

Residential Permit Process – Checklist

Procedural

- Have you met all the zoning and platting requirements?
- Have you met with the Building Permit Department about general requirements for the building permit(s) you are seeking?

Submittal

- Submit two hard copy sets and one electronic set of building plans for review by the Community Development Department. Be sure your plans include the following:
 1. Site Plan (property lines must be based on an accurate boundary survey)
 - a. The site plan must indicate the size and location of new construction and existing structures on the site with distances from the construction to property lines, easements, existing and proposed grades, and existing and proposed utilities to include water, wastewater, electric and gas.
 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, wall sections and details, floor framing, second floor framing, ceiling framing, roof framing, headers, and beams)
 - a. Foundations must be designed and sealed by a Professional Engineer or accompanied by a sealed engineer's approval letter. The foundation plans must indicate the address and legal description of the lot.
 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
 - a. 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/>.

- Upon review and approval of the building plans, obtain building permit and begin construction within 180 days.
- Call in all inspections; obtain passing inspection report prior to proceeding to each phase of work.
- Upon successful completion of construction (approval of all final inspections), obtain a Certificate of Occupancy from the City.