

REQUIREMENTS FOR A BUILDING PERMIT

If Plans submitted are incomplete, they will be rejected.

All plans must be submitted in a minimum 1/4" = 1' scale on minimum Paper Size: 24x 36 (Architectural D)

All information (items under each category) needs to be submitted at the same time plans are submitted

NOTE: This will only apply for Commercial or Residential Development

A meeting is requested prior to submitting plans.

This meeting will be with the City Manager, Planning Department, City Engineer, Public Works Department, Fire Inspector, and Building Department.

Plan Review could take up to 45-Business Days

RESIDENTIAL – TWO (2) Sets of Plans

Single Family Dwelling

Note: Office will NOT accept unstapled plans!

1. Site Plan with dimensions to property lines. (include driveways, sidewalks, and patios)
2. Foundation Plan.
3. Framing Plan to include roof.
4. Floor Plan.
5. Mechanical, Electrical and Plumbing Plans along with Drainage and Utility.
6. N, S, E and W Elevation Plan.
7. Elevation Certificate if in the Flood Zone.
8. If engineered products are to be utilized, please provide documentation from manufacturer.
9. Total Square Feet of Project. Include all flat work. (Driveways, sidewalks, and patios)
Do not include square feet of the property.
10. Energy Code Check (REScheck) to be submitted with plans.
11. Water and Sewer Tap Fees and Water Deposit. (Please submit fees to the Utility Dept.)

COMMERCIAL – TWO (2) Sets of Plans and PDF Copy

Includes Multi-Family Dwellings, Apartments, etc.

1. Three (3) complete Engineer Stamped plans for **Building, Mechanical, Plumbing and Electrical along with Drainage and Utility.** (Fire Sprinkler, Fire Alarm if applicable)
2. Facade Design Plan of the entire project. (See attachment)
3. Certificate of Elevation if in the Flood Zone.
4. Total Square Feet of Project. Include all flat work. (Driveways, sidewalks, and patios)
Do not include square feet of the property.
5. Energy Code Check (Comcheck-EZ) shall be submitted with plans (REScheck for R- Occupancy)
6. TDLR Registration number for accessibility standards compliance-(\$50,000 or greater for projects)
7. Water and Sewer Tap Fees and Water Deposit.
8. Engineer Stamp detailed civil drawings for drainage with the proper calculations and engineered stamp water and sewer utility plan. Include a site plan.
9. Changes and/or revisions to original plans shall be submitted by the engineer of record for the project to the permitting department for review.

DEMOLITION

1. Prior to demolition, all utilities need to be disconnected and/or completely removed; i.e. water, sewer, gas and electricity.
2. Once demolition is completed, all sanitary drain lines need to be capped off.
3. An asbestos survey must be conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) **for the areas being renovated and/or demolished in public and/or commercial buildings.**

COMMERCIAL REMODELING- TWO (2) Sets of Plans (PDF Copy required)

1. Site Plan with dimensions to property lines.
2. Two (2) sets of completed plans detailing existing and proposed construction for **Building, Mechanical, Plumbing and Electrical along with Drainage and Utility** if required by Building Official. Including facade design plan of the entire project. Engineer Stamped plans may be required.
3. Construction Drawing showing type, size and kind of material and measurements for new construction.
4. Certificate of Elevation if in the Flood Zone.
5. An asbestos survey must be conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) **for the areas being renovated and/or demolished in public and/or commercial buildings.**
6. Energy Code Check (Comcheck-EZ) shall be submitted with plans (REScheck for R- Occupancy)
7. TDLR Registration number for accessibility standards compliance-(\$50,000 or greater for projects)
8. If engineered products are to be utilized, please provide documentation from manufacturer.
9. Total Square Feet of Project. Include all flat work. (Driveways, sidewalks, and patios)
Do not include square feet of the property.