

## ORDINANCE NO. 141

**AN ORDINANCE ESTABLISHING FEES AND PROCEEDURES FOR ISSUING BUILDING PERMITS FOR ELECTRICAL, BUILDING, PLUMBING, MECHANICAL, AND SWIMMING POOL CONSTRUCTION, RE-CONSTRUCTION, OR REPAIR TO A STRUCTURE WITHIN THE TOWN OF INDIAN LAKE; REINSPECTION FEES; MOVING BUILDINGS OR MOBILE HOMES IN OR OUT OF THE TOWN OF INDIAN LAKE; REQUIRING ALL MOVERS TO USE THE INDIAN LAKE POLICE AS ESCORT; PROVIDING A SAVING CLAUSE; VIOLATIONS AND PENALTIES; REPEALING ORDINANCES 92, 92-A AND ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Board of Alderpersons of the Town of Indian lake has determined that it is in the best interest of the citizens of the Town to develop a permit and inspection program to better insure the quality of work performed by the trades in the field of building and repair of structures within the Town; and

**WHEREAS**, the Board of Alderpersons of the Town of Indian Lake has determined that it is necessary to establish permit fees to cover inspections and administrative costs;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Alderpersons of the Town of Indian Lake, Texas;

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### **Article I. General Provisions**

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#### **1-101. Title.**

This Ordinance shall be known and may be cited as the “Building and Occupancy Permit Ordinance of the Town of Indian Lake.”

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#### **1-102. Authority.**

This Ordinance is adopted pursuant to the Town’s authority to regulate construction, occupancy, and related activities for the protection of public health, safety, and welfare.

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#### **1-103. Purpose.**

The purpose of this Ordinance is to establish uniform requirements for building, mechanical, plumbing, electrical, and move-in/move-out permits, and to ensure that all such activities are reviewed and approved by the Building Department prior to commencement.

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#### **1-104. Definitions.**

For the purposes of this Ordinance, the following terms shall have the meanings indicated:

A. **Building Department** means the Town of Indian Lake department responsible for administering and enforcing building and occupancy regulations.

B. **Building Inspector / Building Official** means the individual designated by the Town to review, approve, and enforce permits under this Ordinance.

C. **Contractor** means any person or business entity performing construction, installation, repair, or related work regulated by this Ordinance.

D. **Permit** means a written authorization issued by the Building Department allowing specified work or activity to proceed.

E. **Working Day** means any day the Town offices are open for regular business, excluding weekends and holidays.

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## **Article II. Permit Requirements**

### **1-201. Permits Required.**

No person shall commence or perform any of the following activities within the Town of Indian Lake without first obtaining an approved permit from the Building Department:

1. Building or structural work
2. Mechanical work
3. Plumbing work
4. Electrical work
5. Move-in or move-out of any residential or commercial property

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### **1-202. Advance Submission of Applications.**

A. All permit applications shall be **submitted in advance** of the proposed start date of work or activity.

B. Permit applications **shall not be submitted on the same day** work or activity is intended to begin.

C. Applicants shall allow a minimum of **three (3) working days** for review by the Building Official.

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### **1-203. Permit Approval.**

A. All permits issued under this Ordinance shall require **prior approval by the Building Inspector or their authorized designee**.

- B. No permit shall be valid unless issued in accordance with this Ordinance.
- C. Work performed prior to Permit approval shall constitute a violation.
- D. Approval and authorization of all permits related to move in/out, buildings, electrical systems, or plumbing shall be exclusively vested in the Building Department.

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## **Article III. Contractor Qualifications**

### **1-301. Documentation Required.**

**A. Any contractor applying for a permit shall provide the following documentation **without exception** at the time of application:**

- 1. Valid government-issued identification.**
- 2. Proof of applicable licenses or accreditations demonstrating qualification to perform the proposed work; and**
- 3. Proof of insurance, if available, applicable to the scope of work.**

**B. Permit applications submitted without all required documentation shall be deemed incomplete and shall not be reviewed.**

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### **1-302. Denial of Permit.**

Failure to provide required documentation or compliance with this Ordinance shall result in denial of the permit application.

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## **Article IV. Permit Scope and Duration**

### **1-401. Permit Validity.**

**A. All permits issued under this Ordinance shall be valid for a period of one (1) year from the date of issuance unless otherwise stated by the Building Department.**

**B. A permit shall be valid only for the specific work described in the approved permit application.**

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### **1-402. Modification of Work Prohibited.**

Once a permit has been issued, the scope of work shall not be modified, and no additional work shall be added or performed under that permit.

Any change, expansion, or addition to the approved scope of work shall require submission and approval of a **new permit** application prior to commencement.

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## **Article V. Move-In and Move-Out Permits**

### **1-501. Permit Required for Moving Activities.**

- A. Any company or individual performing a move-in or move-out of any structure within the Town of Indian Lake shall obtain a move-in or move-out permit prior to such activity.
- B. The company or individual performing the move shall be the party responsible for applying for the permit.

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### **1-502. Insurance Requirement.**

Any company conducting a move-in or move-out shall provide a valid insurance policy with the permit application. Failure to provide proof of insurance shall result in denial of the permit.

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### **1-503. Inspection Required.**

All structures subject to a move-in or move-out shall be subject to inspection by the Building Department, either before, during, or after the move, as determined by the Building Official.

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### **1-504. Scheduling and Notification.**

- A. The permit applicant shall notify the Building Department of the expected move date and time at the time of application.
- B. The applicant shall update the Building Department promptly regarding any changes to the scheduled move date or time.
- C. Such notifications and updates are required to allow the Building Department to properly schedule any required escort or supervision.
- D. Move-in and move-out activities shall occur only during regular office hours, unless otherwise approved by the Building Official.
- E. Escort: When an escort is required, the scheduling and assignment of such escort shall be performed solely by the Building Department.

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## **Article VI. Enforcement and Penalties**

### **1-601. Enforcement Authority.**

**The Building Department shall administer and enforce the provisions of this Ordinance.**

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### **1-602. Violations.**

**Any person or contractor who performs work or conducts an activity regulated by this Ordinance without a required permit, beyond the scope of an issued permit, after permit expiration, or without required inspection or insurance, shall be in violation of this Ordinance.**

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### **1-603. Penalties.**

- A. Any person or contractor who performs work without a required permit shall be subject to a civil fine of five hundred dollars (\$500.00) per day, for each day the violation continues.**
- B. Each day a violation exists shall constitute a separate offense.**
- C. The imposition of a fine shall not prevent the Town from pursuing any other remedies available under law.**

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## **Article VII. Miscellaneous**

### **1-701. Severability.**

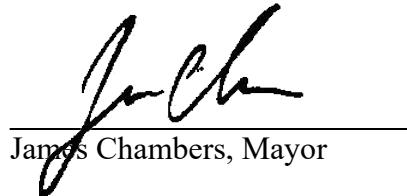
**If any provision of this Ordinance is held invalid, such invalidity shall not affect the remaining provisions.**

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### **1-702. Effective Date.**

**This Ordinance shall take effect upon adoption by the Town Council of the Town of Indian Lake.**

**PASSED AND APPROVED THIS 22<sup>ND</sup> DAY OF JANUARY, 2026**



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James Chambers, Mayor

**ATTEST:**



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Amy Lopez, Town Secretary