



New Residential Plan Review Checklist

Address: _____ Date Received: _____

Permit Application with an original owner signature must be completed and submitted with the following information. All fees are due at the time of plan submittal. Plan review and permit approval typically occurs within seven to ten business days.

_____ **Three (3) Site Plans to include:**

- _____ Legal Description (lot, block, subdivision)
- _____ Property lines and lot dimensions
- _____ Proposed structure and all existing buildings
- _____ Location and dimensions of all existing and/or proposed driveways
- _____ All easements
- _____ Location of all utilities with any applicable authorization stamps
- _____ Setbacks – approved setbacks for front, rear and sides of house must be shown on site plan

_____ **Three (3) Residential Energy Code Compliance Report (2018 IECC) or Residential Energy Code Compliance Form**

_____ **Three (3) Foundation Plans**

Conventional Rebar Slab Foundation – Regionally Accepted Practices - Foundation Detail **or** Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter. Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the 2018 IRC.

_____ **Three (3) Sets of house plans** to include: floor plan, exterior elevations, roof design, shear wall plans, mechanical design, electrical design, plumbing design, engineered truss plan, construction details, window/door schedule, masonry on wood details, etc.

_____ **On Site Sewage Facility (OSSF)** – Application and required documents if applicable. (Separate permit and fees from house plans)

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

Contractor Registration required for General Contractor, Electrician, Plumber, Mechanical, Irrigator, and Backflow Tester.

Adopted Technical and Construction Standards: 2018 - International Building Code, International Residential Codes, International Fire Code, International Fuel Gas Code, International Plumbing Code, International Mechanical Code, International Energy Conservation Code, International Gas Code; 2017 National Electrical Code.