



City of Hitchcock's Residential Construction Permit Submittal Requirements For New One- & Two-Family Construction Projects

“One- & Two Family Buildings” means any building used as a One- or Two-Family residence only.

CONSTRUCTION DOCUMENT SUBMITTALS: Three (3) hard-copies of complete set of construction documents are required for plan review. An Electronic Copy (in .pdf format) may be substituted for one of the required hard copies. Construction documents must be submitted along with a completed Residential Construction Permit Application.

Note: Drawings containing a label such as “not for construction”, “for pricing only”, or otherwise indicating that the plans are not an official final set, will not be accepted for permit application.

REQUIRED DRAWINGS AND DOCUMENTS: (The Hitchcock Building Permit Department may require additional information if necessary.)

Drawings must be drawn to scale, dimensioned and of sufficient clarity containing the following (as applicable):

1. Site Plan^[a] (property lines must be based on an accurate boundary survey)
2. Floor plans (must indicate room names describing their intended use, size and type of windows and doors, cabinets and fixtures, and ceiling heights, and indication of fire resistance separations as required)
3. Exterior elevations (must show exterior materials, proposed height above adjacent grade, windows and doors, roof slopes, chimneys, and overhangs)
4. Structural Plans (must show, as applicable, foundation plans^[b], wall sections and details, floor framing, second floor framing, ceiling framing, roof framing, headers, and beams)
5. Plumbing plans (may be combined with the floor plan; must indicate location of the building's water, sewer, and gas piping, and fixtures, water heaters, and gas outlets)
6. Electrical plans (may be combined with the floor plan; must indicate the location of receptacles and other outlets, exhaust fans, smoke detectors, carbon monoxide detectors (if applicable), light fixtures, service equipment and panels)
7. Mechanical plans (may be combined with the floor plan; must indicate equipment details and location)
8. Certified (Signed) Energy Compliance Report^[c]

NOTES:

- a. The property must be platted in accordance with City Ordinance before a permit will be issued. The site plan must indicate the size and location of new construction and existing structures on the site with distances from the construction from lot lines and existing structures, easements, existing and proposed grades, and existing and proposed utilities to include water, wastewater, electric and gas. A Form Survey or Pier Survey indicating the location of the building in relation to all property lines and easements that is sealed by a State of Texas Registered Professional Land Surveyor will be required to be on site for the Plumbing Rough Inspection or Foundation inspection approval as applicable. Visit <http://txls.texas.gov/education/> and follow the instructions to search for Texas Registered Land Surveyors.
- b. It is recommended that foundations be designed by a Professional Engineer. If the foundation is designed by a Professional Engineer, the design must be in accordance with the 2018 International Residential Code, and must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and indicate the address and legal description of the lot. Concrete Foundation plans must show concrete specifications, slab thickness, and all dimensions, locations, and details of beams, rebar (if applicable), post-tensioning cables (if applicable), other notes and requirements by the Engineer (if applicable), and the address and legal description of the lot. Pier & Beam Foundation plans must show all locations, dimensions, and spacing of piers, beams, and floor joists, details, notes, and/or requirements by the Engineer (if applicable), and the address and legal description of the lot.
- c. Most commonly, this is a ResCheck or IC3 compliance report. ResCheck Software Program which can be downloaded or used online at: <https://www.energycodes.gov/rescheck>. IC3 Compliance Reports can be created at: <http://ic3.tamu.edu/> Please note that Energy Testing Reports for the required Duct Leakage Test and Blower Door Test are required to be prepared by a 3rd Party Energy Testing Company that is registered with the City of Castroville and be on-site prior to final inspection. These Energy Testing Companies can also prepare the Energy Compliance Report for permit submittal.