR  
DEVELOPMENT PERMIT/RELEASE OF POWER**

When a community participates in the Federal Flood Insurance Program, it then requires permits to be obtained for all proposed construction or other development to ensure that methods used will minimize flood damage. In most cases, this is done by regulating the lowest floor elevation. The person owning, and/or having the right of possession, for the parcel of land, can apply for the permit.

A development permit will be issued if the proposed structure or work is located within the 100 year floodplain.

An exemption certificate will be granted if the structure is located outside of the 100 year floodplain.

A permit is required for improvements only if the cost of the improvements to the structure is more than 50% of the market value of the original structure.

To make application the following must be submitted.

1. Complete application form.
2. Owner's name and address.
3. Location of property:
  - a. Street address.
  - b. Subdivision name, section, block, & lot.
  - c. Metes and bound (field notes) description.
4. One 8-1/2" x 14" plot plan drawn to scale locating new and existing structures.
5. Permit Fees are non-refundable.

Required Fees: \$20.00 exemption certificate (Outside Floodplain)  
\$50.00 development permit (Inside Floodplain)

6. Other information required by the County Engineer.

7. Comply with Fort Bend County Outdoor Lighting Ordinance adopted on 03/23/2004. A copy of Ordinance is available on county web site. [www.FortBendCountyGov.com](http://www.FortBendCountyGov.com)

8. Comply with Fort Bend County Regulations for the Placement of Signs Visible from the Main-Traveled Way of a Toll Road within Fort Bend County, Texas adopted 1/24/06.

The application and its appurtenances must not contain false information nor conceal material facts. All items must be complete before a permit is issued. Construction can only begin after obtaining a permit. Fort Bend County (unincorporated areas) has not adopted building codes.

The granting of a permit by the Fort Bend County Engineering Department should not be in any way considered by the permittee as an exemption from applicable subdivision deed restrictions or any other Fort Bend County departments regulations or permits.

**ENVIRONMENTAL HEALTH DEPARTMENT**

4520 Reading Road, Suite A  
Rosenberg, Texas  
281-342-7469

Call or visit the Environmental Health Department in order to obtain information packets and begin the permitting process. Permits are not issued without plan review. Additional information is available at [www.FortBendCountyGov.com](http://www.FortBendCountyGov.com).

Permits:

- 1) Food Establishment Permit: required for any facility providing food to the public. This includes but is not limited to restaurants, convenience stores, childcare centers, caterers, assisting living facilities, schools, ice houses, lounges and pharmacies.
- 2) On Site Sewage Facilities: required for all structures that are to be occupied for any time day or night and not connected to a municipal utility district system or other approved method of wastewater treatment and disposal. This includes but is not limited to all houses, mobile homes, construction trailers, businesses, or structures with a sink, toilet, or shower.
  - \* Existing OSSF systems must be approved by the Environmental Health Department prior to the release of power.
  - \* A professional design or evaluation is required for all septic systems.

FORT BEND COUNTY FIRE MARSHAL  
PLANS REVIEW PROCESS

Please complete the enclosed Development Permit Application and return with the plans to be reviewed, with appropriate fees. All plans must be submitted for review when building in the unincorporated areas of Fort Bend County. Please submit plans to Fort Bend County Fire Marshal's office, 230 B Legion Drive, Richmond, Texas, as follows:

If facility will be used for a **business**, one (1) set of architectural plans must be submitted and fire alarm system/sprinkler plans if required.

If facility will be used for a **Board and care home**, one (1) set of architectural plans must be submitted and fire alarm system/sprinkler plans, if required.

If facility will be used for a **Day care**, two (2) sets of architectural plans and two sets of fire alarm system plans. One set will be kept for record and the other will be returned.

**Fueling stations** require one (1) set of architectural and fire alarm system plans, if required.

**Schools** require two (2) sets of architectural, fire alarm and sprinkler plans. One set will be kept for record and the other will be returned.

After the inspector reviews the plans, a letter with any recommendations, corrections required and inspections needed, will be returned with plans. Payment is required at the time plans are submitted.

