



# Universal Building Permit Application

2221 North Phillips Ranch Rd.  
Granite Shoals, TX 78654

City Hall: 830-598-2424  
Fax: 830-598-6538

Permit Number: \_\_\_\_\_ Estimated Value: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Sq. Footage: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_  
 Project Description:  New Home  Addition  Remodel  Electrical  Plumbing  Mechanical  
 New Roof  Fence  Accessory  Other Specify \_\_\_\_\_  
 Scope of Work: \_\_\_\_\_  
 \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Electrical Contractor	Contact Name	Contact Phone	License No.
Plumbing Contractor	Contact Name	Contact Phone	License No.
Mechanical Contractor	Contact Name	Contact Phone	License No.

A permit becomes null and void if work or construction authorized is not commenced within 180-days, or if work or construction is suspended or abandoned for a period of 180-days at any time after work or construction is commenced. Separate permits are required for electrical, plumbing and mechanical. All permits require a final inspection.

***A Certificate of Occupancy must be issued before any building can be occupied.***

I hereby certify that I have read and examined this application and know the same to be true and correct. By my signature below, I agree to comply with all provisions of the law and ordinances governing this type of work, 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: \_\_\_\_\_

## City Hall Office Use ONLY

### Cross Checks

Water:  New Agreement Included  Existing Water Tap  
 Culvert:  City to Install New Culvert  Customer to Install New Culvert by City Approved Contractor  Existing Culvert  
 Septic Field:  LCRA License Supplied  Drawings provided with Septic Field and Tank  Existing Septic  
 Flood Plain:  Not Required  Permit Attached

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Total Fee: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_ Issued by: \_\_\_\_\_

Payment made by:  Check # \_\_\_\_\_  Credit Card  Cash

## Plans/Documents needed for different Project Type's

### New Residential Construction

- Permit Application
  - 911 Address
  - Contractor/Builder Name, Phone Number, Email Address
  - Square Footage (Including Main Living, Porch's, Garage)
  - Subdivision (w/Lot and Block)
- Site Plan
  - 911 Address
  - Footprint of Home
  - Property Dimensions
  - Setbacks from footprint of home to Property Lines
  - Subdivision Name (w/Lot and Block)
  - Driveway Location
- Architectural Plans
  - Floor Plan(s)
  - Electrical Plan(s)
  - Elevation Plan(s)
  - Roof Plan
- Engineered Plans
  - Engineer Letter for Post-Tension Foundations
  - Foundation Plan
  - Wind Bracing Plan
- Energy Compliance Report/REScheck

### Addition/Remodel

- Permit Application
  - 911 Address
  - Contractor/Applicant Name, Phone Number, Email Address
  - Description of Work (Including if any electrical, plumbing, mechanical work is being completed)
  - Square Footage
  - Subdivision (w/Lot and Block)
- Site Plan
  - 911 Address
  - Footprint of Home (Including Addition if applicable)
  - Property Dimensions

- Setbacks from footprint of home to Property Lines
- Subdivision Name (w/Lot and Block)
- Existing Floor Plan
  - Showing Location of Windows/Doors and Room Labels
- Proposed Floor Plan
  - Showing Location of Windows/Doors and Room Labels
- Proposed Electrical Plan
- Foundation Plan (if addition is being made to home)
- Engineer Letter (if load bearing walls are being removed)

### Solar Panel Installation

- Permit Application
  - 911 Address
  - Contractor Name, Phone Number, Email Address
  - Valuation
  - Description of Work
- Engineer Letter (showing roof can support load of roof panels)
- Plan Set

### Accessory Buildings

- Permit Application
  - 911 Address
  - Contractor/Applicant Name, Phone Number, Email Address
  - Valuation
  - Square Footage
  - Description of Use
- Site Plan
  - 911 Address
  - Footprint
  - Property Dimensions
  - Setbacks from footprint to Property Lines and Existing Structures
- Plan Set
  - Floor Plan
  - Electrical Plan (If Applicable)
  - Elevation Plan
- Foundation Plan (if applicable)

### Fences

- Permit Application
  - 911 Address

- Contractor/Applicant Name, Phone Number, Email Address
- Valuation
- Description of Fence (Height, Material Type, etc.)
- Site Plan
  - Fence Location/Dimensions
  - Gate Location(s)
  - Height of Fence

## Pools

- Permit Application
  - 911 Address
  - Contractor/Installer Name, Phone Number, Email Address
  - Valuation
  - Description of Pool
- Site Plan
  - 911 Address
  - Footprint
  - Property Dimensions
  - Setbacks from footprint to Property Lines and Existing Structures
- Pool Plans

