

RESIDENTIAL PERMIT APPLICATION SUBMITTAL REQUIREMENTS

Listed below are minimal submittal requirements. Failure to submit all required documents / details / plans / drawings may result in delaying approval / issuance of Permit. Additional information may be required upon review and/or inspections. Work shall not commence without a permit.

EXPECT A MINIMUM OF 10 BUSINESS DAYS FOR PLAN REVIEW & RE-SUBMITTALS

	NEW CONSTRUCTION	ADDITION	REMODEL / ALTERATION	GARAGE CONVERSION	FLATWORK / APPROACH	ACCESSORY BUILDING	OTHER
APPROVED SITE PLAN / SITE LAYOUT	X	X		X**	X	X	
FLOOR PLAN	X	X	X	X		X	
FRAME DETAIL	X	X	X	X		X	
EXTERIOR ELEVATIONS	X	X	X	X		X	
DOOR & WINDOW SCHEDULE	X	X	X	X		X	
WALL / WIND BRACING METHOD	X	X					
ENERGY COMPLIANCE	X	X	X	X			
BEFORE & AFTER FLOOR PLAN		X	X	X			
ENGINEERED FOUNDATION PLAN	X	X				X	
SEE BELOW FOR ADDITIONAL INFO	X	X	X	X	X	X	

ALL PLANS MUST BE DRAWN TO A VERIFIABLE ENGINEER OR ARCHITECT'S SCALE AND LEGIBLE WITHOUT THE USE OF MAGNIFICATION. DIMENSIONS SHALL BE INDICATED DIRECTLY ON THE PLANS. 2 SETS OF HARD COPIES.

Site Plan – Plot plan showing property lines, building lines, easements, footprint of all existing and proposed structure(s), driveways / paving, drainage, landscaping, utility equipment, existing / proposed fencing, overhead power lines, fire hydrants (if applicable), street frontage, nearest intersection, and North arrow.

Floor Plan – A detailed drawing including **ALL** of the following: show all rooms / areas, label each room / area and their specific use, show location & sizes of all doors / windows / walls / stairs. Include locations of fixtures, appliances, electrical outlets, switches, lights, panel box, HVAC, Furnace, water heater, attic access, and smoke & carbon monoxide detectors. Indicate if appliances are electric and/or gas.

Frame Detail – **Either** a Sealed Engineered Framing Detail **and** Plan **OR** a Dimensional Prescriptive Framing Detail **and** Plan, which shall include **ALL** of the following: material type, sizes, spans, headers, beams, LVLs, ridges, attachment method(s) for walls to foundations and/ or floor / ceiling / roof assemblies. Wind design, snow loads, dead and live load details. Trusses are required to be engineered.

Exterior Elevations – Exterior elevation views detailing wall / roof coverings (type & color), locations of all doors / windows, outlets, vent terminations, hose bibs, lighting, roof material, roof pitch, and overall height. Birds-eye view of roof.

Door & Window Schedule – window / door types, complete with clear opening sizes (single-hung, slider, fixed, doors with glazing, etc.). Sill height. Fall protection (if applicable)

Wall / Wind Bracing Method – show location & spacing of all Braced Wall Lines and the type / location / size of all Braced Wall Panels

Energy Compliance – Performance Approach = REScheck, IC3, or Energy Star Report / U-factors and SHGC values required.
Prescriptive Approach = indicate all related energy factors on the floor plan

Before & After Floor Plan - a detailed existing layout vs a detailed proposed layout – clearly distinguish the proposed work. (See Floor Plan requirements above).

Engineered Foundation – Foundation plan and an accompanying letter prepared, signed, and sealed by a Registered Professional Engineer licensed in The State of Texas. Plans and letter must contain a soil report for the specific property and include address, legal description, and applicable building codes.

Driveway / Flatwork / Approach Detail – Submit both existing and proposed site plan specific identifying the location of work, type of work, material, construction details, construction joints, approach radii at curb(s), throat width, slope, distance between throats for circular driveways, and/or distance of throat measured from the center of throat (horizontally & vertically) to utilities, fire hydrants, property lines, adjacent approaches, structure(s), and/or any adjacent streets.

*** GARAGE CONVERSION MAY REQUIRE ADDITIONAL PARKING REQUIREMENTS **

*** STRUCTURE DEMOLITIONS REQUIRES A NOTARIZED AFFADAVIT FROM THE OWNER OF RECORD AND A SITE PLAN ***