



## APPLICATION FOR SINGLE FAMILY RESIDENTIAL BUILDING PERMIT

*BUILDING SERVICES*

### SUBMITTAL CHECKLIST

The City has in effect the Unified Development Codes, the 2015 International Residential Code (which includes Mechanical, Plumbing, and Energy), and the 2014 National Electrical Code. Please refer to these documents for preparation of your plans.

**NO WORK MAY BEGIN WITHOUT A PERMIT – THIS INCLUDES,  
but not limited to, SITE GRADING, TREE REMOVAL, RETAINING WALLS, etc.**

**APPLICATION WILL NOT BE ACCEPTED  
IF ANY PORTION IS INCOMPLETE OR IF PLANS ARE INCOMPLETE**

~ ~ APPLICATION MUST INCLUDE ~ ~

**TWO COMPLETE, SEPARATED and FOLDED SETS AND ONE SET ON CD IN .PDF  
FORMAT, each containing:**

- Tree Survey
  - Identify all quality trees over 3" in caliper. House footprint must be shown and trees to be removed notated. Can be drawn on site plan or submitted separately.
  - If no trees on lot, a signed letter on company letterhead must be submitted in lieu of a tree survey.
- Site Plan
  - Must show sidewalk and driveway – including "public" sidewalk along street.
- Grading Plan
  - Must match the master grading plan on file for the subdivision (if applicable) or be prepared by a licensed professional engineer.
- Energy Plans
  - Designed by an energy professional (**required for conditioned space only**)
- Engineered Foundation Letter
  - Must state the foundation was designed to the 2015 International Residential Code and the specific soil conditions.
  - Sealed and signed by a professional engineer.
- Folded Engineered Foundation Plan (24"x36" maximum size)
  - Sealed and signed by same professional engineer as letter.
- Folded House Plans (24"x36" maximum size)
- SWPPP / TCEQ Storm Water Permit (required for one acre and larger lots)

Please allow a **minimum** of ten (10) working days for review.

The 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.