## Manufactured Homes

- Permit Application
  - 911 Address
  - Contractor/Applicant Name, Phone Number, Email Address
  - Square Footage
  - Description of Work
- Site Plan
  - 911 Address
  - Footprint of Manufactured Home
  - Property Dimensions
  - Setbacks from footprint of home to Property Lines
  - Subdivision Name (w/Lot and Block)

## Covered Patio/Pergola

- Permit Application
  - 911 Address
  - Contactor/Applicant Name, Phone Number, Email Address
  - Valuation
  - Square Footage

- Description of Work
- Site Plan
  - 911 Address
  - Footprint
  - Property Dimensions
  - Setbacks from footprint to Property Lines and Existing Structures
- Plans (showing materials being used, height, elevation)

## Signs

- Permit Application
  - 911 Address
  - Contractor/Applicant Name, Phone Number, Email Address
  - Valuation
  - Square Footage of Sign
  - Description of Sign (Wall Sign, Pylon Sign, Directional Sign, etc.)
- Site Plan/Sign Plan
  - Locations of Signs
- Sign Plans

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

## NEW CONSTRUCTION AND WATER SERVICE REQUIREMENTS

**1. WATER AGREEMENT MUST BE TURNED IN WITH REQUIRED DOCUMENTS**

Water agreements can take up to 2 weeks for approval. Water taps can take up to 6 weeks, for routine install, from date of payment. Non-routine installs are to be determined.

**2. BUILDING PERMIT MUST BE TURNED IN WITH REQUIRED DOCUMENTS**

ALL APPLICATIONS WILL NEED TO BE APPROVED BEFORE PAYMENT IS MADE

ALL APPLICATIONS AND DOCUMENTS MUST BE TURNED IN TOGETHER TO THE  
UTILITY CLERK WITH ALL REQUIRED DOCUMENTS

**ALL FEES MUST BE PAID BEFORE BUILDING PERMITS AND WATER TAPS ARE  
ISSUED.**

**3. CULVERTS ARE TO BE INSTALLED BY A CONTRACTOR, AND WILL REQUIRE SIZE  
APPROVAL AND FINAL INSPECTION BY THE CITY.**

FOR OFFICE USE ONLY

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\_\_\_ WATER APPLICATION/DOCUMENTS

DATE APPROVED: \_\_\_\_\_

\_\_\_ PERMIT APPLICATION

DATE APPROVED: \_\_\_\_\_

TOTAL AMOUNT: \$ \_\_\_\_\_

## **ITEMS NEEDED TO ESTABLISH WATER SERVICE**

1. Water Application
2. Proof of Ownership
3. Driver's License or Photo I.D.
4. Proof of Address (ex: formal notification of your physical street and mailing address or Burnet County Taxes)
5. Approval Letter from LCRA for septic, along with septic system approved diagram/layout
6. Proof of Building Plans Submitted

**City of Granite Shoals**  
**RESIDENTIAL UTILITY SERVICE**  
**APPLICATION AND AGREEMENT**  
PLEASE PRINT

Name of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
(Responsible for all decisions regarding this account)

Name of Co-Applicant: \_\_\_\_\_  
(Spouse or other responsible adult in the household)

Service Volume Requested:       Full-time residence                       Part-time or seasonal residence

Address: \_\_\_\_\_ Requested Service Connection Date: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is this address:     Owner Occupied  
 Rental - Landlord Name & contact phone number \_\_\_\_\_  
 Other \_\_\_\_\_

Property Amenities:     Sprinkler System             Swimming Pool             Hot Tub/Spa

Name of closest relative **not living in the home**: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Have you or the co-applicant had service with the City of Granite Shoals before?     No     Yes    Acct# \_\_\_\_\_

If yes, when? \_\_\_\_\_ At what address: \_\_\_\_\_

**TERMS OF AGREEMENT**

The undersigned (hereinafter called the 'Consumer') hereby makes application for and agrees to take from the City of Granite Shoals the service or services covered by this application at the address given above, and agrees on or before the tenth (10th) day of each month or the following business day if the 10th day is a weekend or holiday, if billed monthly, to pay the City, at its Office, for such service furnished to Consumer during the period for which said billing is rendered, according to the amount thereof as established by, and in accordance with, the standard rates established by the City as from time to time for such class of service. **The City shall not be obligated under this agreement to furnish any service of a type or character not available from the existing lines or facilities of the City.** While the City attempts to establish service as soon as possible upon approval of this application, in some cases it may take up to five (5) business days to make such connection.

The Consumer agrees to permit the authorized agents of the City free access to premises of the Consumer for the purpose of inspections prior to the connection(s) of service of a type or character to determine that all service types comply with all applicable local, State, and Federal Building Codes. The Consumer agrees to permit the authorized agents of the City free access to premises for the purpose of connecting, disconnecting, inspecting, testing, reading meters, repairing or removing any property of the City, and agrees not to permit anyone other than authorized agents of the City to molest or otherwise tamper with the property of the City or to remove its seals.

