



## NEW CONSTRUCTION FOR ONE AND TWO FAMILY DWELLINGS

### APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

By checking each requirement, you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Once all has been submitted and pre-screened it will then be forwarded to the Building Inspector for a review plan.

- Complete Application and submit Plan Review fee
- Submit one (1) complete set of drawings DRAWN TO SCALE
- SUBMIT COMPLET SET OF DRAWINGS IN PDF FORMAT

Drawings shall include:

- Form Board Signed & Sealed by RPLS**
  - 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
  - Actual elevation of the flow line of any adjacent drainage ditch
- Plot/Site Plan/Survey Plat**

Plot/Site Plan shall include a boundary line survey, easements, rights-of-way, front-side-rear seat back lines based on zoning designation

- Where closet serviceable fire hydrant is located
- Where electrical service will enter the SFR
- Where the sewer line will leave the SFR
- Where the water line will enter the SFR
- Easements ad building setback lines
- Limits of any Flood Plan that may be associated with the lot

### Plans to be drawn to a scale of 1"=20' No Free Hand Sketches

- Floor Plan** – Drawn by a design professional

- Indicate window and means of egress
- Indicate attic access port
- **Foundation Plan** (scale  $\frac{1}{4}''=1'$ )
  - Stamped by Texas registered firm engineer
  - Foundation Plan must be annotated on the plan or accompanied by letter that states soil conditions.
  - Must annotated meets or exceeds minimum standards of code
- **Braced Wall Plan**
  - Designed and drawn in accordance with the International Residential Code
  - Stamped by TX Registered Firm or Engineer
- **Framing Plan**
  - Window & Door Schedule
  - Size of Ridge Beams & Trusses
  - Slope & Overall height of the structure
- **Plumbing Plan** \*\*
  - Proposed water closets, lavatories, tub, showers, kitchen sinks
  - All plans shall indicate size of lines
  - Location of hot water heater
- **Electrical Plan**\*\*
  - Location of proposed switches, receptables light fixtures, appliance, breaker panel, UFER ground, meter socket
  - Must meet 2017 National Electrical Code (can be submitted through statement on plan or by email)
  - GFCI installed within 30" of water source
  - ARC fault receptable will be located per the international Residential Code
  - Sleeping areas to have smoke detector/CO2 combo
  - Identify location of electrical main disconnect panel ad UFER location

□ **HVAC\*\***

- Location of inside & outside units
- How ducts are to be distributed and hung
- Ducts, register and sizes shall be noted on plan

□ **Elevation Plan**

- Type of Slope
- Overall height

□ **Energy Code Compliance Report**

- Compliance with International Energy Conservation Code
- Insulation R-Value for walls & attic

I, \_\_\_\_\_ have read the above information and acknowledge that all required documents have been provided and ready for submittal for Plan Review.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that incomplete applications and submittals will be subject to addition resubmittal fees.**