



Residential Building Permit

Job Address:		Date:		
Block:	Lot:	Property ID:	Subdivision:	
Owner:		Address:	Phone:	
Contractor:		Address:	Phone:	
Electrical:		Address:	Phone:	
Plumbing/Irrigation:		Address:	Phone:	
Mechanical:		Address:	Phone:	
Use of Building:				
Type of Permit: New <input type="checkbox"/> Remodel/Addition <input type="checkbox"/>				
Describe Work: _____				
Flood Zone: Yes <input type="checkbox"/> No <input type="checkbox"/> (If "Yes", Flood Plain permit required)		Square Feet		
Asbestos Survey : Yes <input type="checkbox"/> No <input type="checkbox"/>		Air Conditioned _____		
		Non-A/C _____		
		Total Square Ft. _____		
		# Stories:		
		Certificate of Occupancy? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Type of Construction:	# of Baths:	Foundation:	# Bedrooms:	
Roof:	Sprinkler Req'd? Yes <input type="checkbox"/> No <input type="checkbox"/>		# of Parking Spaces:	
Masonry Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Smoke Alarm? Yes <input type="checkbox"/> No <input type="checkbox"/>			
# of Dwelling Units:	Zoning:	Occupancy Group:		
<p style="text-align: center;">NOTICE</p> <p>SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATION OR A/C. THIS PERMIT BECOMES NULL AND VOID IF AUTHORIZED WORK OR CONSTRUCTION IS NOT COMPLETED WITHIN 6 MONTHS ANYTIME AFTER WORK IS COMMENCED, UNLESS OTHERWISE STATED IN SPECIAL CONDITIONS.</p> <p>BEFORE THE BUILDING CAN BE OCCUPIED, A CERTIFICATE OF OCCUPANCY MUST BE ISSUED BY THE INSPECTOR ON COMPLETION OF CONSTRUCTION. CONTACT REPUBLIC SERVICES FOR DISPOSAL SERVICES.</p>	Overlay District: Yes <input type="checkbox"/> No <input type="checkbox"/>			
	<ul style="list-style-type: none"> Incomplete plans or applications will not be accepted for review. Plans must include any electrical, mechanical, and plumbing drawings. With Application, submit 3 set of hard copies, 1 digital 			
	<p>I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE PROVIDED INFORMATION TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT, THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.</p> <p>Printed Name: _____</p> <p>Signature: _____</p>			
			Permit Fee: \$	
	FOR OFFICE USE ONLY			
Engineering _____ Date: _____		Fire Marshal _____ Date: _____		
Bldg. Insp.: _____ Date: _____		Planning Dir. _____ Date: _____		
Special Conditions:				



Residential Building Permit Submittal Checklist

Please include all items listed on the checklist when submitting a Residential Building Permit. Permits will not be accepted or reviewed until checklist is complete. Drawings must be drawn to scale, dimensioned and of sufficient clarity.

Required Drawings and Documents:

- ___ 1. **Complete Permit Application**
- ___ 2. **Construction Document Submittals:** Two (2) Copies and One (1) Digital copy of complete set of construction documents are required for plan review
- ___ 3. **Site Plan:** drawn to scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.
- ___ 4. **Exterior elevations**
- ___ 5. **Floor Plans:** drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, roof slopes, chimneys, and overhangs.
- ___ 6. **Structural plans:** where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers and beams.
- ___ 7. **Foundation plans:** must be sealed by a state of Texas Licensed Engineer or Foundation Detail (Refer to the IRC for additional requirements) drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.
- ___ 8. **Engineer's foundation design letters:** Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.
- ___ 9. **Engineered Wind Bracing Plans:** comply with the current adopted City Codes.
- ___ 10. **Masonry on Wood details:** if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.
- ___ 11. **Electrical Plans:** (may be combined with the floor plan) drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.
- ___ 12. **Plumbing plans:** (may be combined with the floor plan) drawn to a scale of 1/4" = 1'. Plumbing plans show location of fixtures, water heaters, and gas outlets.
- ___ 13. **Mechanical plans:** (may be combined with the floor plan) drawn to a scale of 1/4" = 1'. Mechanical plans show location of A/C and heating units, appliances and duct work.
- ___ 14. **Certified Energy Compliance Report** (www.energycodes.gov)

Note: A form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for Plumbing Rough Inspection.