

## **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.

## Miscellaneous Permits

### Fences:

1. Permit Application
2. (2) Site Plans showing location of fence, height, and fence material.

### Irrigation Sprinklers:

1. Permit Application

### Private Swimming Pools

1. Permit Application
2. (2) Site Plans showing location of pool and distance from property lines and house.
3. Layout of pool to include depth and stamped approved by *local utility service company*  
*Or DIF TESS Number*

### \*\*\* ***Must meet the following requirements***

- a. 6' fence surrounding the pool area or the surrounding yard area. (non-climbable)
- b. Self-closing latches/Self latching gates
- c. Backwash into storm drain or onto lot if acreage
- d. Anti-siphon hose bib
- e. Must comply with the International Residential Codes and Uniform Codes
- f. Must comply with the City of Newark Zoning Ordinance

### Accessory Buildings:

1. Permit Application
2. (2) Site Plans showing location of accessory building and distance from property lines and house.
3. Structural Plans if built on site, brochure of proposed building if prebuilt.

## New Residential Plan Review Checklist

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

\_\_\_\_\_ **(2) Site Plans to include:**

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

Setbacks for front, rear and sides of house must be shown on site plan

\_\_\_\_\_ **(2) Residential Energy Code Compliance Report – Rescheck, IC3 report, and Energy Star reports accepted. [www.energycodes.org](http://www.energycodes.org)**

\_\_\_\_\_ **(2) Foundation Plans** – Conventional Rebar Slab Foundation, Regionally Accepted Practices, Foundation Detail (Reference IRC) 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 if the IRC .

\_\_\_\_\_ **(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.

\_\_\_\_\_ **Driveway approaches and drainage culverts** -Engineered plans (Driveways accessing state highways require TXDOT permit)



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

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

## Residential Permit Application

<b>Building Permit Number:</b> _____		<b>Valuation:</b> _____	
<b>Project Address:</b> _____		<b>Zoning:</b> _____	
<b>Lot:</b> _____	<b>Block:</b> _____	<b>Subdivision:</b> _____	
<b>Project Description:</b>			
NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: _____	
PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>	
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
<b>Description of Work:</b>			
<b>Area Square Feet:</b>		<b>Covered</b>	
<b>Living:</b> _____	<b>Garage:</b> _____	<b>Porch:</b> _____	<b>Total:</b> _____
			<b>Number of stories:</b> _____
<b>IS THIS PROPERTY IN A FLOODPLAIN:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

<b>Contractor Information:</b> _____	
<b>Company</b> _____	<b>Contact Person:</b> _____
<b>Address:</b> _____	
<b>Phone Number:</b> _____	<b>Email:</b> _____

<b>General Contractor</b>	Contact Person	Phone Number/Email	Contractor License Number <input type="checkbox"/>
<b>Mechanical Contractor</b>	Contact Person	Phone Number/Email	Contractor License Number <input type="checkbox"/>
<b>Electrical Contractor</b>	Contact Person	Phone Number/Email	Contractor License Number <input type="checkbox"/>
<b>Plumber/Irrigator</b>	Contact Person	Phone Number/Email	Contractor License Number <input type="checkbox"/>
<b>TPO Energy Provider</b>	Contact Person	Phone Number/Email	Contractor License Number <input type="checkbox"/>

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

**OFFICE USE ONLY:**

<b>Approved:</b> _____	<b>Date:</b> _____
------------------------	--------------------

Building Permit Fee: _____	Meter Deposit Fee: _____	<b>Total Fees:</b> _____
Plan Review Fee: _____		<b>Receipt #:</b> _____
Water Tap Fee: _____		<b>Issued Date:</b> _____
Sewer Tap Fee: _____		<b>Issued By:</b> _____
		BV Project # _____