



RESIDENTIAL BUILDING PERMIT APPLICATION INFORMATION

SINGLE FAMILY, TWO FAMILY AND TOWNHOME CHECKLIST

Incomplete applications/submittals will not be accepted. **New homes** to be constructed must have an **approved final plat** prior to submitting for any building permit. Building permit approval will not be authorized until the project is **“Final Accepted”** by the City.

<input type="checkbox"/>	<p>Residential Permit Application with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project address provided on application. <input type="checkbox"/> Legal Description provided on application. <input type="checkbox"/> TPDES# provided with a copy of the certificate. <input type="checkbox"/> Class, description of work, living space, total space and number of stories. 		<ul style="list-style-type: none"> <input type="checkbox"/> Owner name, address, city, state, zip code, phone, fax, email address(es). <input type="checkbox"/> Contractor name, address, city, state, zip code, phone, fax, email address(es). <input type="checkbox"/> Gas and electric providers.
<input type="checkbox"/>	<p>General Contractor and subcontractor(s) are currently registered with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valid Registration Number. <input type="checkbox"/> Proof of liability insurance. <input type="checkbox"/> Valid driver’s license with photograph. 		<ul style="list-style-type: none"> <input type="checkbox"/> Plumbing subcontractor registered. <input type="checkbox"/> Mechanical subcontractor registered. <input type="checkbox"/> Gas and electric providers.
<input type="checkbox"/>	<p>Submittal is compliant with the following codes and amendments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2018 International Residential Code (IRC). <input type="checkbox"/> 2018 International Energy Conservation Code (IECC). <input type="checkbox"/> 2018 International Fire Code 		
<input type="checkbox"/>	<p>Building Plans provided separately in PDF format:</p> <p><u>Drawings:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The Plot Plan <input type="checkbox"/> Stamped Engineering foundation plans <input type="checkbox"/> Stamped Engineering Framing Plans / Shear Wall Plans <input type="checkbox"/> Floor Joist Layout <input type="checkbox"/> The Manual J & D provided by the HVAC contractor. <p><u>Documents:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> TCEQ / TPDES Certificate <input type="checkbox"/> Energy Compliance Form and Energy Report <input type="checkbox"/> HVAC reports (complete Manual J and Manual D) <input type="checkbox"/> Engineer of Record (EOR) Letter and PTI report 		
<input type="checkbox"/>	<p>The plot plan shall include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drainage arrows. <input type="checkbox"/> Lot size & % of Lot coverage. <input type="checkbox"/> Easements. <input type="checkbox"/> Finished pad elevation. <input type="checkbox"/> Finished floor elevation. <input type="checkbox"/> Garage floor elevation (used for driveway slope). <input type="checkbox"/> Plan number. <input type="checkbox"/> Perimeter spot grade. <input type="checkbox"/> Full address, subdivision, and phase. <input type="checkbox"/> Scaled layout 1”-20’. 		

Please see [Residential Submittal Guide](#) for the full description of the required documents.