The City makes reasonable provisions to insure satisfactory and continuous service, but it does not guarantee continuous service, and will not be liable for loss or damage caused by accidents or conditions which it could not have foreseen or over which it has no control.

The Consumer agrees that this application and agreement is subject to all City Ordinances and Regulations covering the services mentioned, and that such Ordinances and Regulations are a part of this agreement.



Consumer authorizes the City to request and retain a credit report, payment history, and/or service verification on any person or entity making application for utility service from the City. This information may be used when establishing the required deposit pursuant to Chapter 38 of the Code of Ordinances. The City shall report to credit service(s) relevant payment information on all persons or entities listed above when payment of the utility account remains delinquent for more than ninety (90) days. The City shall have the authority to report the payment history to other utility service providers. The City shall have the authority to authorize and direct the city attorney to file suit to collect amounts owed the City for utility services and charges that remain delinquent for a period of ninety (90) days or more. In the event of termination of service, deposits on the account will be applied to the final bill and the balance due, if any, will be billed to the Applicant. Likewise, refunds will be paid to the Applicant. All applicants, co-applicants and responsible adults are subject to provisions of this document. I (we) certify that the information provided in this document is true and correct to the best of my (our) knowledge. To see further information, visit the city's website: [www.graniteshoals.org](http://www.graniteshoals.org).

**SIGNATURES:**

_____	_____
Applicant – Print Name	Co-Applicant – Print Name
_____	_____
Applicant - Signature	Co-Applicant - Signature

\_\_\_\_\_ By signing my initials in the space provided, I authorize the City of Granite Shoals to transfer my deposit and final bill from my current account number \_\_\_\_\_ to this new account requested.

*The City of Granite Shoals adds a \$3 Voluntary Donation amount to all utility bills each month for Emergency Services including Police, Fire, and EMS. I understand it is my option to pay this amount.*

**STOP - DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

**WATER SERVICE**

ACCOUNT NO: \_\_\_\_\_ WATER METER NO: \_\_\_\_\_ CONNECT DATE: \_\_\_\_\_  
 DEPOSIT AMOUNT: \$ \_\_\_\_\_ ADDITIONAL \$ \_\_\_\_\_ CONNECT FEE \$ \_\_\_\_\_  
 TAP: \$ \_\_\_\_\_ STREET CUT: \$ \_\_\_\_\_ VACUUM BREAKER: \$ \_\_\_\_\_

CUSTOMER SERVICE INSPECTION: \$ \_\_\_\_\_ *Line Bare/Extension:*

TRANSFER DEPOSIT       TRANSFER FINAL BILL

**GARBAGE SERVICE**

ACCOUNT NO: \_\_\_\_\_ # CARTS: \_\_\_\_\_ ROUTE #: \_\_\_\_\_ DEPOSIT AMOUNT (2 months svc): \$ \_\_\_\_\_  
 Customer Payment History: \_\_\_\_\_ Clear      \_\_\_\_\_ Late fees      \_\_\_\_\_ Cutoffs      ADDITIONAL \$ \_\_\_\_\_

**NEW WATER LINE SERVICE APPROVAL**

YES     NO    BY: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# CULVERT APPLICATION

## HOME OWNER INFORMATION:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

CONTRACTOR PHONE #: \_\_\_\_\_

LOCATION OF  
CULVERT: \_\_\_\_\_

## FOR OFFICE USE ONLY

CULVERT NEEDED: \_\_\_\_\_ YES \_\_\_\_\_ NO

SIZE OF CULVERT: \_\_\_\_\_

DATE INSPECTED: \_\_\_\_\_ BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_



# The City of Granite Shoals

2221 North Phillips Ranch Rd.  
Granite Shoals, TX 78654  
830.598.2424 Business / 830.598.6538 Fax  
www.graniteshoals.org

## Permit Submittal Package Checklist for All New Construction Including Additions

- Completely filled in permit application, all spaces are applicable.
- Septic system LCRA Permit application number.
- Septic system approved diagram/layout.
- 911 address verification from Burnet County
- Copy of survey or Re-Plat.
- Elevation Certificate if building is in the flood plain.
- 1-Full sets of plans and 1- Electronic version (a set of plans must be on jobsite).
  - Site Plan
  - Electrical
  - Floor plan including plumbing fixtures
  - Foundation
  - Elevations (all sides)
- Indicate method of complying with the energy code. (Circle one)  
Prescriptive    Res-check    Energy analysis    Other \_\_\_\_\_

