



Building Permit Application# _____
Application Received: _____

Applicant & Property Information	Date: _____ Applicant Name: _____																	
	Email: _____ Contact # _____																	
	Project Address: _____ Zone: _____																	
	Total Square Feet: _____ Height: _____ Length: _____ Width: _____ Project valuation: _____																	
Contractor Information	Plumbing : _____																	
	Electrical : _____																	
	Mechanical : _____																	
Responsible Parties	Project Manager: _____ Address: _____																	
	Email: _____ Phone #: _____																	
	General Contractor: _____ Address: _____																	
	Email: _____ Phone #: _____																	
Type of Structure	<input type="checkbox"/> This is a residential structure. What kind? <input type="checkbox"/> New <input type="checkbox"/> Single-Family Residence <input type="checkbox"/> Existing <input type="checkbox"/> Multi-Family Residence <input type="checkbox"/> Other _____	<input type="checkbox"/> This is a commercial structure. What kind? <input type="checkbox"/> New <input type="checkbox"/> Apartments <input type="checkbox"/> School <input type="checkbox"/> Existing <input type="checkbox"/> Office <input type="checkbox"/> Warehouse <input type="checkbox"/> Retail <input type="checkbox"/> Other _____																
	Project Information	<table border="1"><thead><tr><th colspan="2">Scope of Project</th></tr></thead><tbody><tr><td><input type="checkbox"/> Accessory Building</td><td><input type="checkbox"/> Fire Sprinklers</td></tr><tr><td><input type="checkbox"/> Addition</td><td><input type="checkbox"/> Foundation Repair</td></tr><tr><td><input type="checkbox"/> Carport</td><td><input type="checkbox"/> New Construction</td></tr><tr><td><input type="checkbox"/> Certificate of Occupancy</td><td><input type="checkbox"/> Remodel</td></tr><tr><td><input type="checkbox"/> Culvert/Driveway</td><td><input type="checkbox"/> Roof Replace</td></tr><tr><td><input type="checkbox"/> Demolition*Have you conducted an asbestos survey? Y/N</td><td><input type="checkbox"/> Other _____</td></tr></tbody></table>	Scope of Project		<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Fire Sprinklers	<input type="checkbox"/> Addition	<input type="checkbox"/> Foundation Repair	<input type="checkbox"/> Carport	<input type="checkbox"/> New Construction	<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Remodel	<input type="checkbox"/> Culvert/Driveway	<input type="checkbox"/> Roof Replace	<input type="checkbox"/> Demolition*Have you conducted an asbestos survey? Y/N	<input type="checkbox"/> Other _____	<table border="1"><thead><tr><th>Scope of work details:</th></tr></thead><tbody><tr><td>Drawings and Plat/Survey noting setbacks are required for New Construction, Additions, and Remodels</td></tr></tbody></table>	Scope of work details:
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Applicant Signature _____

Date _____

NOTICE: Permit expires if the work authorized has not begun within 180 days from the date of the permit or if the work is suspended or abandoned for a period of 180 days. After 180 days a new permit must be obtained. The fee shall be one-half the amount of a new permit fee.

PERMITS ARE VALID FOR ONE YEAR FROM THE DATE OF ISSUANCE

OFFICE USE ONLY

Permit Fee \$ _____

FLOOD PLAIN ☐ FLOODPLAIN MANAGER _____

APPROVED _____ DATE: _____ 20 ____ . REJECTED: _____ DATE: _____ 20 ____

REASON REJECTED: _____



Annual Contractor Registration Application

Contractor Type: ☐ New \$55 ☐ Renew \$30 Date: _____

Attach a color copy of State Contractor License, Valid Driver's License, and a Copy of Liability Insurance

