



**IRRIGATION PERMIT**

**APPLICATION**

Location Address: \_\_\_\_\_ Lot#: \_\_\_\_\_

Number of Heads: \_\_\_\_\_

Licensed Irrigator: \_\_\_\_\_ License#: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Email Required\*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone#: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Building Contractor: \_\_\_\_\_

Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**Fee Schedule**

**\$100.00 Base Fee**  
**\$0.50 (fifty cents) per head over 20 heads**  
**Drip Stations-No Charge**  
**\$250 Deposit, Refundable after passing inspection.**  
**\$50 Re-inspection fee**

**Irrigation Plan Checklist**

Location of Meter \_\_\_\_\_

Irrigation Lines Shown \_\_\_\_\_

Valve Location \_\_\_\_\_

Backflow Preventer \_\_\_\_\_

Manual Cutoff Valve \_\_\_\_\_

Irrigator's Seal \_\_\_\_\_

Scale \_\_\_\_\_

Legend \_\_\_\_\_

Y Strainer \_\_\_\_\_

Rain or Soil Moisture Sensor \_\_\_\_\_

Controller \_\_\_\_\_

Heads (location, type, radius) \_\_\_\_\_  
Major landscaping features & boundaries \_\_\_\_\_  
Zone Flows \_\_\_\_\_  
North Arrow \_\_\_\_\_  
Design Pressure \_\_\_\_\_

Septic System (OSSF): Yes \_\_\_\_\_ No \_\_\_\_\_; Septic components and drain field must be shown on irrigation plan.

**Inspection Required. You must provide a backflow test form to schedule an inspection.**

The City may stop or prevent system owners from operating uninspected or unpermitted systems until the systems meet permit and inspection requirements. The City uses the State of Texas irrigation code (30 TAC 344) as its standard for irrigation system design, installation, irrigator conduct and licensing. Irrigators or property owners installing irrigation must adhere to the irrigation code and related backflow prevention regulations. The irrigator must notify the City irrigation inspector upon completion of the installation and prior to placing it in operation so an inspection may be performed. **The city must receive a completed backflow assembly test form before the City will perform an inspection.**

**It is the responsibility of the permit applicant to ensure proper inspection guidelines.**

*I acknowledge the above information and attest to have authorization of the property owner or building contractor to install irrigation systems in accordance with the laws, codes, and policies of State and local jurisdictions for the property I have stated on this permit application.*

Signature of Irrigator

Printed Name

Date

## **Irrigator Information**

Dear professional irrigator, thank you for doing business in the City of Horseshoe Bay. Your work is important to the appearance and quality of life in our community, and we know you want to do what is right for your customers.

Before you begin work, however, there are some things you need to know. Landscape irrigation has an impact on water supply and our water system's operations. Irrigation can have an impact on the environment and the health and safety of our residents, as well. Therefore, irrigation is regulated under our city code of ordinances and also the Texas state irrigation code (30 TAC 344), commonly known as Chapter 344.

As an irrigator working in our Horseshoe Bay you are responsible for knowing and following both our ordinance and Chapter 344 rules. The city ordinance is Article 13.12 of our code of ordinances. You can find it on the City of Horseshoe Bay website by going to "City Secretary," then "Code of Ordinances," and scrolling to Chapter 13, "Utilities." Then click on "irrigation."

The attached sheet outlines the permits and inspections process and a few critical points. However, you should look over our ordinance if you have not done so already. If you have questions about irrigation, feel free to call the Water Conservation Inspector at 830-598-9973 or send an email to [bteeter@horseshoe-bay-tx.gov](mailto:bteeter@horseshoe-bay-tx.gov). General questions about permits may also be addressed by our Development Services personnel at 830-598-9959.

## Irrigation system requirements

Important points related to inspections are listed below. However, the city may decide not to pass a system based on other considerations if circumstances require that.

