



TOWN OF ST. PAUL

*2505 Butscher's Block
St. Paul, TX 75098-8046*

www.stpaultexas.us
972-442-7212
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Mayor: Opie Walter
Mayor pro tem: Robert Simmons
Town Secretary: Robert A. London
Municipal Judge: David Moore
Building Inspector:
Jim Olk: 214-850-5077
Code Enforcement Officer:
Travis Caperton:

Welcome to the Town of St. Paul!

If you have any questions about the Town, Schools, Ordinances or Utilities give us a call or visit us at Town Hall. We are open Monday thru Thursday 9 am to 1 pm. Council meetings are open to the public and held the second Monday of each month at 7:30.

For the Town's sake please use "St. Paul" rather than "Wylie" for your mailing address and reference the building permit information at the end of this document if you plan on any home enhancements. Some require a permit that will be processed here at Town Hall.

Also on our website is information on North Texas Animal Control Authority - our animal control contractor.

If you have not given us your name, please email it to us (townofstpaul@verizon.net) so that we may keep our citizen mailing list up to date.

Other agencies ask that we inform you that:

The Collin County Development Services Division requires regular aerobic system septic inspections. Each new owner of an existing aerobic system is required to provide the CCDS with a completed change of ownership form within 15 days of closing date. (See attached)
If you have an aerobic system please maintain your chlorine level for our noses' sake.

If you have an irrigation, sprinkler system and/or swimming pool, the Wylie Northeast Special Use District requires an annual backflow device inspection. WNESUD is the water supplier for all of St Paul's residents.
(Inspections can be done via independent contractors or you can deal directly with the specified agency).

The Collin County Voters Registration Office would like you to update your voter registration address.

If you operate a business the State of Texas requires you to update the address of your sales certificate to your St. Paul address.

Please note: home businesses are allowed only if run from a residence showing no visible evidence that it is there, ie. increased traffic, outside storage, noise, employees that do not live at that address. Only vehicles driven by a resident are allowed on a frequent basis and they are allowed to have the business logo on it.

Building Permit Information

Why do I need a building permit? Building permits are mainly about safety. By enforcing construction standards, they give you the best chance to avoid fire, structural failure, and other perils. The best reason to obtain a permit is that it's legally required. Permit applications are available online (www.stpaultexas.us) or can be obtained at Town Hall.

How does this benefit the property owner? (i.e. "What's in it for me?")

- **It keeps your insurance valid.** Work done without a permit can mean that your insurance company may not honor your policy. A fire resulting from work without a permit could leave you holding the bag. If someone falls off a deck built without a permit, your liability insurance may not cover injuries. Permits can keep you out of harm's way.
- **It keeps your contractor honest.** To beat out the price of a competitor, a profit-driven contractor might be tempted to cut corners. Would you know if he did? Permits require contractors use safe and sound methods and materials. Inspections assure you that this happens.
- **It guides your do-it-yourself project.** No matter how handy you are, it's unlikely you know everything about modern codes. If you never apply for a permit, you might go ahead with work that is unsound or even dangerous. The building inspector can guide you to do a project you can be proud of and that meets code.
- **It's valuable when you sell your home.** If you perform work without a permit, the buyer's inspector can find out. Permits are a matter of public record. In addition, you may be required to sign a Property Disclosure Statement, in which you must disclose all problems or defects in the property. The sale can proceed much more smoothly by having all the necessary permits for improvements done to your property.
- **It can save you time and money.** If you fail to get a required permit, you may be fined. You may also be required to remove or tear out completed work not up to code. Structures of any size that do not comply with property line setback distances may be required to be relocated or removed.

When do I need a permit? It's always best to contact town hall when you are planning a project or repair to see if a permit is required. Many simple repairs do not require a permit but it's good to check.

- **New construction almost always needs a permit.** Remodeling a kitchen or a garage into a living space needs a permit. Building a shed, gazebo, carport, shade canopy or any structure that is larger than 120 sq. ft. requires a permit.
- **Swimming pools.** In-ground pools, spas, and above ground pools (over 5000 gallons) require permits.
- **Irrigation/sprinkler systems,** These need permits and backflow prevention devices need inspection.
- **Foundation repairs need permits.** Final engineering reports need to be submitted to our building official.
- **HVAC, Water Heaters, Electrical and Plumbing upgrades and additions.** Permits and inspections help protect you and your neighbors.
- **New roofs need building permits.** This is the most common permit violation we experience in St. Paul. The roofing companies know that permits are needed but a few may try to get in and out quickly to avoid getting a permit. Ultimately, the homeowner is responsible to ensure a permit is applied for and issued. Ask your contractor for a copy of his permit.
- **New fences require permits.** Whether it's made from pipe, wood, composite or wire a permit is needed.
- **Commercial permit requirements.** New owners of existing businesses or new start-ups require getting a new Certificate of Occupancy and new health, sign, or other permits when applicable.

Again welcome!