### NOTE:

1. Permit Submittal packets are accepted daily (M-F) at front deck by operational assistant
2. The city of Granite Shoals has adopted 2018 International Code(s), 2017 National Electrical Code
3. If a re-plat is required it must be completed before a plan review will be performed
4. Permit fee is \$.80 per square foot for **anything covered**
5. Concrete driveways must be terminated at the property line, If the plan is to extend said driveway beyond the platted lot line an **expansion joint must be installed** at the property line, and the extended concrete driveway must be **marked** by the city's building department
6. A **Form Survey** is required before foundation inspection will be performed
7. Any failed inspections will require a \$65 re-inspection fee before a follow-up inspection will be performed
8. All platted lots have a 5-foot public utility easement around the entire lot, a 20-foot building setback from the front lot line and waterfront properties have a 10-foot building setback from the shoreline/water's edge

Applicant Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20

Acceptance Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20



# Universal Building Permit Application

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Granite Shoals, TX 78654

City Hall: 830-598-2424  
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Permit Number: \_\_\_\_\_ Estimated Value: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Sq. Footage: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_  
 Project Description:  New Home  Addition  Remodel  Electrical  Plumbing  Mechanical  
 New Roof  Fence  Accessory  Other Specify \_\_\_\_\_  
 Scope of Work: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Electrical Contractor	Contact Name	Contact Phone	License No.
Plumbing Contractor	Contact Name	Contact Phone	License No.
Mechanical Contractor	Contact Name	Contact Phone	License No.

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

**City Hall Office Use ONLY**

**Cross Checks**

Water:  New Agreement Included  Existing Water Tap  
 Culvert:  City to Install New Culvert  Customer to Install New Culvert by City Approved Contractor  Existing Culvert  
 Septic Field:  LCRA License Supplied  Drawings provided with Septic Field and Tank  Existing Septic  
 Flood Plain:  Not Required  Permit Attached

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Total Fee: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_ Issued by: \_\_\_\_\_

Payment made by:  Check # \_\_\_\_\_  Credit Card  Cash



2221 North Phillips Ranch Road

Granite Shoals, TX 78654

830 598-2424 City Hall

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Permit Number \_\_\_\_\_

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Property Address \_\_\_\_\_

Owner Name \_\_\_\_\_

Contact Number \_\_\_\_\_ E-mail \_\_\_\_\_

Contractor Name \_\_\_\_\_

Contact Number \_\_\_\_\_ E-mail \_\_\_\_\_

Type of Construction \_\_\_\_\_

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Copy of Flood Plain Elevation Certificate Required

Permit Fee \$125.00

Approved By:

Flood Plain Administrator \_\_\_\_\_ Date \_\_\_\_\_

Building Official \_\_\_\_\_ Date \_\_\_\_\_

Permit Issued by \_\_\_\_\_ Date \_\_\_\_\_



## 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.** Have applicant submit the following:

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
4. (2) Stamped Engineered foundation letters
5. (2) Stamped Engineered foundation plans
6. (2) Sets of House Plans
7. (2) Sets Engineered Wind Bracing Plans

**Electronic Submittals:** PDF of the above documents. Plans **MUST** be readable. Only one copy of plans required

**Note:** Special departmental requirements conducted prior to permit submittal to Bureau Veritas will help expedite permit issuance.

**Example:** Copy of Variance, special City approvals

Send complete permit package to BV either by Email, FedEx  
[fwplanreview@us.bureauveritas.com](mailto:fwplanreview@us.bureauveritas.com)

**Bureau Veritas Email, FedEx**

Returns approved permit packet to the city.

**City Staff**

City staff notifies BV that permit has been issued. (BV Task Management System can be used for this purpose.)

Submittal emails

Inspections only – [inspectionstx@bureauveritas.com](mailto:inspectionstx@bureauveritas.com)

Building Plan Reviews – [fwplanreview@bureauveritas.com](mailto:fwplanreview@bureauveritas.com) / [plplanreview@bureauveritas.com](mailto:plplanreview@bureauveritas.com)

Fire Plan Reviews – [txfirereview@bureauveritas.com](mailto:txfirereview@bureauveritas.com)



## New Residential Plan Review Checklist

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

\_\_\_\_\_ **(1) 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

\_\_\_\_\_ **(1) Residential Energy Code Compliance Report – Rescheck, IC3 report and Energy Star reports accepted.** [www.energycodes.org](http://www.energycodes.org)

\_\_\_\_\_ **(1) 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 of the IRC.

\_\_\_\_\_ **(1) 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) – *if required by City*

**PLANS MAY BE SUBMITTED ELECTRONICALLY BY THE CITY TO**  
**[FWPLANREVIEW@BUREAUVERITAS.COM](mailto:FWPLANREVIEW@BUREAUVERITAS.COM) - PLANS MUST BE**  
**READABLE ON THE COMPUTER.**



## **Residential Inspection Procedures**

### **City - Permit Technician:**

1. City issues the permit in the BV Task Management System after permit fees are collected.
2. If city performs the plan review, a copy of the issued permit application should be Emailed to our BV office for data entry into the BV Task Management System for tracking of inspections required.
3. If add-on inspections are needed, the city contacts the BV office with address and type of inspection needed.

