

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.**
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 – THREE (3) Sets of Plans

Single Family Dwelling

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

COMMERCIAL – THREE (3) Sets of Plans and 1 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. List Total Cost of Project. (Include Material and Labor)
Include all flat work. (Driveways, sidewalks, and patios)
Do not include cost 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.**

REMODELING- TWO (2) Sets of Plans and 1 PDF Copy

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 façade 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. List Total Cost of Project. (Include Material and Labor)
Include all flat work. (Driveways, sidewalks, and patios)
Do not include cost of the property.

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Information Sheet Facade Design Standards

Chapter 18, Building and Construction
Article III Construction Codes

Sec. 18- 78 Exterior Building (facade) Design Standards.

- a) The standards and criteria contained within are deemed to be minimum requirements and shall apply to all new structures. A Façade Design Plan of the entire project shall be submitted with the site plan review documents.
- b) The standards and criteria contained within are deemed to be minimum requirements and shall apply when a cumulative twenty(20%) percent or more of the structure' s exterior wall square footage is altered or repaired. A Façade Design Plan of the entire project shall be submitted when applying for the building permit.
- c) Building Materials:
 - 1) Exterior front walls (front facades) shall be a minimum twenty-five(25%) percent transparent in order to promote personal safety by permitting visibility between building occupants and outdoor pedestrians and drivers.
 - 2) Exterior front walls, exterior side walls and exterior rear walls (front, side and rear facades) that face or are adjacent to any roadway, shall be built with any approved building materials other than metal.
 - 3) Alf exteriors (facades) of buildings in a shopping center or in other business developments shall have similar architectural design and materials.
- d) Exemptions:
 - 1) Single-family detached dwellings may be exempt from such compliance.
 - 2) Painting the exterior of a structure shall not be considered an alteration or repair for the purposes of this section.