

## **Residential Plan Review and Permitting Procedures**

Permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance.

### **New and Remodel/Addition Residential Permits Requirements**

1. Permit Application
2. (2) Plot Plans to include legal description (lot, block, subdivision) and lot dimensions.
3. (2) Energy reports – Energy Code adopted by city (2015)
4. (2) Stamped engineered foundation letters.
5. (2) Stamped engineered foundation plans
6. (2) Sets of house plans.
7. (2) Sets of engineered wind bracing plans.

**Submit complete permit package to the city either electronically, or in person for plan review.**

### **Plan Review Process**

1. Sent to Plan Review
2. Verifications of all required documents and specific to the legal description to the lot. Reviews plat versus plot plan for building setbacks, lot coverage, and masonry requirements according to zoning and ordinance requirements.
3. Review for plan for building code violations
4. Review energy code compliance report for verification of compliance with the IECC code edition adopted by the city.
5. Applicant will be contacted if any information is missing or if revisions are needed. If revisions are required, the application will be placed on hold until the corrected documents are received.
6. Approval of permit. City staff will notify you that permit has been approved.
7. Once permit fees have been received, the permit will be issued and released.

## 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 complete permit application.

**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 lot.

**Floor plans** drawn to a scale of ¼" = 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 ¼" = 1'. Exterior elevations plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

**Structural plans**, where required, drawn to a scale of ¼" = 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 or Foundation Detail (Refer to IRC for additional requirements) drawn to scale ¼" = 1'. Foundation plans must show all dimensions, location and spacing beams, location of post-tensioning cables (if applicable), location and size of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post tension 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.

**Engineered Wind Bracing Plans – comply with current adopted City Code**

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

**Electrical Plans** (may be combined with floor plan) drawn to scale ¼" = 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 scale ¼" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

**Energy Compliance Report ([www.energycodes.gov](http://www.energycodes.gov)) (IC3reports: <http://ic3tam.u.edu>)**

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

# New Residential Permit Review Checklist

Applicant Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

- Project Type: \_\_\_\_\_
- Application
- Site Plans (cannot be drawn)
  - Legal Description (lot, block, subdivision)
  - North arrow and scale
  - Property lines and lot dimensions
  - All easements
  - Proposed structure and all existing buildings
  - Driveways and sidewalk dimensions
  - Existing and proposed location of utility poles, pad mounted transformers
  - Setbacks for front, rear and sides of house must be shown on site plan
- (2) sets of house plans to include: floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, sheer wall details
- Engineered Foundation Plans (cannot be drawn) conventional rebar slab foundation, regionally accepted practices, foundation detail (Reference IRC 2021) or Engineered plans or post tension foundation – engineered foundation plans and letter. Engineered plans must state that the foundation was designed for the soil conditions on that particular lot and that the foundation meets the design criteria of the IRC
- Residential Energy Code Compliance Document ([www.energycodes.gov](http://www.energycodes.gov))
- Driveway approaches and drainage culverts (engineered plans – driveways accessing State Highways require TXDOT permit)

**\*\*\*ALL PLANS MUST BE RECEIVED DIGITALLY ALSO.**

**THEY ARE SENT TO BUREAU VERITAS FOR REVIEW. REVIEWS TAKE A MINIMUM OF 10 BUSINESS DAYS\*\*\***

For Office Use Only

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**Date Application Submitted:** \_\_\_\_\_

**City Official Approval:** \_\_\_\_\_

**Submitted to Bureau Veritas** \_\_\_\_\_

**Bureau Veritas Approval:** \_\_\_\_\_

**Permit Issue Date:** \_\_\_\_\_



Phone: 817-489-2201  
 Website: www.newarktexas.com

Address: 209 Hudson St.  
 PO Box 156  
 Newark, TX 76071

# Residential/Remodel Permit Application

Building Permit Number: \_\_\_\_\_

**Project Description:**     New Build     Remodel     Addition     Other

**Applicants Name:** \_\_\_\_\_  
**Contact Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Home Owners Name (if different)** \_\_\_\_\_ **Total Valuation:** \_\_\_\_\_  
**Project Address:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_  
**Detailed Description of Work:** \_\_\_\_\_  
**Area Square Feet:** \_\_\_\_\_ **Number of Stories:** \_\_\_\_\_ **Total Lot Square Feet:** \_\_\_\_\_  
**Square Ft. of Existing House (including porches, garage and patios):** \_\_\_\_\_ **Square Ft. of Accessory Building 1:** \_\_\_\_\_  
**Square Ft. of Drive way and Sidewalks (If concrete or asphalt):** \_\_\_\_\_ **Square Ft. of Accessory Building 2:** \_\_\_\_\_  
 Is this property in a floodplain? \_\_\_\_\_ If yes, provide Flood Plain Certificate  
 (Accessory Building include all roofed structures, well houses, swimming pools, etc.)  
**Will this project include (Check all that apply):**     Plumbing     Mechanical     Electrical

**Contractor Information: Company:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

<i>Mechanical Contractor:</i>	<i>Contact Person:</i>	<i>Phone Number/Email:</i>	<i>Contractor License Number:</i>
<i>Electrical Contractor:</i>	<i>Contact Person:</i>	<i>Phone Number/Email:</i>	<i>Contractor License Number:</i>
<i>Plumbing/Irrigator:</i>	<i>Contact Person:</i>	<i>Phone Number/Email:</i>	<i>Contractor License Number:</i>

Application becomes null and void if all information is not provided within 30 days. If no inspection is made within 90 days of issuance the permit will expire. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Office Use Only**

Building Permit Fee: \_\_\_\_\_ Meter Deposit Fee: \_\_\_\_\_  
 Water Tap Fee: \_\_\_\_\_ Sewer Tap Fee: \_\_\_\_\_ **Total Fees:** \_\_\_\_\_

Permit Received on: \_\_\_\_\_  
 Total Fees: \_\_\_\_\_ Payment Date: \_\_\_\_\_ Payment Type: \_\_\_\_\_ Receipt # \_\_\_\_\_ By: \_\_\_\_\_  
 Date Sent to PR: \_\_\_\_\_ Received from PR: \_\_\_\_\_ BV Project #: \_\_\_\_\_  
 Approved By: \_\_\_\_\_ Permit Issued on: \_\_\_\_\_