

RESIDENTIAL CONSTRUCTION INFORMATION PACKET

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A. GENERAL REQUIREMENTS

1. Plan Review/Permit Submittal

All plan submittals that are not master plan submittals must contain the documents listed below. Regular permit applications will generally be reviewed within ten (10) working days.

Three (3) complete sets of drawings that include the following:

- a. Site plan indicating all property lines, easements and setbacks of the proposed building.
 - b. Window and door sizes.
 - c. Elevation drawings showing exterior wall construction and masonry percentage calculations.
 - d. One (1) structural foundation drawing stamped by a professional engineer licensed by the State of Texas. (Contractor)
 - e. One original letter from the same engineer that designed and sealed the foundation plans stating that the foundation was designed for the soil conditions on that particular lot. The letter must also state that the foundation design criteria complies with the minimum standards required by the 2003 International Residential Code.
2. No construction, other than setting form boards and lot grading, may begin until a building permit has been issued.
 3. No tracked vehicles will be allowed on streets and alleys after a subdivision has been accepted.
 4. Instruct all subcontractors and their employees to park in such a way that emergency vehicular traffic will not be obstructed, i.e., fire trucks and ambulances.
 5. Building addresses must be posted in a location that is conspicuous from the street on each lot at all times. Numbers must be a minimum of three inches (3") in height & reflective.
 6. Addresses must be posted on all temporary electrical poles.
 1. Because of serious safety considerations, citations will be issued to the job superintendent, electrician or an officer of the general contractor or electrical contractor if temporary power is tied directly into the permanent breaker box. Electricians are permitted to test house circuits provided that a licensed electrician is on site at all times while power is connected to the house.
2. All re-inspection fees must be paid prior to the request of any further inspections. When a reinspection is requested on a project and a re-inspection fee has not yet been paid, the inspection will be canceled in the office.

B. GENERAL INSPECTION NOTES

1. All inspections must be requested by calling City Hall 903-560-8169 or 903-873-2578. Inspections can be requested as late as 4:30 p.m. for next day inspection.
2. For general questions only and for permit information, you may call City Hall.
3. City approved building plans must be available on the job site when all inspections are conducted.
4. **Materials located in the right-of way.** All dirt, sand or any type of construction material must be located in such a way as to comply with the following requirements.
 - a. If no City sidewalk has been constructed on the property, all construction materials must be located at least five feet (5') from the back of curb to allow for pedestrian passage through the property.

- b. If a sidewalk does exist, construction materials must be placed behind the sidewalk.
 - c. At all times during construction, the water meter box must be installed around the water meter.
5. **Location of Inspection Results.** Inspection results will be given to the contractor/owner at the time of the inspection (when possible). Also a copy of each inspection result will be kept on file at City Hall.
 6. **Engineering Letters and Other Required Documents.** Whenever an engineering letter or other document is required, the original letter must be kept on file at City Hall. This will allow the inspector to refer to the letter in order to verify compliance with the requirements of the engineer.
 7. **Cancellations.** Inspections should not be requested until the contractor has verified that the work is complete and ready for inspection.

C. **RESIDENTIAL INSPECTIONS REQUIRED**

No concrete or plumbing rough inspections will be made if it has been determined that it is too wet by the Building Official. **All rained out inspections must be recalled.** Plumbing rough inspections may be conducted in wet weather provided that a three (3) p.s.i. air test is placed on the sewer lines with a diaphragm gage.

Each of the following inspections must be requested in the listed order. If an inspection is requested before a prior required inspection has been approved, no inspection will be conducted.

Inspections required are:

Inspection

1. Temporary Pole (can be done at any time)
2. Flatwork (can be done at any time prior to Utility Final)
3. Plumbing Rough
4. Plumbing Rough with Air Test
5. Foundation
6. Frame / Electrical Rough
7. Plumbing Top-Out/Mechanical Rough
8. Utility Final
9. Building/ Electrical Final
10. Plumbing/Mechanical Final

1. **TEMPORARY POWER POLE**

- a. Double pole/single throw breaker installed for 240-volt plug.
- b. Single pole breaker installed for 120-volt plug with GFCI protection on all 120-volt receptacles.
- c. Box is to be secured to the pole.
- d. Pole is to be braced, secure and stable.
- e. A ground rod must be installed with a ground wire that is a minimum size of 6 AWG.

- f. The licensed electrician can test house circuits provided that power is disconnected when the electrician leaves the site.
- g. Legible address numbers must be posted on the T-pole. Numbers must be at least three inches (3") in height.
- h. No holes are allowed in the panel face.
- i. Plugs outside the panel box must be weatherproof.
- j. All breakers and receptacles must have legible amperage/voltage markings.