### **Bureau Veritas - Inspection scheduling via BV Task Management System:**

1. Before inspections can be scheduled, verifies permit has been issued by city
2. Verify/Enter contact information.
3. Schedule desired type of inspection requested via email, fax or phone.
4. Contact inspector if questions arise regarding inspection requests or results.

### **Inspectors:**

1. Print out daily inspection schedule report from BV Task Management System.
2. Return voicemail messages and reply to email messages.
3. Picks up tickets at city if requesting back up inspections.
4. Fill out, in detail, inspection tickets upon completion of inspection.
5. Deliver plans, if necessary, and drop off inspection tickets for city records.
6. Release electrical and gas meters to cities.
7. Result inspections in BV Task Management System.

### **Inspection Procedures:**

A contractor should not request an inspection in a new group until inspections in the previous group(s) are approved. BV has grouped inspections according to the inspection system. There may be some inspections that will overlap. BV Application Suite has the ability to add other department approvals to the list of required inspections as requested by the city.

### **Reports:**

BV Task Management System has the ability to generate reports that the city can access. The city also has access to the BV Task Management System database to check the status of plan reviews and inspections.



# Submittal Guidelines for Residential Permits

Provide (2) copies of all documents: (1) For City Retention and (1) For Contractor

## New Single Family Residence

- Application
- Site Plan
- Building Plans
- Energy Compliance Report



## New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans



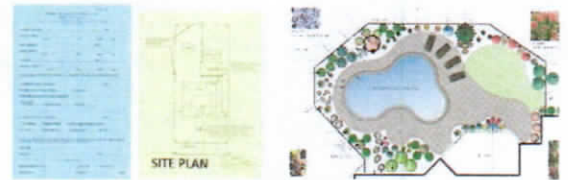
## New Single Family Addition

- Application
- Site Plan
- Building Plans
- Energy Compliance Report
- Floor Plan Showing Existing and New Addition



## Pool and Spas

- Application
- Site Plan
- Pool Detail



## Trade Permits / Minor / No Review

- Application / Note: Inspection Only



### Note:

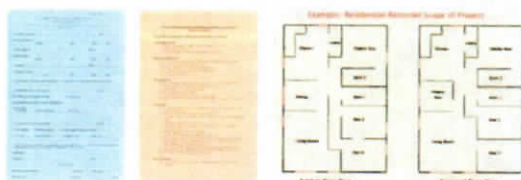
Please do not submit separate "Trade Permits" associated to residential additions - remodels or alterations.

Trades are all included under the residential addition - remodel and alteration permit projects.

Electrical Repair  
 Plumbing Repair  
 Mechanical Repair  
 Electrical Service Upgrade  
 Siding / Veneer  
 Re-Roof  
 Irrigation System  
 Concrete Deck / Slabs  
 Foundation Repair

