

Building Permit Application#_____Application Received:_____

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nt & ormati	Email:Contact #					
Applicant & Property Information	Project Address:Zone:					
Aṛ Proper	Total Square Feet:	Height:	Length:	Width: _	Proje	ct valuation:
Contractor Information	Plumbing : Electrical : Mechanical :					
Responsible Parties	Project Manager:		Add	ress:	CHY	<u> </u>
	Email:		Pho	ne #:		
	General Contractor:		Add	ress:	A	
R	Email:		Phoi	ne #:		
Type of Structure	☐ This is a <u>resident</u> ☐ New ☐ Existing	Single-Family Multi-Family	Residence	This is a New Existing	☐ Apartmer☐ Office☐ Retail	Other
oject nation	Accessory Building Addition		nklers ion Repair nstruction		s and Plat/Survey	work details: noting setbacks are required for dditions, and Remodels
Project Information	Accessory Building	Fire Spri Foundat New Cor ncy Remode Roof Re	ion Repair nstruction I		s and Plat/Survey	noting setbacks are required for
Project Information	Accessory Building Addition Carport Certificate of Occupa Culvert/Driveway Demolition*Have you	Fire Spri Foundat New Cor ncy Remode Roof Re	ion Repair nstruction I		s and Plat/Survey	noting setbacks are required for
Applican	Accessory Building Addition Carport Certificate of Occupa Culvert/Driveway Demolition*Have you conducted an asbestos survey	Fire Spri Foundat New Cor Remode Roof Rep	ion Repair nstruction I place	Dat	s and Plat/Survey lew Construction, A	noting setbacks are required for additions, and Remodels
Applican NOTICE	Accessory Building Addition Carport Certificate of Occupa Culvert/Driveway Demolition*Have you conducted an asbestos survey At Signature E: Permit expires if the work and for a period of 180 days.	Fire Spri Foundat New Cor Remode Roof Rep PY/N Other authorized has not be After 180 days a new	ion Repair nstruction l place pegun within 180 d	Datays from the btained. The	s and Plat/Survey lew Construction, A	moting setbacks are required for additions, and Remodels mit or if the work is suspended e-half the amount of a new perm
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Annual Contractor Registration Application

HVAC Contractor (no Irrigation Contractor Plumbing Contractor Pool Contractor Propane Contractor Roofing Contractor Sign Contractor	•	
Plumbing Contractor Pool Contractor Propane Contractor Roofing Contractor Sign Contractor		
Pool Contractor Propane Contractor Roofing Contractor Sign Contractor	(no fee)	
Propane Contractor Roofing Contractor Sign Contractor		
Roofing Contractor Sign Contractor		\dashv
Sign Contractor		
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Other		
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Cel	ll	
l ir City	CityState	is person will be held responsible for seeing that all well in compliance with the City codes and ordinances. If a lice cityStateZipaxCell_

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 <u>FAX</u> 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 Acessibility^(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]



Residential Plan Review Comments

2012 International Residential Code (2012 IRC)

Approval of plans is <u>VOID</u> 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 layatory 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







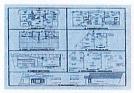


New Single Family Addition

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











Note:

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

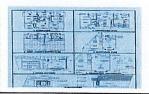
Trades are all included under the residential addition - remodel and alteration permit projects.

New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans







Pool and Spas

- Application
- Site Plan
- Pool Detail







Trade Permits / Minor / No Review

Application / Note: Inspection Only



Electrical Repair
Plumbing Repair
Mechanical Repair
lectrical 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

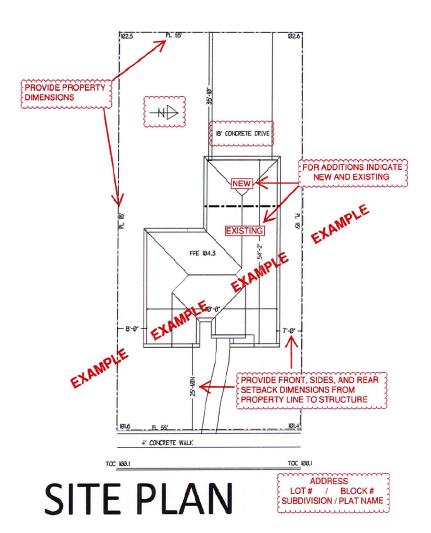






Site Plan should provide the following information

- □ 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.
- $\hfill \square$ 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

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

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.

