



# RESIDENTIAL SUBMITTAL GUIDE

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The Submittal Guideline is created to assist General Contractors (builders), builder supervisors, and designers. General Contractors are encouraged to share the Submittal Guideline with their corporate staff, 3rd party raters, architects, engineers, subcontractors, start coordinators, and material suppliers.

Development Services periodically updates the Residential Submittal Guide with updates to building code changes, newly adopted ordinances & amendments, and other information pertinent to residential construction. Builders are responsible for obtaining the most current publication. If you have any questions, please email [bicsr@friscotexas.gov](mailto:bicsr@friscotexas.gov), call (972) 292-5301, or visit the website at [www.friscotexas.gov/building](http://www.friscotexas.gov/building).

### CODES & COMPLIANCE

Below is a list of the building-related codes for residential construction within the City of Frisco. All building and development-related ordinances are available on-line at [www.friscotexas.gov/building](http://www.friscotexas.gov/building).

Construction must adhere to the adopted code with local amendments:

- 2018 International Residential Code, with local amendments (Ordinance 19-11-102)
- 2018 International Mechanical Code, with local amendments (Ordinance 19-11-100)
- 2018 International Plumbing Code, with local amendments (Ordinance 19-11-99)
- 2018 International Fire Code, with local amendments (Ordinance 19-11-113)
- 2018 International Energy Conservation Code (Ordinance 19-11-101)
- 2018 International Property Maintenance Code, with local amendments (Ordinance 19-11-96)
- 2017 National Electrical Code, with local amendments (Ordinance 19-11-98)
- Latest Edition ACI Manual of Concrete Practice, ACI-318
- Latest Edition Annual Book of ASTM Standards, Volume 04.02 Concrete & Aggregates
- Frisco Comprehensive Zoning Ordinance 11-04-09 (as it currently exists or may be amended)
- Frisco Subdivision Regulation Ordinance 12-06-42 (with Engineering Standards)

### SUBMITTAL REQUIREMENTS

Development Services reviews plans and supporting documentation prior to issuing Building Permits. Builders are required to ensure all items listed (below) are included when submitted to Development Services.

- Electronic application for Building Permit- All information requested **must be provided**
- Contractor and Subcontractor information must be complete with valid Frisco Registration Numbers.
- Street address is included **on all plans and all submittal paperwork**.
- Architectural Plans with floor plan, electrical plan, roof plan, and elevations.
- The Plot Plan including:
  - Drainage arrows,
  - Lot size,
  - Easements and Building Setbacks
  - Finished pad and floor elevations,
  - Plan number,
  - Perimeter spot grades,
  - Full address, subdivision, and phase,
  - Scaled layout (TYP. 1"-20'),
  - Garage floor elevation (Used to determine driveway slope to the property line).
- Stamped engineered framing plans to include: shear wall, roof, truss design, floor joist layout (TJI, LPI or WEB). Design cut sheets shall be required with all code required framing details and schedules.
- Engineered Foundation Plans and details.
- Engineer of Record Letter and PTI report.
- REM-Rate Report, Plus Manual J&D (provided by the HVAC contractor).



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- All documents must be loaded into ProjectDox and shall be labeled as follows: **(No special Characters in the file names # \$ % & \* etc. This will result in a denial.)**
  1. Plot Plan
  2. Stamped Engineering Foundation Plans
  3. Stamped Engineering Framing Plans / Shear Wall Plans
  4. Floor Joist Layout
  5. Architectural Plans
  6. TCEQ / TPDES Certificate
  7. Energy Compliance Form and Energy report
  8. HVAC reports (complete Manual J and Manual D)
  9. Engineer of Record (EOR) letter and PTI report

## INDOOR AIR QUALITY

- The minimum standard for indoor air quality of single-family residential structures shall be the ASHRAE™ Standard 62.2 as it stands or may be amended.
- Each HVAC unit supplying air to a bedroom must receive all or a portion of outdoor air distribution as required by ASHRAE™ Standard 62.2. Total ventilation rate must be divided between each HVAC unit supplying air to a bedroom. Ducts supplying outdoor air must be equipped with manual dampers and a filter inside the return.
- Outdoor air intakes must be screened and located under soffits or gables, at a minimum of 60 inches from all roofing materials that are located below the air intake (except metal roofs where roof penetration is allowed).
- HVAC plenums on the supply and return sides must be constructed of sheet metal (no duct board), or equivalent material approved by the Building Official, with external insulation (minimum R-6, if located in unconditioned space).
- Heating and cooling equipment shall only be used during construction after manufacturer specified filter is installed. Used filters must be replaced with a new manufacturer recommended filter prior to the homeowner occupying the structure.
- Central vacuums, where provided, shall be vented outdoors.
- Carpets, cushions, and carpet adhesives shall carry the Carpet & Rug Institute (CRI) Green Label.
- Vinyl wallpaper is not allowed on the inside of exterior walls or either side of wet walls such as bathrooms, kitchen, or laundry rooms.
- Provide metal drip edge at all exposed roof decking.

## CONSTRUCTION WASTE RECYCLING

Construction waste (brick and wood) hauled from a building site by a builder (or contractor) shall be taken to a site or facility legally empowered to accept it for recycling as approved by the County and State in which the facility is located. For additional information regarding waste recycling, please visit the Environmental Services website at [www.friscotexas.gov](http://www.friscotexas.gov), call (972) 292-5900, or email [environmentalservices@friscotexas.gov](mailto:environmentalservices@friscotexas.gov).

## FREQUENTLY CORRECTED ITEMS DURING PLAN REVIEW

- Driveway slope must not exceed 12%; plot plans with spot grades are required.
- Garage must be a min. 18'W x 20'D clear sheetrock to sheetrock.
- Side-yard setback encroachment at box-outs limited to 12"/eaves 36".
- Provide expansion joints in masonry facade.
- Residential stucco requires lath & expanded wire mesh with cement plaster.
- Stair vertical rise of 12' or greater requires an intermediate landing.
- Both interior and exterior, stairs of 3 risers or more require a handrail.
- Tempered glass required at stair landing window(s).
- Tempered glass required at windows adjacent to stairs.
- Tempered glass required at windows and partitions within 2' of door openings.



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- Tempered glass required at all bathroom hazard locations, including windows and partitions if glazing is less than 60" above any standing/walking surface.
- Tempered glass at float glass windows greater than 9 sq. ft, less than 18" off finish floor, within 3'-0" of a walking surface.
- Minimum of 24" on sill height at 2nd story operable windows.
- Second story windows (size & type) must include head height.
- Media room with clothing storage must have a code compliant egress window.
- Fuel burning appliance installation within an A/C area must be code compliant.
- Double underlayment required on composition roofs with a 4:12 pitch or less.
- CO detectors required on electrical legend & electrical plan 1 per 1000 sq. ft. & 1 per floor minimum with (1) on the A/C side of the garage door.
- Automatic fire sprinklers required w/design & installation approved by fire marshal at 6000 sq. ft. (A/C sq. ft. + garage sq. ft.).
- Driveway connecting to a public street shall be located so its upstream edge is no closer than fifteen feet (15') from the curb return of an upstream intersection and so its downstream edge is no closer than five feet (5') from the curb return of a downstream intersection.
- (Revised) 1hr. fire assembly design where required is the E.O.R. responsibility to be detailed on the framing drawings. Openings and penetration limitations to comply with the adopted building codes as it relates to fire separation distances.

*This is only a supplement to help assist residential builders and residents and is not a full disclosure of all codes and/or ordinances.*