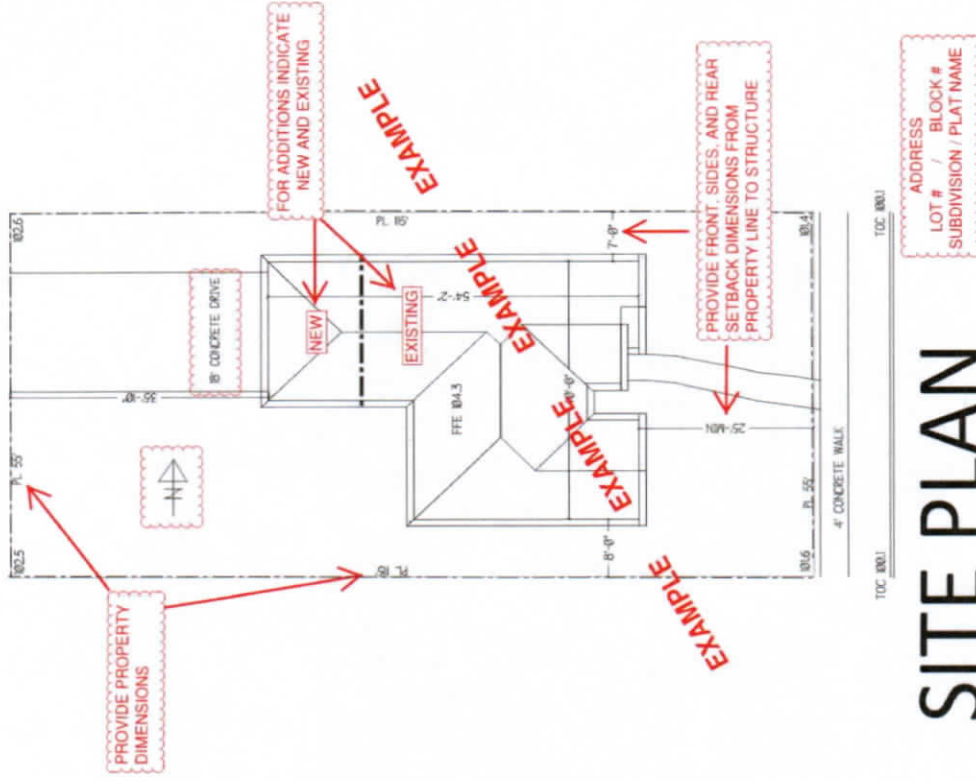
## Interior Residential Remodel

- Application
- Scope of Work Description Sheet
- Floor Plan / Before and After



## Site Plan should provide the following information

- North Arrow
- Address / Subdivision / Lot Number / Block Number
- Scale: i.e. 1" = 10' / 1" = 20' / 1" = 30' Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example 1" = 26.5 or 1" = 16'
- Parcel / Property Dimensions all sides.
- Show setback dimensions to all structures from property line and distances between buildings .
- Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
- Dedicated driveway access to property showing street name and or alley where applicable.
- Driveway must be labeled Driveway or "DW"
- Show Easements (ingress / egress easements, public utility easements, etc.
- Square footage of all structures / existing and new



# Construction plans should include the following details

## 1. Floor Plan

- Dimensions, room titles, and ceiling heights
- Location and labeling of all appliances
- Square footage summary (Livable, garage, patios, and total under roof)
- Door and window type and size (ex: single hung, French, etc.)
- All adjacent rooms to an addition in its entirety showing the door and window sizes

## 2. Roof / Floor Framing Plan

- Size of all individual header and beam sizes
- Label all structural members such as rafters, joist, trusses, over framing, and their spacing

## 3. Cross Sections

- All connection details keyed in
- Basic outline of all structural members including beams, trusses, hardware, blocking, footings, post, concrete slab, Insulation, over framing, etc.

## 4. Foundation Plan

- Post sizes at all columns supporting concentrated loads
- Footing size dimensions, and depth

## 5. Electrical Plan

- Receptacle and lighting placement
- Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI outlets, meter and sub-panel locations, etc
- Location of smoke and carbon detectors
- Location of all appliances such as air conditioners and air handlers

## 6. Elevations

- Masonry Percentage calculations
- Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
- Slope of roof and floor elevation heights need to be represented correctly.
- Exterior finishes for roofs and walls

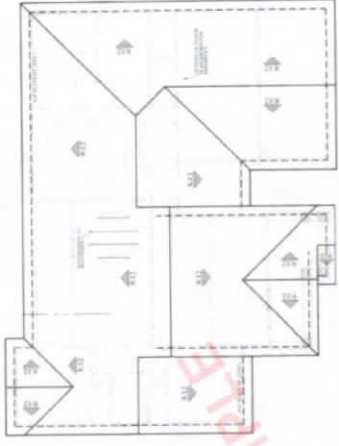
## 7. Other Documents

- Energy Report
- Engineering
- Other Documents

## Stair and Guardrail Details (If applicable)



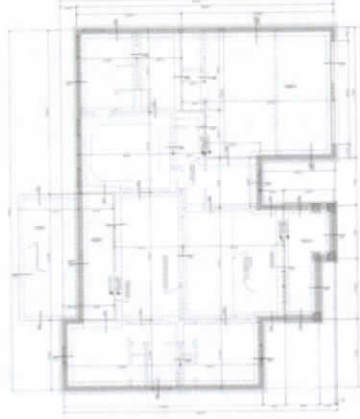
1. Floor Plan



2. Roof / Floor Framing Plan



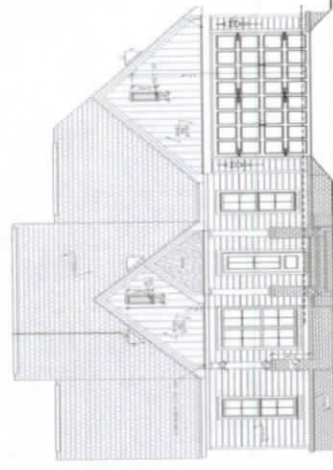
3. Cross Section Plan



4. Foundation Plan



5. Electrical Plan



6. Elevation

## Energy Compliance Report

An Energy Compliance report is a document that verifies the structures meets and or exceeds the minimum requirements of the International Energy Conservation Code or IECC. The report will include the address / Location of the structure along with other information specific to the structure. It will state that the structure meets, exceeds or PASSES the energy efficiency requirements. The following three types are most common in calculating and generating an energy report and are acceptable. In addition an Energy Specialist Company may also provide a report.