CODES: NFPA 101 2006 ED AND REFERENCES OR LATEST EDITION ADOPTED BY STATE FIRE MARSHAL'S OFFICE

Authorized by:

VERNON TEXAS CODE ANNOTATED  
LOCAL GOVERNMENT  
CHAPTER 233.061  
CHAPTER 352  
BROOKS TEXAS PRACTICE  
CHAPTER 31



“DEVELOPMENT PERMIT APPLICATION”

Permit Number \_\_\_\_\_

Applicant Requests Temporary Power Permanent Power N/A

APPLICANT INFORMATION {Please print or type.}

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ Other \_\_\_\_\_

Property Owner /Business Name \_\_\_\_\_

Property Owner’s Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Tax Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

LOCATION OF PROPERTY

Street Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Subdivision \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Reserve \_\_\_\_\_

Survey Name \_\_\_\_\_ Abstract # \_\_\_\_\_ Acreage \_\_\_\_\_ Precinct: \_\_\_\_\_

Compliant with FBC Lighting Ordinance Yes No N/A \_\_\_\_\_

Compliant with FBC Platting Regulations Yes No \_\_\_\_\_

RESIDENTIAL CONSTRUCTION INFORMATION New Existing N/A

- Single Family Dwelling Manufactured Home Expansion, Repair, Remodel
Residential Garage Barn/Agriculture with no Living Space Accessory Building (No Living)
Alteration of Natural Waterway or Drainage Course Placement of Fill Other

Describe use: \_\_\_\_\_

COMMERCIAL CONSTRUCTION INFORMATION New Existing N/A

- Professional or Mercantile Building Food Store/Restaurant/Kitchen Industrial Building
Lease Space Build Out Multi-Family Bldg # \_\_\_\_\_ Units \_\_\_\_\_ School, Daycare
Group Home, Foster Home Mobile Home Park, # of Units \_\_\_\_\_ RV Park, # Units \_\_\_\_\_ Other

Describe use: \_\_\_\_\_

SEWAGE AND WATER SYSTEM N/A Explain: \_\_\_\_\_

- Utility District Name (MUD) \_\_\_\_\_ Private Water Well (No Living Space) \_\_\_\_\_
Public Community Water Well - Proposed Septic Existing Septic, Year Installed \_\_\_\_\_
Private Water Well (Living Space) - Proposed Septic Existing Septic, Year Installed \_\_\_\_\_

DRIVEWAY INFORMATION Commercial Residential N/A

- Existing Driveway New Driveway Add On Private Road
Number of Drives \_\_\_\_\_ Length of Property Frontage: \_\_\_\_\_ ft.

I acknowledge that other permits may be required by other County Departments; Environmental Health (281-342-7469); Fire Marshal (281-238-1500); Road & Bridge (281-342-4513); Engineering (281-633-7500). \_\_\_\_\_

Initial

I, \_\_\_\_\_, the undersigned have carefully reviewed this application and my answers to all questions. To the best of my knowledge, the answers are all true and correct. The owner of this property/business is responsible for adhering to all ordinances applicable to that operation. Failure to obtain required permits will result in legal action against the property/business owner as allowed by law.

SIGNATURE OF Applicant/ Owners Agent or Attorney \_\_\_\_\_ Date \_\_\_\_\_

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*For Office Use Only*

ALTERATION OF WATERWAY OR DRAINAGE COURSE PLACEMENT OF FILL IS THE PROPERTY LOCATED IN AN AREA OF SPECIAL FLOOD HAZARD? YES NO

IS ADDITIONAL INFORMATION REQUIRED? YES NO

ARE OTHER COUNTY REGULATIONS REQUIRED: SEPTIC SYSTEM PERMIT OTHER

EXEMPTION CERTIFICATE REQUIRED FIRM PANEL NO/DATE \_\_\_\_\_

DEVELOPMENT PERMIT REQUIRED LOMR - DATE \_\_\_\_\_

IMPACT FEE AREA CONST. TYPE \_\_\_\_\_ PCT # \_\_\_\_\_

SUBD. SLAB ELEV \_\_\_\_\_

ETJ \_\_\_\_\_

Judge Robert E. Hebert/County Administrator

BY: \_\_\_\_\_  
Johnny Ortega CFM/Permit Administrator Date

Mail to: Fort Bend County Engineering  
1124 Blume Road  
P.O. Box 1449  
Rosenberg, TX 77471