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.

☐ **Residential Permit Application with:**

☐ Project address provided on application.
☐ Legal Description provided on application.
☐ TPDES# provided with a copy of the certificate.
☐ Class, description of work, living space, total space and number of stories.

☐ Owner name, address, city, state, zip code, phone, fax, email address(es).
☐ Contractor name, address, city, state, zip code, phone, fax, email address(es).
☐ Gas and electric providers.

☐ **General Contractor and subcontractor(s) are currently registered with:**

☐ Valid Registration Number.
☐ Proof of liability insurance.
☐ Valid driver's license with photograph.

☐ Plumbing subcontractor registered.
☐ Mechanical subcontractor registered.
☐ Gas and electric providers.

☐ **Submittal is compliant with the following codes and amendments:**

☐ 2021 International Residential Code (IRC).
☐ 2021 International Energy Conservation Code (IECC).
☐ 2021 International Fire Code

☐ **Building Plans provided separately in PDF format:**

Drawings:
☐ The Plot Plan
☐ Stamped Engineering foundation plans
☐ Stamped Engineering Framing Plans / Shear Wall Plans
☐ Floor Joist Layout
☐ The Manual J & D provided by the HVAC contractor.

Documents:
☐ TCEQ / TPDES Certificate
☐ Energy Compliance Form and Energy Report
☐ HVAC reports (complete Manual J and Manual D)
☐ Engineer of Record (EOR) Letter and PTI report

☐ **The plot plan shall include the following:**

☐ Drainage arrows.
☐ Lot size & % of Lot coverage.
☐ Easements.
☐ Finished pad elevation.
☐ Finished floor elevation.
☐ Garage floor elevation (used for driveway slope).
☐ Plan number.
☐ Perimeter spot grade.
☐ Full address, subdivision, and phase.
☐ Scaled layout 1"-20'.

Please see Residential Submittal Guide for the full description of the required documents. Form 868 Residential Building Permit Application Jan 2023