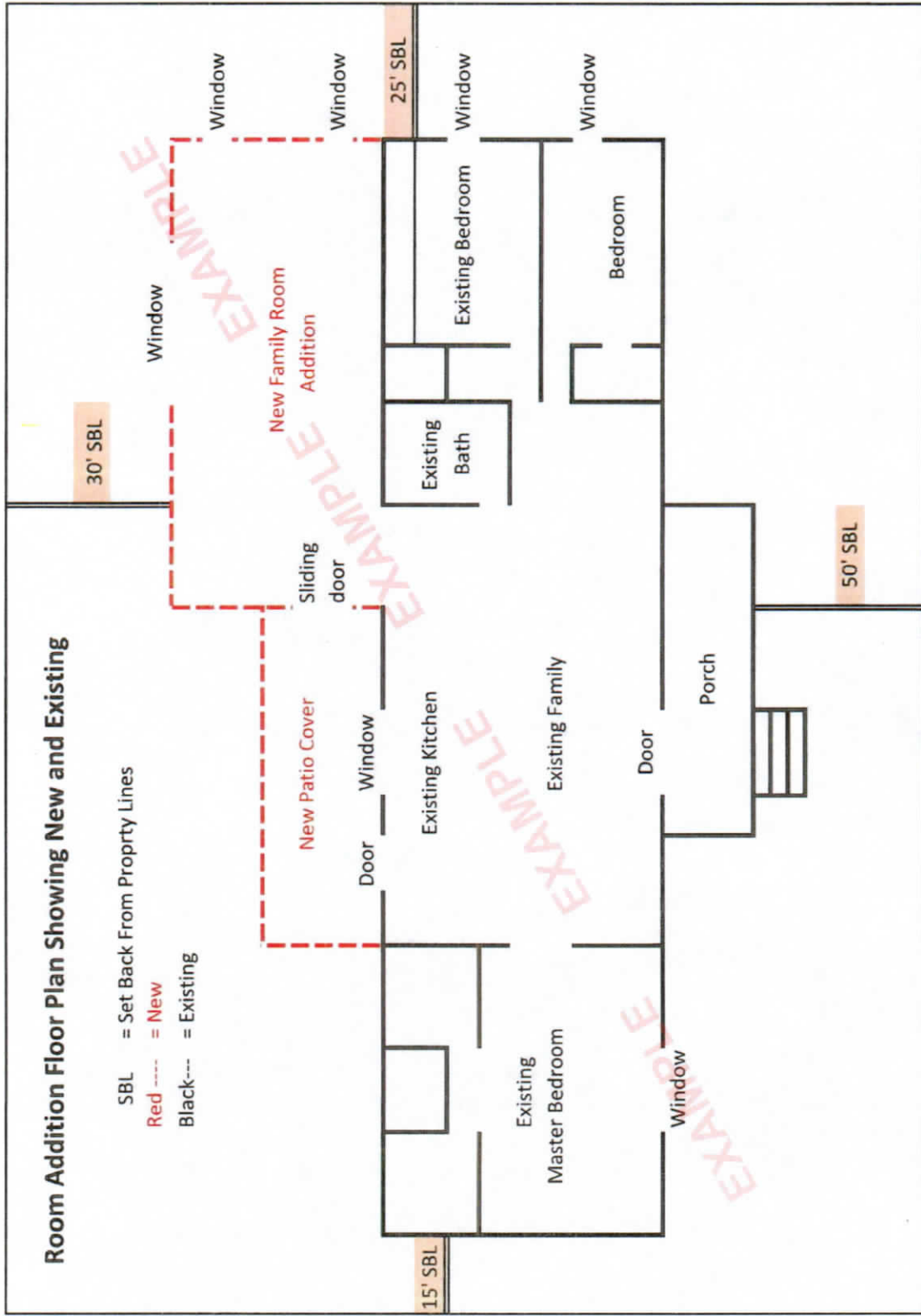
**REScheck**

International  
**IC3** **CODE**  
**COMPLIANCE**  
**CALCULATOR**

**REM/Rate**<sup>TM</sup>

# Room Addition Floor Plan Showing New and Existing

- SBL = Set Back From Property Lines
- Red ---- = New
- Black --- = Existing



# Remodel / Scope of Project

For

The Smith Residence Remodel / 1234 Central Avenue, Anywhere USA 12345

## Living Room:

- Shorten hallway and increase living room area by removing section of non-bearing wall that separates the hall from the living room (see floor plan)
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

## Dining Room:

- Convert Dining room into Private Den by adding a wall and passage door
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

## Kitchen and Laundry area

- Install new cabinets and counter tops
- Install new plumbing fixtures
- Install new appliances
- Replace all electrical receptacles and switches with new (GFCI)
- Install ceiling fan over sitting area
- Replace all trim / molding
- Paint
- Install tile flooring