<input type="checkbox"/>	Backflow Tester (Attach a copy of calibration certification for the gauges)	<input type="checkbox"/>	HVAC Contractor (no fee)
<input type="checkbox"/>	Concrete Contractor	<input type="checkbox"/>	Irrigation Contractor
<input type="checkbox"/>	Electrical Contractor <u>Journeyman</u> (no fee)	<input type="checkbox"/>	Plumbing Contractor (no fee)
<input type="checkbox"/>	Electrical Contractor <u>Master</u> (no fee)	<input type="checkbox"/>	Pool Contractor
<input type="checkbox"/>	Fence Contractor	<input type="checkbox"/>	Propane Contractor
<input type="checkbox"/>	Fire Alarm Contractor	<input type="checkbox"/>	Roofing Contractor
<input type="checkbox"/>	Fire Sprinkler Contractor	<input type="checkbox"/>	Sign Contractor
<input type="checkbox"/>	General Contractor	<input type="checkbox"/>	Utility Contractor
<input type="checkbox"/>	Grease/Sludge Pumping and Transport	<input type="checkbox"/>	Other _____

Company Name: _____

Owner/Officer/License Holder Name: _____ Title: _____

Officer of the company is the President, Vice President or CEO. License Holder is the person who holds the Texas State Plumbing, Mechanical or Electrical License. This person will be held responsible for seeing that all work being performed under this registration is completed and in compliance with the City codes and ordinances. If a license holder exists, that person's information must be use.

Address: _____ City _____ State _____ Zip _____

Office Number: _____ Fax _____ Cell _____

Email: _____

Website: _____

Personnel authorized to obtain a permit under this company name: (use company letterhead for additional names):

Original Signature of Owner, Officer or License Holder

Printed name of Owner, Officer or License Holder

All contractor registrations shall expire one year from the date of issuance. Renewal can be enacted at any time prior to expiration for the discounted renewal fee.



Bureau Veritas Contact Information

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Fort Worth Plan Review Department for the status of your permit at 800-906-7199 / toll free 800-910-8284.

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection Request line: (817) 335-8111 Toll Free number: (877) 837-8775

Inspection FAX line: (817) 335-8110 Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/toll free (877) 837-8775 for your inspector's name and number.

Customer Comments

Please visit our website at <http://www.surveymonkey.com/s/bvcommsurvey> for comments on our services.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.



Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form and information sheet.

- An additional set of plans will be required for fire sprinklered buildings
- An additional set of plans will be required for projects which require a health review

Note: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS: (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan ^{a}
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report/ ComCheck
12. Asbestos Survey (for renovation or demolition permits) ^{b}
13. Texas Department of Licensing and Regulation architectural barriers project registration information, if project is over \$50,000 this is for Accessibility ^{c}

NOTE:

- a. The Plat must be approved and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, www.tdh.state.tx.us/beh/asbestos/default.htm]
- c. Texas Department of Licensing and Regulation [1-800-803-9202, www.license.state.tx.us]



**BUREAU
VERITAS**

Residential Plan Review Comments

2012 International Residential Code (2012 IRC)

Approval of plans is VOID without these comments attached.

1. All construction shall comply with (2012 IRC).
2. Approved plans, permit and inspection tickets shall be available on jobsite for each inspection.
3. Setbacks shall comply with zoning requirements.
4. **Masonry / Exterior Wall Finish Percentage** shall comply with the adopted ordinance of the Jurisdiction
5. Driveway approach(s) shall meet the standards of the jurisdiction.
6. A two-way sewer cleanout shall be installed within 30" of the house section P3005.2
7. A one-way in direction of flow sewer cleanout shall be installed at the property line.
8. **Form board survey required to be onsite at the plumbing rough inspection.**
9. **Engineer letter will be accepted in place of a foundation inspection.**
10. All seconds inspections shall be called concurrently.
11. Wall construction shall comply with IRC Wall Section. Please confirm your methods of construction meet this section.
12. Emergency exit windows/doors shall be provided in sleeping rooms in accordance with R310.
13. Safety glazing of doors and windows shall conform to the requirements of R308
14. Operable windows on 2nd floor shall have window sills located a minimum of 24" above the finished floor, or they must be fixed or have openings through which a 4" diameter sphere cannot pass. R312.1
15. Garages beneath habitable rooms shall be separated from habitable rooms above by 5/8" Type "X" gypsum board. R302.6
16. Stair treads and risers. The maximum riser height shall be 7 3/4 inches and the minimum tread depth shall be 10 inches. The riser height shall be measured vertically between leading edges of the adjacent treads. The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 inch. A nosing not less than 3/4 inch but not more than 1 1/4 inches shall be provided on stairways with solid risers. The greatest nosing projection shall not exceed the smallest nosing projection by more than 3/8 inch. A flight of stairs shall not have vertical rise greater than 12 feet between floor levels or landings. Section R311
17. Brick and masonry veneer shall be supported as per section R703.7.2.
18. Attic access shall be provided in accordance with R807.
19. Approved drain pan required for water heaters installed above the first floor P2801.5
20. Water heater drain pans shall drain to exterior of building.
21. Combustion air for gas-fired water heaters shall comply with G2407.
22. Bathrooms shall be provided with windows of not less than 3 square feet, one-half of which must be operable or a minimum 50cfm fan exhausted directly to the outside must be provided R303.3
23. Clothes dryer vents shall be installed in accordance with M1502.
24. Smoke and Carbon detectors shall be installed in accordance with R314 and R315.
25. GFCI protection shall be provided in accordance with E3902. Such as bathrooms, garages and accessory buildings, outdoors, crawl spaces, unfinished basements, kitchens laundry, utility, and wet bar sinks, and boathouses, or similar rooms or areas.

