



CITY OF FRISCO

DEVELOPMENT SERVICES DEPARTMENT

GEORGE A PUREFOY MUNICIPAL CENTER

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[WWW.FRISCOTEXAS.GOV](http://WWW.FRISCOTEXAS.GOV)

## RESIDENTIAL SUBMITTAL GUIDE

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.

Building Inspections 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've any questions, please contact one of the employee (below) or call (972) 292-5301, visit with a Representative at Building Inspections located at 6101 Frisco Square Blvd, 3rd Floor, Frisco, Texas 75034 or visit the website at [www.friscotexas.gov/building](http://www.friscotexas.gov/building).

Building Inspections is committed to providing the service related to development and building codes through the use of modern practices of engineering, architecture, public health, and quality assurance management with a team of people dedicated to professional excellence and customer satisfaction. Building Inspections strives to accomplish these tasks efficiently, effectively and with accountability to the community.

### OFFICE HOURS

Office Hours: 8am-5pm, Monday-Friday, excluding City-approved holidays. Please contact a Representative listed below if you have building-related questions or email [buildinginspectionscsr@friscotexas.gov](mailto:buildinginspectionscsr@friscotexas.gov).

Name	Title	Office
Carey Frazier	Plans Examiner (Residential)	972-292-5397
Curtis Winton	Plans Examiner (Residential)	972-292-5395
Crystal Fauss	Permit Services Official	972-292-5398
Demetri Johnson	Permit Technician	972-292-5393
Denise Ortiz	Customer Service Representative	972-292-5321
Edwin Alfaro	Senior Plans Examiner	972-292-5391
Heyvind Castillo	Permit Technician	972-292-5390
Colleen Wright	Plans Examiner (Residential)	972-292-5396
Kelly Evans	Permit Technician	972-292-5324
Vacant	Customer Service Representative	972-292-5323
Christian Gussman	Customer Service Representative	972-292-5394
Gilbert Urvina	Assistant Building Official	972-292-5329
Poley Birika	Plans Examiner-Supervisor	972-292-5346
Phillip Climer	Building Official	972-292-5338
Treb Duma	Building Permit Tech Supervisor	972-292-5392

### 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:

- 2015 International Residential Code, with local amendments (Ordinance 16-12-102)
- 2015 International Fire Code, with local amendments (Ordinance 17-11-77)
- 2015 International Energy Conservation Code (Ordinance 16-12-97)
- 2015 International Property Maintenance Code, with local amendments (Ordinance 16-12-103)
- 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 is currently exists or may be amended)
- Frisco Subdivision Regulation Ordinance 12-06-42 (with Engineering Standards)
- Nuisance Abatement Ordinance (Ordinance 12-08-46)
- Stormwater Discharge (Ordinance 11-11-52).

**SUBMITTAL REQUIREMENTS**

Building Inspections reviews plans and supporting documentation prior to issuing Building Permits. Builders are required to ensure all items listed (below) are included with a *fully-complete* 'Application for Building Permit' form when submitted to Building Inspections.

- "Application for Building Permit" form is complete for each submittal then date stamped. (All information requested **must be provided** on the "Application for Building Permit").
- Subcontractor Applications must be complete with valid Frisco Registration Numbers for each mechanical, electrical & plumbing contractor.
- Contractor Registrations must be current for each contractor and/or subcontractor.
- Plans should be bound and legible (Min. 11' X 17", Max. 24" X 36").
- Two (2) copies of Architectural Plans with floor plan, electrical plan and elevations are included. Please ensure plans are folded (no rolled plans).
- Street address is included on plans and all submittal paperwork.
- One (1) copy of the Plot Plan that includes:
  - Drainage arrows,
  - Lot size & percentage coverage,
  - Easements,
  - Finished pad elevations,
  - Finished 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).
  - Engineer of Record for Structural Foundation & Framing Plans.
- Plans must be maximum size of 24" x 36"; minimum size 11" x 17".
- One (1) copy of the Engineer's Plan (shear wall, roof, truss design, 1st floor ceiling – truss layout whether TJI, LPI or WEB). If WEB Joist, 8.5" X 11" design cut sheets shall be required with all code required framing details and schedules.
- One (1) copy of Foundation Plan and details.
- One (1) copy of Engineer of Record Letter.
- One (1) copy of Slab Calculations.
- One (1) copy of REM-Rate Report, Plus Manual J&D (provided by the HVAC contractor).
- One (1) CD (PDF format) must include all of the above on (6) files max.
  1. Engineer's letter and foundation calculations
  2. Architectural drawings
  3. Builder and Engineer of Records' foundation and framing plans
  4. REM-RATE Report
  5. Manual J&D
  6. Plot Plan
- Engineer's drawings on the Engineer's Title Block.
- Engineer designs must be included within framing design submittal drawings and approved and sealed by a valid State of Texas Engineer.

First story exterior façades of main buildings and any structure that has an area greater (>) than 160 square feet must be 100% masonry. A minimum of three (3) courses of brick under cantilevered boxed out window to the slab is required.

Cementations fiberboard or engineered/treated wood products may constitute a maximum of fifty (50%) percent of the net exposed 2<sup>nd</sup> story wall area. Siding may be used for the following:

- Architectural projections, including window box-outs and bay windows,
- Roof dormers,
- Garage door headers of rear entry garages,
- Columns,
- Chimney(s) not part of an exterior wall, or
- Other architectural features approved by the Chief Building Official.

Cedar trim is acceptable only at corbels, columns, and shutters (Plus other non-structural applications with all locations being accessible for periodic maintenance).

#### **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 Chief 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 sheet rock to sheet rock.
- 1st floor window box-outs must have masonry below.
- Window box-outs with siding & trim must not exceed twice the window M.O. area.
- Side-yard setback encroachment at box-outs limited to 12"/eaves 36".
- Provide expansion joints in masonry facade.
- Second floor siding area must not exceed 50% of the total net exposed wall area.
- Siding directly over masonry at second story is not allowed.
- Siding & trim must be cement fiber or engineered treated wood product.
- Area window box-outs must be masonry (stucco) when exceeding twice the M.O. area.
- Residential stucco requires lath & expanded wire mesh with cement plaster.
- Stair vertical rise of 147" or greater requires an intermediate landing.

- Both, interior and exterior, stairs of 4 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.
- 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.
- 2 x 6 plumbing (vent stack/waste) walls required at all fixtures.
- 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 ac side of the garage door.
- Automatic fire sprinklers required w/ design & installation approved by fire marshal at 6000 SQ.Ft gross floor area.
- (New) 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 2015 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.*