



REQUIRED INFORMATION FOR BUILDING PERMIT:

Please make sure that all ***applicable*** documentation is attached to this application before submitting to City Hall. Check and initial each point when that criteria is available. Applications will be not be accepted if the appropriate accompanying documentation is not attached, which will only delay the permit process.

CONSTRUCTION DOCUMENT SUBMITTALS:

- ___ Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.
- ___ Site Plans (plot plans) drawn to a standard recognized scaled approved by the building official. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.
- ___ Floor Plans drawn to standard recognized scale approved by the building official. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.
- ___ Exterior elevation plans drawn to standard recognized scale approved by the building official. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.
- ___ Structural plans, where required, drawn to a standard recognized scale approve by the building official. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.
- ___ Foundation Plans (must be sealed by a State of Texas Licensed Engineer) drawn to a standard recognized scale approved by the building official. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.
- ___ Engineer's foundation design letters. Letter must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.
- ___ Masonry on Wood details, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.
- ___ Electrical Plans (may be combined with floor plan) drawn to a recognized scale approved by the building official. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.
- ___ Plumbing Plans (may be combined with floor plan) drawn to a recognized scale approved by the building official. Plumbing plans must show location of fixtures, water heaters, and gas outlets.
- ___ Energy Compliance Report, must comply with the 2012 International Energy Conservation Code.

OTHER REQUIREMENTS:

- ___ If an irrigation system is installed, then it will need a backflow prevention device. The backflow preventer must be inspected and approved by the City as well as certified upon installation by a licensed backflow protection specialist.

No fence shall encroach on public right-of-way or the 25' vision clearance triangle at roadway intersections.



BUILDING PERMIT APPLICATION

Property Information:

Project Address: _____

Lot: _____ Block: _____ Subdivision: _____

Project Description:

- New Construction Remodel/Addition
 Accessory Building Specify Other: _____

Description of Work: _____

Project Square Footage and Valuation Information:

Gross Building Floor Area Under Roof (Sq. Ft.)		Market Value (\$)
Basement		(A) Value of Improvements:
First Floor		
Garage		
		(B) Value of Lot:
Roof Porches/Patios		Total Market Value (A + B) \$ (This amount is for reporting purposes.)
Other		
Total Area:		

Miscellaneous Building Information (New Construction Only – Check all that apply)

- All Electric Gas-fired heating Gas Water Heater
 Irrigation system included Fence included Corner Lot
 Property-line sidewalk Curb-back sidewalk

Owner Information:

Name: _____

Address: _____

Phone Number: _____

Name of Company	Contact:	Ph. No.	License #:	Exp. Date:
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List Any and All Subcontractors:

Name of Company	Contact:	Ph. No.	License #:	Exp. Date:
Name of Company	Contact:	Ph. No.	License #:	Exp. Date:
Name of Company	Contact:	Ph. No.	License #:	Exp. Date:

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All contractors and subcontractors will need to show proof of liability. All permits require final inspection.

THE PLAN REVIEW PROCESS WILL NOT COMMENCE UNTIL THIS APPLICATION IS COMPLETE.

I hereby certify that I am an authorized agent of the owner, and have the owner's consent to enter onto the property to complete the work. I further hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

*** OFFICE USE ONLY ***

Plan Reviewed By:		Date:	
Approved By:		Date Approved:	

Building Permit Fee: _____

Issued Date: _____

Tapping Fees: _____

Issued By: _____

Other Fees: _____

Total Fees: _____

MISCELLANEOUS INFORMATION:

City Building Codes:

2012 International Building Code
2012 International Residential Code
2012 International Fire Code
2012 International Energy Conservation Code
2012 International Plumbing Code
2012 National Electrical Code

Building Inspection Contact Information:

City Hall 806-892-2531

Fee Information:

Permit Fee Schedule			
<u>Permit Type</u>	<u>\$ / Square Foot</u>	<u>Alt./Remodel</u>	<u>Minimum Fee</u>
Plan Review			\$25.00 (min) / permit
Inspection	\$.10 Residential/\$.15 Comm		
Building (New Comm.)	\$.15		\$25.00
Building (New Res.)	\$.10		\$25.00
Building (Remodels)		\$3.00 / \$1,000.00	\$25.00
Building (Additions)	\$.10		\$25.00
Foundation and Framing	\$.10		\$25.00
Plumbing	\$.05		\$25.00
Electrical	\$.05		\$25.00
Mechanical	\$.05		\$25.00
Customer Svc. Inspection			\$75.00
Std. Water Tap			\$600.00
1" Water Tap			\$750.00
Meter Set Fee			\$150.00
Sewer Tap			\$250.00

Water and Sewer Taps:

The contractor will need to contact the Public Works Director two (2) weeks in advance for the water and sewer taps. This will allow the Public Works Department to prepare for the taps. If the Public Works Director is not contacted two weeks prior to needing the taps, then this could cause a delay in construction.

Inspections:

Inspections will need to be coordinated through the Building Inspector. A 24-hour notice will be required for all inspections. Please review the Inspection Procedures, which will be attached to all approved building permits.



REQUIRED INSPECTIONS

1. Footing
2. Slab
3. Plumbing rough
4. Plumbing top out
5. Heating & air ducts
6. Electrical rough

Above must be done before framing inspection

7. Framing inspection

The following may be done as required prior to building final.

8. Gas, electrical, plumbing, and heating & air conditioning
9. CSI (Customer Service Inspection)
10. Final building inspection (prior to building being occupied)

Inspections may take 48 hours to complete.

Please call City Hall, 806.892.2531 to schedule inspections.

Thank you.