## Master Bedroom / Bedroom 2 / Bedroom 3

- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

## Bath 1 and 2

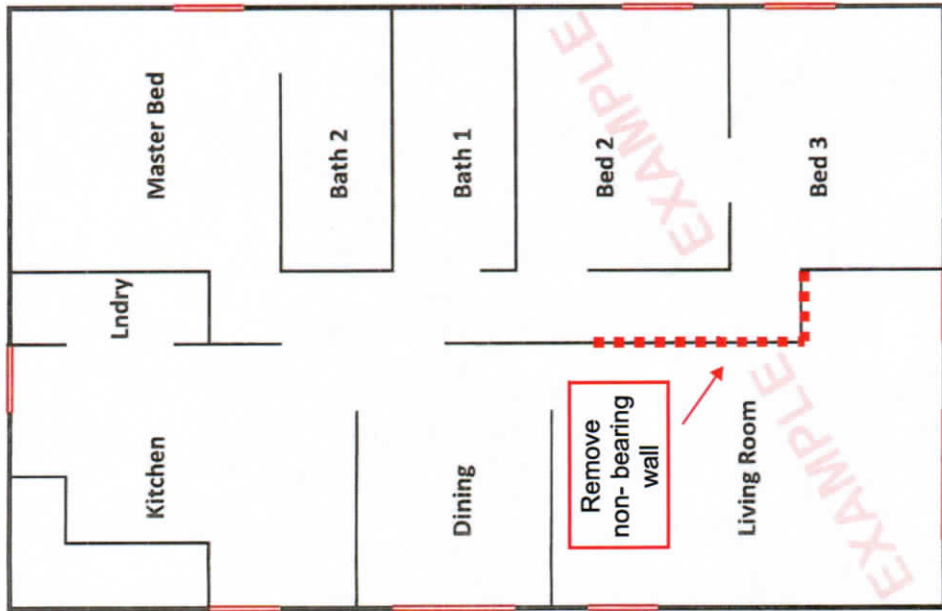
- Replace all electrical receptacles and switches with new (GFCI)
- Install exhaust fan
- Replace all trim / molding
- Paint
- Install tile flooring

### If removing a bearing wall:

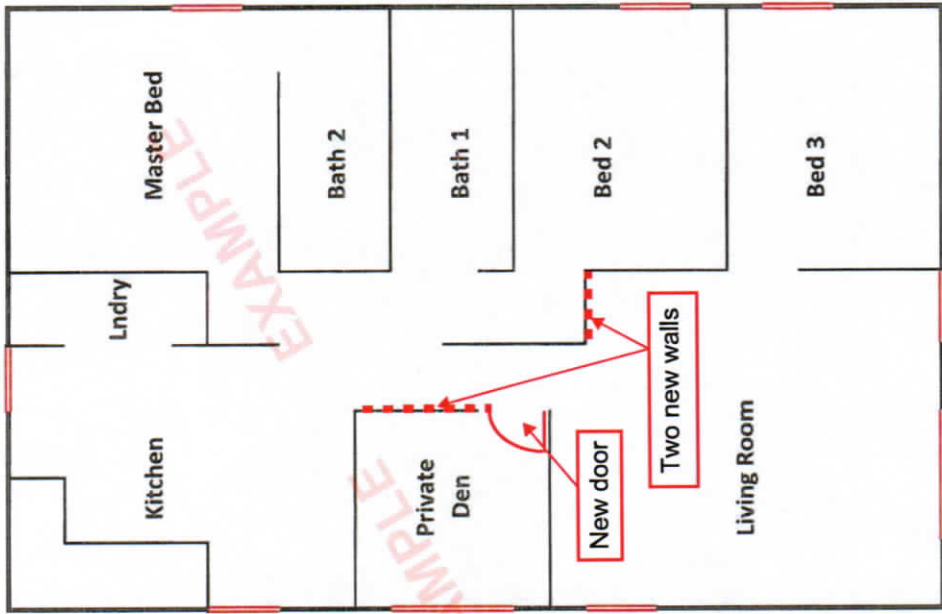
- Indicate / Highlight location of wall
- Provide detail of beam size and support system including spread footing size.

Page 1 of 2 for interior remodel

Example: Residential Remodel Scope of Project



Existing Floor Plan



Proposed Floor Plan



## Residential Remodel/Addition

**What is an Addition** – Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunrooms, bedrooms or any other room enclosed or open that is attached to the main structure.

**What is a Remodel** – Any interior or exterior construction work to the main structure such as moving walls, replacing windows, any major electrical, plumbing, and/or mechanical work.

### Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
(2) Simplified Prescriptive Approval. (International Energy Conservation Code)	(2) If installing new windows as part of the remodel, Simplified Prescriptive Approval. (International Energy Conservation Code)
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing. For additions, include floor plan of existing structure.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property. Filed plat may be required.	N/A
(2) Foundation and Roofing plans	N/A