4. Foundation Plan

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

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

7. Other Documents

- Energy Report
- Engineering
- Other Documents

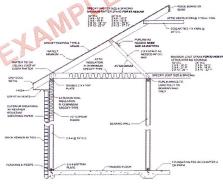
Stair and Guardrail Details (If applicable)



STEEL STEEL

1. Floor Plan

2. Roof / Floor Framing Plan



3. Cross Section Plan

4. Foundation Plan



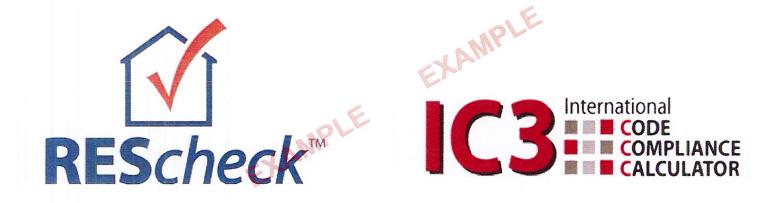


5. Electrical Plan

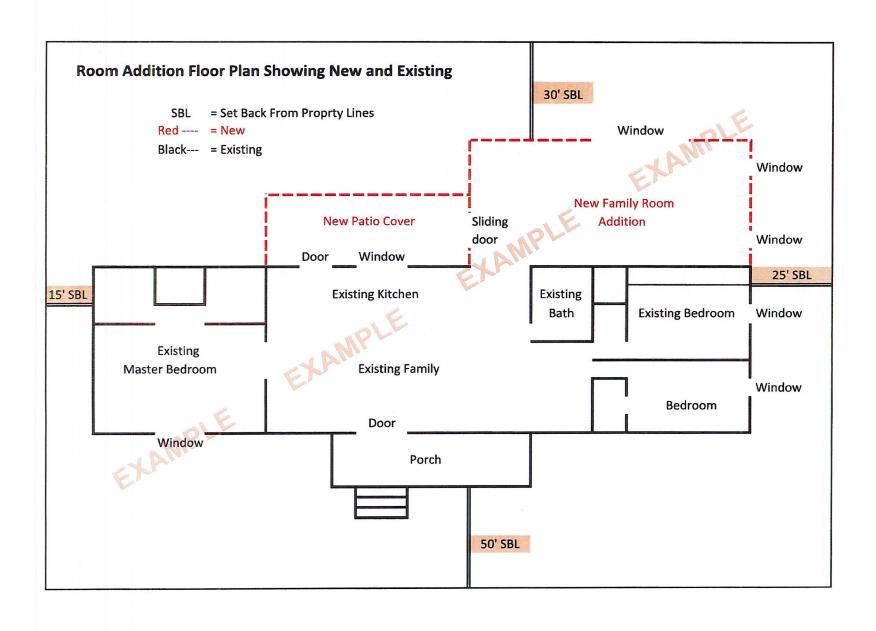
6. Elevation

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.



REM/RateTM



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)

EXAMPLE

- 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

EXAMPLE

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

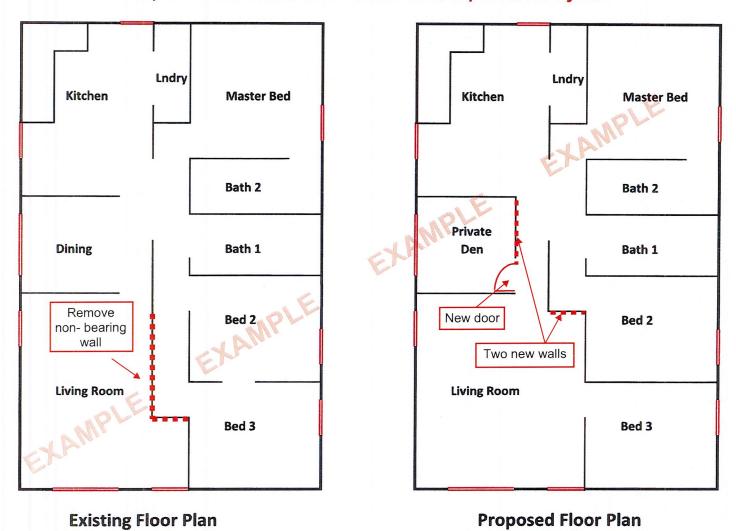
Bath 1 and 2

- 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



Page 2 of 2 for interior remodel

SECTION 38. BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY

§ 38.1. General Requirements.

No permanent structure, including any and all improvements and appurtenances connected or attached thereto, may be constructed or otherwise located within the city limits prior to issuance of a Building Permit by the Building Inspector. No permanent structure constructed or otherwise located within the city limits may be occupied prior to issuance of a Certificate of Occupancy by the Building Inspector. No change in the existing conforming use of a permanent structure, or of land to a use of a different classification under this ordinance, and no change in the legally conforming use of a permanent structure or of land may take place prior to issuance of a Certificate of Occupancy by the Building Inspector.