26. GFCI bathroom receptacles must be installed within 36 inches of lavatory basin per E3901.6.
27. All branch circuits which supply 120-volt, single phase, 15- and 20- ampere outlets shall be protected by a combination type arc fault circuit interrupter to provide protection of the branch circuit per E3902.12.
28. Outdoor receptacle outlets required in front and back of one and two family dwelling units per E3901.7.

BVNA REPRESENTS THAT THE SERVICES, FINDINGS, RECOMMENDATIONS AND/OR ADVICE PROVIDED TO CLIENT WILL BE PREPARED, PERFORMED, AND RENDERED IN ACCORDANCE WITH PROCEDURES, PROTOCOLS AND PRACTICES ORDINARILY EXERCISED BY PROFESSIONALS IN BVNA'S PROFESSION FOR USE IN SIMILAR ASSIGNMENTS, AND PREPARED UNDER SIMILAR CONDITIONS AT THE SAME TIME AND LOCALITY, CLIENT ACKNOWLEDGES AND AGREES THAT BVNA HAS MADE NO OTHER IMPLIED OR EXPRESSED REPRESENTATION, WARRANTY OR CONDITION WITH RESPECT TO THE SERVICES, FINDINGS, RECOMMENDATIONS OR ADVICE TO BE PROVIDED BY BVNA PURSUANT TO THIS AGREEMENT.

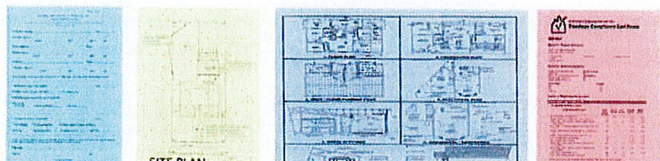
THIS REPORT IS SOLELY FOR THE USE AND BENEFIT OF THE CLIENT. BVNA IS NOT LIABLE TO THE CLIENT OR ANY THIRD PARTY FOR THE THIRD PARTY'S RELIANCE ON OR USE OF THIS REPORT. INSPECTIONS ARE BASED SOLELY ON VISUAL OBSERVATION(S) AND ASSESSMENT(S) OF THE CONDITION OF THE PROPERTY OR SPECIFIED ITEMS AT THE TIME OF INSPECTION. FURTHER, BVNA IS NOT LIABLE TO THE CLIENT OR ANY THIRD PARTY FOR ANY DAMAGE OR CLAIM ARISING FROM UNDISCLOSED AND/OR UNKNOWN DANGEROUS CONDITIONS EXISTING AT THE SITE BEFORE BVNA ENTERED THE PROJECT SITE, OR ARISING OUT OF MISREPRESENTATIONS BY CLIENT CONCERNING CONDITIONS AT THE SITE OR SPECIFIED ITEM.