- **Beds:** Planting bed irrigation using city potable water must be done with drip irrigation. Point drip or bubblers may be used on widely spaced plants or shrubs. Microsprays may not be used in planting beds. However, lake pump systems are exempt from the drip irrigation requirement and may use above-ground irrigation heads, such as standard spray heads.
- **Completion documents:** The system **as-built plan**, **controller manual booklet**, and a **seasonal watering schedule** must be with the controller or accessible on site at the time of the inspection. The irrigator's **identification sticker** must be on the controller. The sticker should have the irrigator's name, license number, telephone number and warranty dates. The seasonal schedule shows how long to run each zone at each time of year, once the landscape is established. An example is included in this packet. A blank schedule form you may use to fill out a schedule and leave at the controller is also included.
- **Cutoff:** For irrigation on city water, a manual cutoff valve must be installed before the backflow preventer on the irrigation connection to the property service line.
- **Backflow prevention:** For irrigation on city water, an approved backflow prevention assembly must be in place and tested at the time of inspection.
- **Setbacks:** Heads must have a four-inch setback from all walks, drives, foundations, fences and walls and other hardscape.
- **Planting:** Landscaping must be substantially completed before an inspection will be allowed.

Irrigation system requirements (cont'd)

- Rain interruption technology: All irrigation controllers must have rain-freeze sensors or soil moisture sensors. This requirement applies to advanced smart controllers with weather data telemetry, as well as standard controllers. Rain-freeze sensor devices must be fully exposed to rainfall from all directions (*Revised rain sensor rule effective March 2022*).
- Irrigation zoning: Zoned irrigation principles must be followed.
- Runoff: The system may not cause significant runoff to the street or other properties. Spray arcs may not cross the property line.
- Head-to-head contact: Any turf area 10 feet wide or wider must have head-to-head contact across the area as well as side-to-side with respect to head location. For example, a 7-foot-wide side yard at a house can have one row of heads along the foundation of the house, but a 13-foot-wide side yard will need another row along the outside edge of the turf area.
- No irrigation is to be installed on unlandscaped areas. Additionally, spray arcs may not extend over unlandscaped areas.

## **Irrigation Permits and Inspections**

All irrigation systems installed in Horseshoe Bay are required to be constructed under a City permit and inspected upon completion. This includes lake pump systems.

Here are the permit and inspection steps from start to finish:

1. Submit a plan to development services. You should allow up to 7 days for approval.
2. Once the plan is approved, pay for your permit at Development Services. Payment includes a \$150 deposit. This deposit is refunded when the system passes inspection. If the system does not pass, \$50 is deducted each time the city has to reinspect.
3. Install the system.
4. Have the backflow prevention assembly tested promptly.
5. When the system is complete and the backflow prevention assembly has been tested, you are required to file a written request for inspection. This request is done in the form of a checklist you receive with your permit. By filling out the checklist you are certifying that the items on the list are completed properly and you are ready for inspection. The items on the list are not exhaustive in terms of state and local requirements, and the City may fail a system for reasons not on the list if circumstances justify it.
6. Work with the inspector to get inspections completed. If deficiencies occur that cause the system to not pass inspection, the irrigator has two weeks to correct them and contact the city for reinspection.

*Failing to follow these procedures violates our irrigation ordinance, and is punishable by fines of as much as \$500, delisting as a contractor in Horseshoe Bay, and possibly complaints to the Texas Commission on Environmental Quality against irrigation licenses.*

## Seasonal schedule example

The chart below is an example of what a seasonal schedule should look like. This indicates to the customer how long to water at any time of year once the landscape is established.

### Schedule by month with twice-weekly watering

Zone	Mar	April	May	June	July	Aug	Sept	Oct
1 rotors	12	15	20	25	32	32	22	12
2 rotors	12	15	20	25	32	32	22	12
3 sprays	7	9	11	14	17	17	13	7
4 sprays	7	9	11	14	17	17	13	7
6 drip	10	13	15	20	25	25	17	10

No watering needed from November 1 to March 1.

### City of Horseshoe Bay mandatory watering schedule

Even-numbered addresses: 7 p.m. Thursday to 10 a.m. Friday and 7 p.m. Sunday to 10 a.m. Monday.

Odd-numbered addresses: 7 p.m. Wednesday to 10 a.m. Friday and 7 p.m. Saturday to 10 a.m. Sunday.

Commercial-multi-family: 7 p.m. Tuesday to 10 a.m. Wednesday and 7 p.m. Friday to 10 a.m. Saturday.

Drip irrigation is exempt and may run at any time.

### New landscaping exemption

Property owners who need to water more for new sod or plants must get an exemption to the schedule. The exemption will allow unlimited watering for up to 30 days. For an exemption, call the water conservation inspector at 830-598-9973 or email to [bteeter@horseshoe-bay-tx.gov](mailto:bteeter@horseshoe-bay-tx.gov).