3. **PLUMBING ROUGH** If the house is to have gas service with a gas meter located at the alley, the underground gas inspection must be done at the same time as the plumbing rough inspection.

No plumbing rough inspections will be made if it has been determined that it is too wet. All rained out inspections must be recalled. Plumbing rough inspections may be conducted in wet weather provided that a three (3) p.s.i. air test is placed on the sewer lines with a diaphragm gage. When the inspection is requested, it must be stated that there is an air test on the sewer.

Plumbing rough inspections cannot be performed if the temperature is below freezing unless an air test has been placed on the sanitary sewer lines and the water distribution lines.

4. **FOUNDATION** All foundation plans must be sealed by a structural engineer & kept on file at
City Hall

No concrete inspections will be made if it has been determined that it is too wet. All rained out inspections must be recalled.

7. **UTILITY FINAL**

a. **Electric**

1. All wires must be terminated with a receptacle or blanked off. If appliances and fixtures are on site, all electrical connections to those appliances or fixtures must be complete.
2. Cover must be off of breaker box.
3. Ground rod installed & clamps are to be tight.
4. Neutral and ground conductors must be properly coded and identified.
5. The meter base must be bonded to the main panel box.
6. Feeder wires and branch wires must be protected by the proper sized breaker or fuse.
7. All receptacles and switches must be installed.
8. Bare bulb incandescent lights must not be installed in closet storage areas.
9. All light fixtures located within thirty-six inches (36") horizontally and less than eight feet (8') of the lip of a bathtub or shower must be waterproof.
10. Galvanized nipples are required between the meter base and the main electrical panel, grounding bushings must be installed.

b. **Gas**

1. **CSST** Where a CSST gas piping system is utilized that contains pressure greater than ½ p.s.i., an air test of at least ten pounds per square inch (10 p.s.i.) on a diaphragm gauge that has a set hand and has a maximum range of twenty (20) p.s.i. For portions of CSST piping that are regulated to less than ½ p.s.i., a 3 psi test with a diaphragm gage that has a set hand and had a maximum range of six (6) p.s.i. is acceptable.
2. **Black Pipe** Where a standard black pipe system is utilized, an air test of at least three pounds per square inch (3 p.s.i.) is required. The test must be performed on a diaphragm gauge that has a set hand and has a maximum range of six (6) p.s.i.
4. A permanent metal tag is required at the meter, at the entrance into the house (if the gas meter is located at the alley), and at the regulator stating the following: "Warning: ½ to 5 p.s.i. gas line".
5. Gas stops at each appliance must be properly secured for all types of piping including CSST systems.
6. All gas lines must be connected. Gas stops and caps must be installed on any gas line for future use.
7. Gas connectors must not exceed three feet (3') (except for clothes dryers and ranges, which must not exceed six feet (6')).

8. **BUILDING, MECHANICAL, ELECTRICAL AND PLUMBING FINAL**

a. **Building**

1. A solid walkway at least twenty-four inches (24") wide must be installed from attic openings to furnaces, water heaters and gas regulators. The distance from the opening to the equipment cannot be any further than twenty feet (20'). A thirty-inch (30") working platform is also required directly in front of the equipment.
2. Chimneys must extend at least two feet (2') above any point within ten feet (10') of the roof.
3. Street, alley, and all flatwork must be clean and clear of mud and debris.
4. Yard must be clear of debris and final grade completed.
5. A solid core door must be installed between the garage and living area.
6. A permanent address must be installed on the front and rear of the house (rear address is only required when driveway access is provided from the alley) with minimum 3" numbers of contrasting color to background.

b. **Mechanical**

1. Combustion air vents must be installed in the upper twelve inches (12") and lower twelve inches (12") of closets enclosing gas appliances. Each vent must total 100 square inches.
2. A mechanical heating system must be operational that is capable of maintaining a temperature of 70 degrees Fahrenheit (70°) at a point that is two feet (2') above floor level.
3. Vent fans must be operational in bath and utility rooms. Where a water closet is separated from the shower area by a door, a separate bath fan is required in the water closet area and the shower area.
4. A solid walkway at least twenty-four inches (24") wide must be installed from attic openings to furnaces, water heaters and gas regulators. The distance from the

opening to the equipment cannot be any further than twenty feet (20'). A thirty-inch (30") working platform is also required directly in front of the equipment.