Submittal Guidelines for Residential Permits

Provide (2) copies of all documents: (1) For City Retention and (1) For Contractor

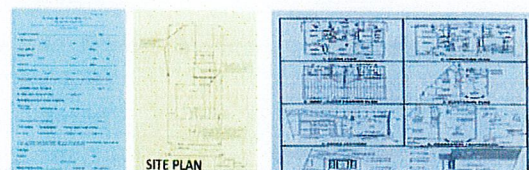
New Single Family Residence

- Application
- Site Plan
- Building Plans
- Energy Compliance Report



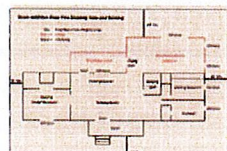
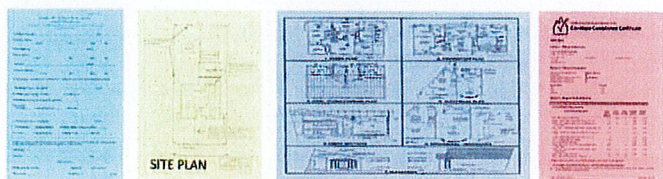
New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans



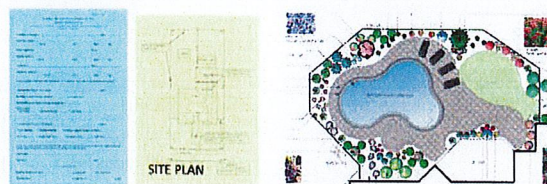
New Single Family Addition

- Application
- Site Plan
- Building Plans
- Energy Compliance Report
- Floor Plan Showing Existing and New Addition



Pool and Spas

- Application
- Site Plan
- Pool Detail



Trade Permits / Minor / No Review

- Application / Note: Inspection Only



Note:

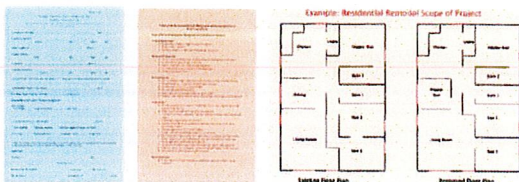
Please do not submit separate "Trade Permits" associated to residential additions - remodels or alterations.

Trades are all included under the residential addition - remodel and alteration permit projects.

Electrical Repair
Plumbing Repair
Mechanical Repair
Electrical Service Upgrade
Siding / Veneer
Re-Roof
Irrigation System
Concrete Deck / Slabs
Foundation Repair