Town of St. Paul Council

Collin County Development Services Permit Application



Property Owner:	Current Mailing Address (Street, City and Zip):	Daytime Phone #:
Renter Name (if applicable)	Address to mail OSSF (Septic) License to Operate System (Street, City and Zip):	Alternate Phone #:

Project 911 Address (If different from above):

Detailed Directions to Project Site:

Project Description (Please circle or complete all applicable and N/A all non-applicable)

New Construction	Septic System	Project Information
HOUSE BARN/SHOP/GARAGE/STORAGE SWIMMING POOL REMODEL/ADDITION MANUFACTURED HOME OTHER: _____	NEW REPAIR UPGRADE IN CITY LIMITS	SQ. FT. (Heat/Cool)) _____ # OF BEDROOMS _____ # OF BATHS _____ # OF KITCHENS _____ with ISLAND: Y or N GARAGE: ATTACHED or DETACHED JACUZZI TUB: Y or N FIREPLACE: Y or N w/ LOG LIGHTER: Y or N HEAT: ELECTRIC or LP WATER HEAT: ELECTRIC or LP TYPE OF NEW SEPTIC BEING INSTALLED: _____
<u>IF EXISTING SEPTIC SYSTEM – COMPLETE THIS SECTION AS THOROUGHLY AS POSSIBLE:</u> NAME OF ORIGINAL PERMIT HOLDER: _____ TYPE OF SYSTEM: _____ APPROX. AGE: _____ PERMIT #: _____ INSTALLER: _____		

BRIEFLY DESCRIBE TYPE OF WORK BEING DONE:

IF DIRT WORK IS BEING DONE, PLEASE DESCRIBE THE NUMBER OF ACRES DISTURBED:

CONTRACTOR INFORMATION
 PLEASE PROVIDE THE COMPANY NAME, ADDRESS AND TELEPHONE NUMBER FOR EACH APPLICABLE CONTRACTOR WORKING ON THE PROJECT

	<u>COMPANY NAME</u>	<u>ADDRESS (STREET, CITY, ZIP)</u>	<u>PHONE</u>
BUILDER:	_____	_____	_____
SEPTIC SITE EVALUATOR: (INDIVIDUAL'S NAME)	_____	_____	_____
SEPTIC INSTALLER: (INDIVIDUAL'S NAME)	_____	_____	_____

A TCEQ LICENSE IS REQUIRED FOR ALL OSSF INSTALLATIONS AND REPAIRS.

POWER CO.: _____ **GAS CO.:** _____

CONTACT NAME FOR QUESTIONS AND PERMIT PICK UP (PERMIT CAN NOT BE ISSUED WITHOUT CONTACT INFO):

NAME: _____ **PHONE#:** _____ **ALT. PHONE#:** _____

PROPERTY OWNER SIGNATURE: _____ **DATE:** _____

**COLLIN COUNTY DEVELOPMENT SERVICES DEPARTMENT
4690 Community Ave., Suite 200
McKinney, Texas 75071**

**AEROBIC WASTEWATER TREATMENT SYSTEMS
HOMEOWNERS INFORMATION**

Collin County does not require Aerobic Systems. Alternative systems are available.

License to Operate:

A dwelling/building must not be occupied until the septic system has passed the final inspection and has been issued a License to Operate.

Maintenance Contracts:

Maintenance contracts go into effect the day the system is approved. The original installation contract is good for 2 years from that date. Maintenance contracts must be maintained at **ALL** times. After 2 years the owner is responsible to renew the contract, but not required to use the original installer. Renewals must be submitted to our department 30 days prior to the expiration of the contract.

Testing and Reporting:

Maintenance companies shall inspect a system 3 times a year minimum. This shall be done at 4-month intervals. Copies of the report shall be sent to our Department and to the homeowner.

Chlorine:

Chlorine must be maintained in surface irrigation systems at **ALL** times. Chlorine is present to destroy any waterborne diseases that may be present. The homeowner is responsible to make sure the system always has chlorine (even if your maintenance contract includes adding the chlorine). Approved chlorine tablets must be used, **not swimming pool chlorine.**

Property Access:

The owner must provide access to the aerobic unit when requested by the Maintenance Company and/or our department. This shall be provided during normal working hours (8am – 5pm, Monday – Friday). Collin County inspectors are not required to ask permission to enter your property for the purpose of spot checking your septic system or investigating related complaints.

Problems:

If a problem arises with a unit after installation, contact the Maintenance Company immediately. If at any time a problem is not corrected or the company fails to provide the required maintenance, contact our department.

Altering the Aerobic Unit:

Once an aerobic unit has been installed and inspected, it may not be altered (by the owner or a licensed installer) in **ANY** way. This includes moving or changing the spray of the sprinklers or connecting another residence to the system. If something needs to be altered you must come to our office and apply for a Septic Repair/Upgrade Permit.

I have read and understand the requirements outlined above. I understand that it is my responsibility to learn about current and new regulations passed by Collin County and the State of Texas. Further, I agree to meet all state and county regulations.

Land owner signature: _____ Date: _____ Permit #: _____

CHANGE OF OWNERSHIP OSSF (AEROBIC) SYSTEM

Each new owner of an existing Aerobic System is required to provide the Collin County Development Services Division with a completed Change of Ownership form within 15 days of the closing date.

ORIGINAL PERMIT NUMBER: _____

PREVIOUS OWNER'S NAME: _____

PROPERTY ADDRESS: _____

NEW OWNER'S NAME: _____

NEW OWNER'S SIGNATURE

DATE

*****NOTE:** Aerobic septic system owners are required to provide a Maintenance Contract and Homeowner's Information Sheet along with their Change of Ownership form.***