c. Electrical

1. All receptacles must be wired properly. All light fixtures must be installed.
2. All GFCI's must be installed and working properly.
3. A permanent electrical outlet and light fixture controlled by a switch located at the required attic opening must be provided at or near air-conditioning and water heater equipment.
4. All areas requiring illumination must be switched with a wall type switch.
5. Circuits must be labeled in breaker box.
6. The Jacuzzi access panel must be removed for inspection.
7. Sprinkler wires located in garages must be strapped.
8. Electrical outlets located in garages that are not GFCI protected must be single receptacles and labeled.
9. Floor outlet receptacles must be accessible.
10. Jacuzzi access panels must be at least 12" X 12" with clear access to the motor (no pipes, wires, etc.). The opening must also be close enough to reach the motor in order to do maintenance on it and large enough to remove the motor for repair or replacement.
11. All HVAC equipment must have an electrical disconnect within site of the equipment served.
12. Water Heaters must have an electrical disconnect within site of the water heater.

d. Plumbing

1. All gas lines must be connected. Gas stops and caps must be installed on any gas line installed for future use.
2. All plumbing fixtures must be installed. Any drain or water line that is installed for future use or expansion must have permanent caps.
3. Frost proof hose bibbs with integral vacuum breakers must be installed.
4. Sewer cleanouts must be cut so that the top of the cleanout is between one inch (1") and two inches (2") from the top of the ground.
5. Hot water must correspond to the left side of fittings on plumbing fixtures.
6. Dielectric unions must be installed within twelve inches (12") of regulation equipment, water heaters, conditioning tanks, or other similar equipment. Flexible water connectors with dielectric nipples can be used in place of unions.
7. Air gap fittings must be installed on all dishwashers.
8. Shower doors must have a minimum opening clearance of twenty-two inches (22").
9. Gas connectors must not exceed 3 feet (except for clothes dryers and ranges which must not exceed 6 feet).

e. General

1. 1. Electrical and gas meters must be installed. If the inspection is requested and the inspection conducted prior to the installation of the electric or gas service meter, a re-inspection fee will be assessed. All work is to be complete.

BUILDING PERMIT FEES	(ALL PERMIT FEES DOUBLE FOR PROJECTS STARTED WITHOUT A PERMIT)
New Commercial & Institutional	\$0.20 per sq. ft., Minimum \$125.00
New Residential	\$0.15 per sq. ft., Minimum \$90.00
Commercial Remodel or Alterations	\$0.20 per sq. ft., Minimum \$125.00
Residential Remodel or Alterations	\$0.15 per sq. ft., Minimum \$90.00
Demolition	\$50.00
House Moving	\$100.00 plus police and utility costs
Storage Shed in excess of 120 sq. ft.	\$0.05 per sq. ft., Minimum \$25
Fire Alarm	\$100.00
Fire Sprinkler	\$0.05 sq. ft., Minimum \$50
Plan Review	No charge if permit purchased
Plan Review	Commercial 25% of the above permit fee

(Fees double if started without permit)	ELECTRICAL PERMIT FEES	PLUMBING PERMIT FEES	MECHANICAL PERMIT FEES
New Single Family Residential	\$0.04 per sq. ft., Minimum \$90	\$0.04 per sq. ft., Minimum \$90	\$0.04 per sq. ft., Minimum \$90
New Commercial or Institutional	\$0.04 per sq. ft., Minimum \$125	\$0.04 per sq. ft., Minimum \$125	\$0.04 per sq. ft., Minimum \$125
Remodels or Alterations	\$0.04 per sq. ft., Minimum \$90	\$0.04 per sq. ft., Minimum \$90 (gas line, sewer line, water line, heater)	\$0.04 per sq. ft., Minimum \$90 (replacement, alteration, additions)

MISCELLANEOUS FEES	(Fees double if started without a permit)
Re-inspection Fee	\$100.00
Residential Certificate of Occupancy	\$50.00
Commercial Certificate of Occupancy	\$100.00
Temporary Certificate of Occupancy	\$100.00
Plan Review included in Permit price.	
Grease Trap annual inspection fee	\$100.00
Grease re-inspection fee if necessary	\$75.00
	\$50.00 per hour (minimum of one hour)
Additional Plan Review	\$25.00
	\$50.00
Fence Permit	\$100.00
Sign Permit	\$50.00
In-ground swimming pool	\$50.00
Lawn Sprinkler	\$50.00
Tent Permit	\$30.00 per approach
Construction Trailer	\$30.00
Drive Approach	\$75.00 (any structure exceeding 250 sq. ft)
Sidewalk	\$50% of new construction fee
Structure Moving permit	
Commercial Shell bld	

The above mentioned requirements are only a general list of building, electrical, plumbing and mechanical code regulations. For a complete list of building requirements refer to:

- 2006 International Building Code**
- 2006 International Mechanical Code**
- 2005 National Electrical Code**
- 2006 International Energy Conservation Code**