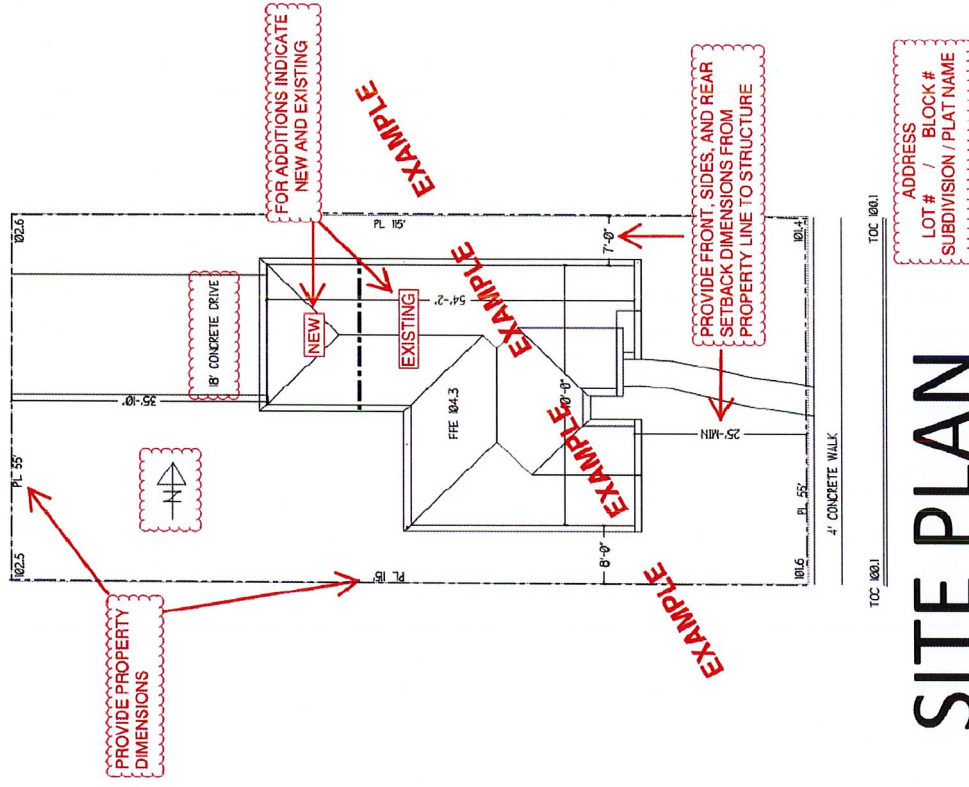
Interior Residential Remodel

- Application
- Scope of Work Description Sheet
- Floor Plan / Before and After



Site Plan should provide the following information

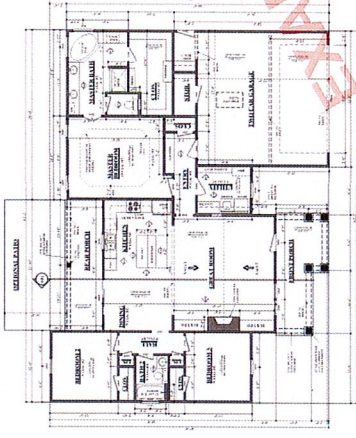
- ☐ North Arrow
- ☐ Address / Subdivision / Lot Number / Block Number
- ☐ Scale: i.e. $1" = 10'$ / $1" = 20'$ / $1" = 30'$ Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example $1" = 26.5$ or $1" = 16'$
- ☐ Parcel / Property Dimensions all sides.
- ☐ Show setback dimensions to all structures from property line and distances between buildings .
- ☐ Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
- ☐ Dedicated driveway access to property showing street name and or alley where applicable.
- ☐ Driveway must be labeled Driveway or "DW"
- ☐ Show Easements (ingress / egress easements, public utility easements, etc.
- ☐ Square footage of all structures / existing and new



Construction plans should include the following details

1. Floor Plan

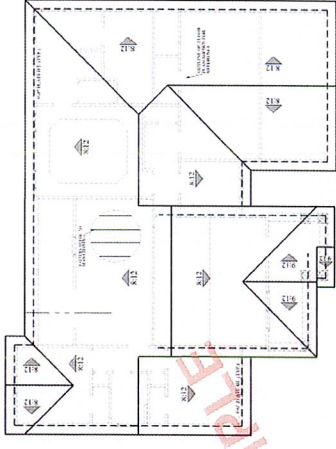
- Dimensions, room titles, and ceiling heights
- Location and labeling of all appliances
- Square footage summary (Livable, garage, patios, and total under roof)
- Door and window type and size (ex: single hung, French, etc.)
- All adjacent rooms to an addition in its entirety showing the door and window sizes



1. Floor Plan

2. Roof / Floor Framing Plan

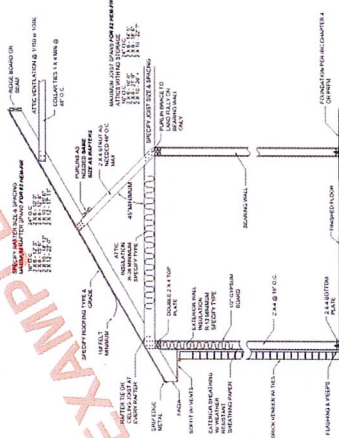
- Size of all individual header and beam sizes
- Label all structural members such as rafters, joist, trusses, over framing, and their spacing



2. Roof / Floor Framing Plan

3. Cross Sections

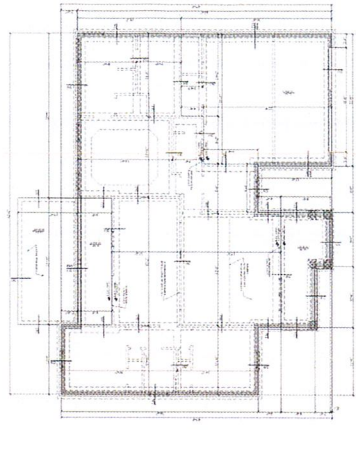
- All connection details keyed in
- Basic outline of all structural members Including beams, trusses, hardware, blocking, footings, post, concrete slab, Insulation, over framing, etc.