(Ordinance 091096 adopted 9/13/16; Ordinance 071222-1(O) adopted 7/12/2022)

§ 38.2. Procedure for New or Altered Buildings.

Plans for any permanent structure to be constructed or otherwise located within the city limits must be approved by the Building Inspector who, upon approval, shall issue a Building Permit. A complete application for a Building Permit shall contain details of foundation, including form board survey, and structure sufficient to determine compliance with applicable provisions of the Building Code. Upon submission of a complete application, the Building Inspector shall issue a Building Permit. After issuance of a Building Permit and prior to issuance of a Certificate of Occupancy, the Building Inspector shall conduct a form board survey, foundation, plumbing, electrical and framing inspection. After such inspection, the Building Inspector shall issue a Certificate of Occupancy if the plans and the results of the inspection comply with the provisions of all applicable ordinances and regulations.

(Ordinance 091096 adopted 9/13/16; Ordinance 041222-2(O) adopted 4/12/2022)

§ 38.3. Procedure for Vacant Land or a Change in Use.

Written application for a Certificate of Occupancy for the use of vacant land, or for a change in the use of land or a building, or for a change in a nonconforming use, as herein provided, shall be made to said Building Inspector. If the proposed use is in conformity with the provisions of this ordinance, the Certificate of Occupancy therefor shall be issued with ten (10) days after the application for same has been made.

(Ordinance 091096 adopted 9/13/16)

§ 38.4. Contents of Certificate of Occupancy.

Every Certificate of Occupancy shall state that the building or the proposed use of a building or land complies with all provisions of the building and fire laws and ordinances. A record of

all Certificates of Occupancy shall be kept on file in the Office of the Building Inspector or his agent and copies shall be furnished on request to any person having proprietary or tenancy interest in the building or land affected.

(Ordinance 091096 adopted 9/13/16)

§ 38.5. Temporary Certificate.

Pending the issuance of a regular certificate, a temporary Certificate of Occupancy may be issued by the Building Inspector for a period not exceeding six (6) months during the completion of alterations or during partial occupancy of a building pending its completion. Issuance of a temporary certificate shall not be construed to alter the respective rights, duties, or obligations of the owner or of the City relating to the use [or] occupancy of the premises or any other matter covered by this ordinance.

(Ordinance 091096 adopted 9/13/16)

§ 38.6. Certificates for Nonconforming Uses.

A Certificate of Occupancy shall be required for all lawful nonconforming uses of land or buildings created by adoption of this ordinance. Application for such Certificate of Occupancy for a nonconforming use shall be filed with the Building Inspector by the owner or lessee of the building or land occupied by such nonconforming use within one (1) year of the effective date of this ordinance. It shall be the duty of the Building Inspector to issue a Certificate of Occupancy for a lawful nonconforming use, but failure to apply for such Certificate of Occupancy for a nonconforming use shall be evidence that said nonconforming use was either illegal or did not lawfully exist at the effective date of this ordinance.

(Ordinance 091096 adopted 9/13/16)

§ 38.7. Required.

A permit shall be obtained from the city before commencing any construction including, but not limited to, grading, paving, utility installation, foundation work, or vertical construction. Requirements for permits related to buildings and structures are further defined in Chapter 3 of the Code of Ordinances. Permits may be issued in phases or groups depending on the applicant's development needs. All public improvements required by this chapter must be installed and accepted prior to filing a plat for record, unless otherwise specified in an approved facilities agreement or waived by approval of a variance.

Permit Types

- 1. <u>Building permit.</u> This permit allows for the installation of all proposed improvements, including, but not limited to grading, utility installation, paving, and vertical construction. This permit is further referenced in Chapter 3 of the Code of Ordinances. This permit is often the final permit to be issued in the development process.
- 2. <u>Development permit.</u> This permit allows for the installation of on-site and off-site public improvements. This permit is typically issued after a grading and erosion control permit and before a utility, paving, and/or foundation permit. This permit is typically issued to allow for the construction of required public improvements.
- 3. Grading and erosion control permit. This permit allows the applicant to install erosion control measures and begin the earth-disturbing activities associated with the development of the subject property. This permit is often the first permit to be issued in the development process.
- 4. <u>Utility, paving, and/or foundation permit.</u> This permit allows for the installation of on-site utilities, paving, and building foundations. This permit may be issued as a single permit or may be issued individually depending on the applicant's development needs.
- 5. Expiration. All permits referenced herein shall expire one year after issuance. If construction has not been completed within the allotted time period, another permit shall be required, and the required fees associated therewith shall be paid. If this provision conflicts with an expiration provision contained in another chapter, the more restrictive provision shall apply.

(Ordinance 071222-1(O) adopted 7/12/2022)