



## City of St. Hedwig Residential Permit Submittal Requirements

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

Site plans (plot plans) drawn to a scale of 1" = 20'. Site plans 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.

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 and fixtures, and ceiling heights.

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.

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.

Foundation plans (must be sealed by a State of Texas Licensed Engineer) drawn to a scale of 1/4" = 1', Foundation plans must show all dimensions, location and spacing of beams, location of post tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

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 the lot.

Masonry on Wood details, if applicable. Masonry on wood *details* must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details,

Electrical plans (may be combined with floor plan) drawn to a scale of 1/4"= 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

Plumbing plans (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

Energy Compliance Report

*Note: A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.*



## City of St. Hedwig

### Residential Plan Review Checklist

**Address:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

Complete Permit Application

(2) Plot Plans to include Legal Description:

Lot, Block, Subdivision, lot dimensions, Plan # and elevation.

Must also include driveway width and frontage footage of public road at front property line.

(2) Energy reports - IECC (<https://energycode.pnl.gov/REScheckWeb/>)

(2) Stamped foundation plans or (2) engineering letters

(2) Sets of house plans

(1) Copy of the loan appraisal of residential structure **or** copy of the insurance replacement appraisal cost of residential structure

(1) Check/Cashiers Check/Money Order made out to the City of St. Hedwig for the building permit fee (**Cash and post dated checks will not be accepted**)

**NOTE: Without all of the information listed above, the permit is incomplete and will not be processed until all documents/fees are on file with the City.**



## **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' Plan Review Department for the status of your permit at (817) 335-8111 or (972) 980-8401/toll free (877) 837-8775.

### **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 line:	(817) 335-8111 or (972) 980-8401
Inspection FAX line:	(817) 335-8110 or (972) 980-8400
Toll Free number:	(877) 837-8775
Toll Free FAX line:	(877) 837-8859

### **Field Inspections**

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775 for your inspector's name and number.

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