3. Cross Section Plan

4. Foundation Plan

- Post sizes at all columns supporting concentrated loads
- Footing size dimensions, and depth



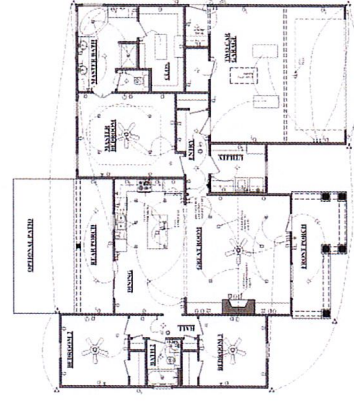
4. Foundation Plan

5. Electrical Plan

- Receptacle and lighting placement
- Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI outlets, meter and sub-panel locations, etc
- Location of smoke and carbon detectors
- Location of all appliances such as air conditioners and air handlers

6. Elevations

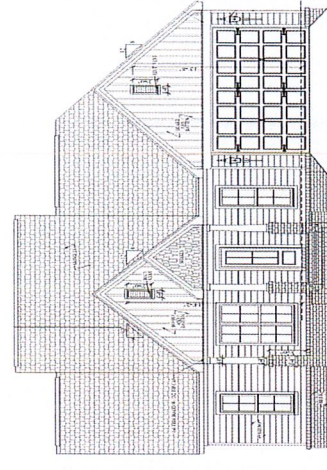
- Masonry Percentage calculations
- Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
- Slope of roof and floor elevation heights need to be represented correctly.
- Exterior finishes for roofs and walls



5. Electrical Plan

7. Other Documents

- Energy Report
- Engineering
- Other Documents

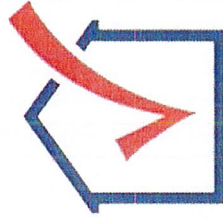


6. Elevation

Stair and Guardrail Details (If applicable)

Energy Compliance Report

An Energy Compliance report is a document that verifies the structures meets and or exceeds the minimum requirements of the International Energy Conservation Code or IECC. The report will include the address / Location of the structure along with other information specific to the structure. It will state that the structure meets, exceeds or PASSES the energy efficiency requirements. The following three types are most common in calculating and generating an energy report and are acceptable. In addition an Energy Specialist Company may also provide a report.



