



Permit Submittal Requirements

1. Construction Document Submittals: Three (3) copies of complete set of construction documents are required for plan review along with a completed permit application form.
2. Site /Plot Plans: Drawn to a scale of 1" = 20'. Site 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.
3. Floor Plans: Drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets, fixtures and ceiling heights.
4. Exterior Elevation Plans: Drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys and overhangs.
5. Structural Plans: Where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers and beams.
6. Foundation Plans: Must be sealed by a State of Texas Licensed Engineer and drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tension cables (if applicable), location and size of rebar (if applicable), concrete specifications, slab thickness, beam size and details, post-tension cable details (if applicable), other notes and requirements by the engineer and the address and legal description of the lot.
7. Engineer's Foundation Design Letters: Letters 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 lot.
8. Masonry on Wood Details: If applicable, masonry on wood details must be sealed by a State of Texas Licensed Engineer or build to the International Residential Code Details.
9. Electrical Plans: Drawn to a scale of 1/4" = 1'. Electrical plans must include a one line diagram and a load analysis. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.
10. Plumbing Plans: Drawn to a scale of 1/4" = 1'. Plumbing plans must show locations of fixtures, water heaters and gas outlets.
11. Energy Compliance Report: Must be included for permit.