RESIDENTIAL ONE AND TWO-FAMILY DWELLING
NEW CONSTRUCTION
COMMON PERMIT SUBMITTAL LIST

Note: The requirements as stated below may change from jurisdiction to jurisdiction but are for the most part common to all permitting entities.

1. Submit one (1) complete sets of drawings, DRAWN TO SCALE with sufficient professional clarity and detail to indicate the nature and character of the work along with a completed Building Permit Application for the jurisdiction in which the dwelling is to be built. **Submittal in PDF format is required for all plans.**
2. The drawings shall include the following:
    A. **Form Board Survey** signed and sealed by RPLS (must be received prior to pre-pour inspection). Should include proposed elevation of the finished floor, actual elevation of the top of the form boards at every turn, actual elevation of the crown of the street to which the lot fronts and the actual elevation of the flow line of any adjacent drainage ditch.
    B. **Plot/Site Plan** showing the location of the proposed residential building and every existing building or structure on the site or lot; said Plot/Site Plan shall include a boundary line survey, easements, rights-of-way, front-side-rear setback lines based on zoning designation (if applicable), a building footprint, related site improvements (e.g. swimming pools, driveways, and fences), where the closest serviceable fire hydrant is located, the entrance of the electrical service, the exit of the sewer lines, entrance of the water lines, limits of any flood plain that may be associated with the lot, finished floor and top of curb or street crown elevations, lot legal description and street address. The plan is to be drawn to a scale of 1" = 20'. FREE HAND SKETCHES WILL NOT BE ACCEPTABLE FOR PERMITTING. *underlined items may be hand sketched
    C. **Floor Plan** (scale of ¼" = 1') drawn by a design professional (can be a Residential Designer) must indicate all sleeping areas with an operable window and indicate the attic access port.
    D. **Foundation Plan** (scale of ¼" = 1') and including section details (1/2" = 1'), stamped by a Texas registered firm and engineer. The Foundation Plan must be annotated on the plan or accompanied by a letter stamped by the same firm and engineer that states that the foundation was designed for the soil conditions on that particular lot. The Foundation Plan must also be annotated that the design meets or exceeds the minimum standards of the code adopted by the jurisdiction in which the dwelling is being built.
    E. **Braced Wall Plan** designed and drawn in accordance with the International Residential Code and stamped by a Texas registered firm and engineer.
    F. **Framing Plan,** including any engineered portions (e.g. engineered trusses) and typical wall details (scale 1/2" = 1'. Window and Door Schedule should also be shown. Framing Plan must be completed by a design professional and include a roof framing plan that indicates the size of the ridge beams and trusses as well as the slope and overall height of the structure.
    G. **Plumbing Plan**** (showing location of all proposed water closets, lavatories, tubs, showers, kitchen sinks, etc.)(a Plumbing Riser diagram shall be furnished)(scale of ¼" = 1') All plans shall indicate the sizes of the lines and identify the location of the hot water heater.
    H. **Electrical Plan**** (showing location of all proposed switches, receptacles, light fixtures, appliances, breaker panels, UFER ground, meter socket, etc.) (scale of ¼" = 1') All plans shall meet the 2020 edition of the National Electrical Code, shall note that GFIC receptacles will be installed when located within 30" of a water source and that Arc fault receptacles will be located per the International Residential Code. Plans shall indicate all sleeping areas have a smoke detector or smoke detector/CO2 combo if applicable and all plans shall identify the location of the electrical main disconnect panel and the UFER location.
    I. **HVAC Plan**** (showing the location of any proposed unit/s; ducts, registers and sizes) (scale of ¼" = 1')
    J. **Building Elevations** (all four sides with roof) (scale of 1/8" = 1' or larger) Elevation plan must identify the type of room slope and overall height of the structure.
    K. **Energy Code Compliance Report,** such as ResCheck, which demonstrates that the proposed dwelling meets or exceeds the jurisdictions adopted code. Needs to detail wall & attic "R" values.
    L. **On Site Sewage Facility (OSSF) Plan** (if applicable)

3. Additional notes:
    A. ** indicates that the plan can be hand-drawn on the floor plan by the sub-contractor if need be
    B. All asked for scales are the minimum acceptable. Drawings may be larger but submitted in PDF format
    C. All construction shall conform to the adopted codes of the jurisdiction.
    D. All drawings and data submitted shall be dated and bear the name and address of the designer, builder, and/or the owner.
    E. All requests for permits shall be supported by a completed and signed Building Permit Application.
    F. Plan Review Comments will be made available to address all issues for correction, modification, etc. All items are subject to Field Verification and Correction.
    G. Permit Fee shall be calculated per City fee schedule. All levels above the first floor shall be added to the total of the bottom floor square footage.
    H. Trade contractors may be required to register with the city in which they plan to work.