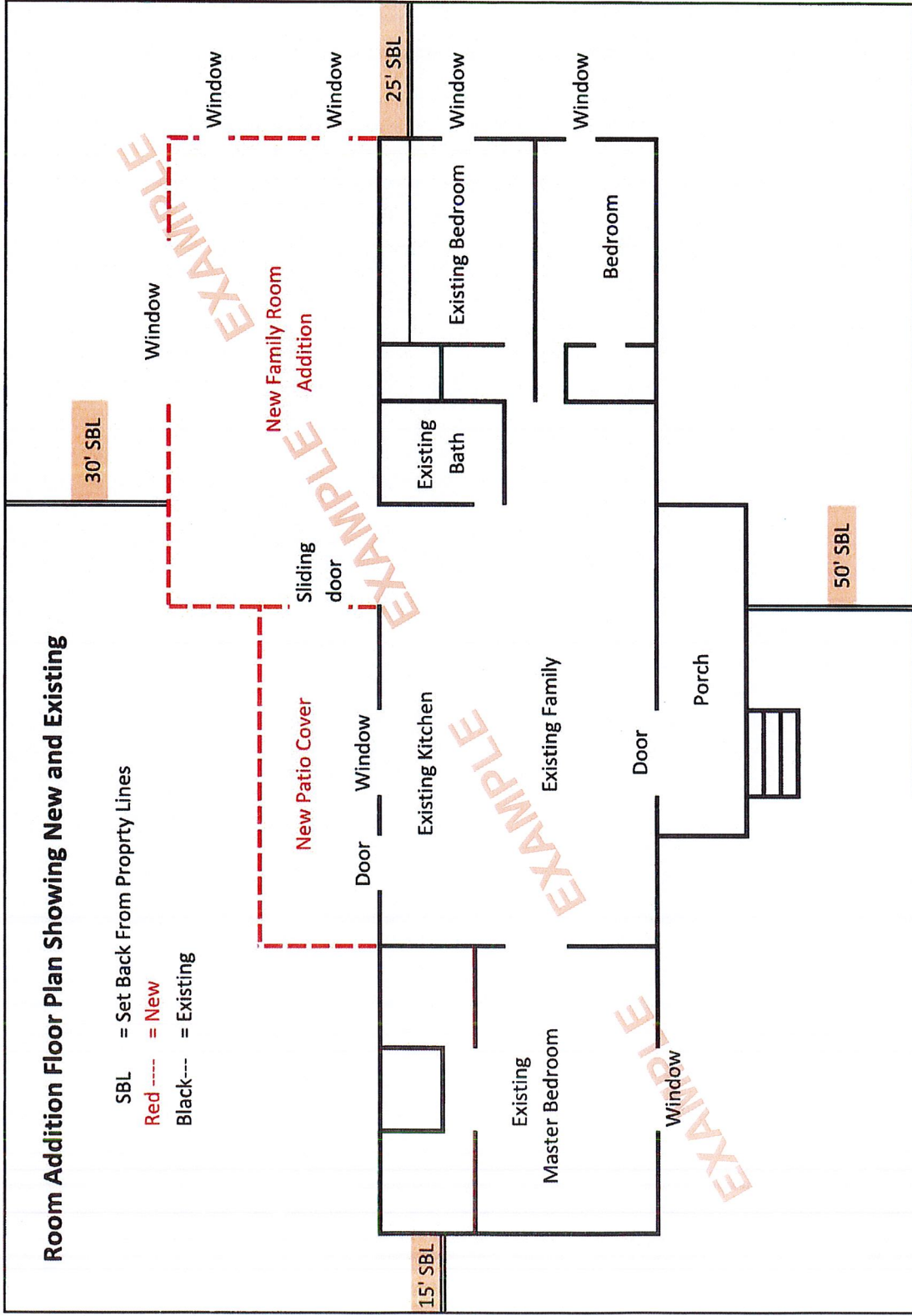
REScheck

IC3 International
CODE COMPLIANCE
CALCULATOR

REM/RateTM

Room Addition Floor Plan Showing New and Existing

SBL = Set Back From Property Lines
 Red ---- = New
 Black --- = Existing



Remodel / Scope of Project

For

The Smith Residence Remodel / 1234 Central Avenue, Anywhere USA 12345

Living Room:

- Shorten hallway and increase living room area by removing section of non-bearing wall that separates the hall from the living room (see floor plan)
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

Dining Room:

- Convert Dining room into Private Den by adding a wall and passage door
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

Kitchen and Laundry area

- Install new cabinets and counter tops
- Install new plumbing fixtures
- Install new appliances
- Replace all electrical receptacles and switches with new (GFCI)
- Install ceiling fan over sitting area
- Replace all trim / molding
- Paint
- Install tile flooring

Page 1 of 2 for interior remodel

Master Bedroom / Bedroom 2 / Bedroom 3

- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

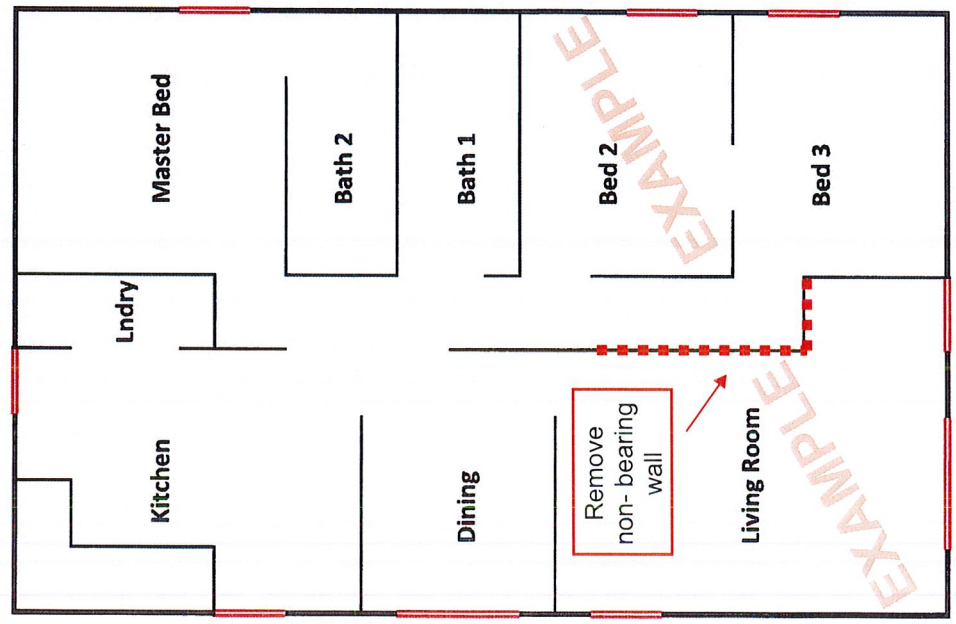
Bath 1 and 2

- Replace all electrical receptacles and switches with new (GFCI)
- Install exhaust fan
- Replace all trim / molding
- Paint
- Install tile flooring

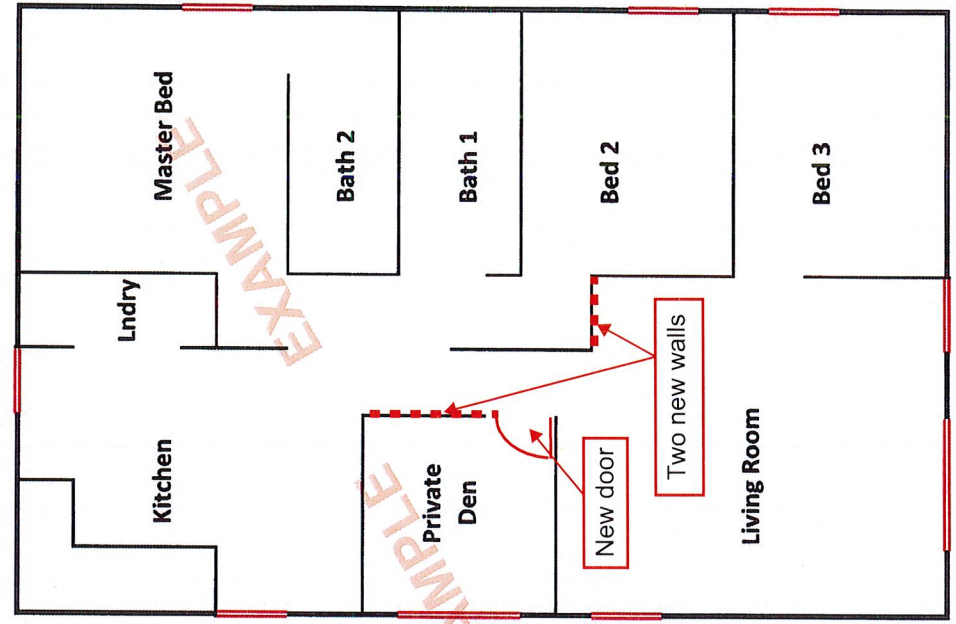
If removing a bearing wall:

- Indicate / Highlight location of wall
- Provide detail of beam size and support system including spread footing size.

Example: Residential Remodel Scope of Project



Existing Floor Plan



Proposed Floor Plan