



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.

1. Permit Application signed by property owner
2. Proof of Property ownership
3. (2) Plot Plans to include Legal Description (Lot, Block, Subdivision) and lot dimensions
4. (2) Energy reports – Energy Code adopted by City
5. (2) Stamped Engineered foundation letters
6. (2) Stamped Engineered foundation plans
7. (2) Sets of House Plans
8. (2) Licensed architect or civil engineered Type “A” grading plan.

(a plan submission checklist is attached)

Plan 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 completed permit application form.

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 the 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 elevation 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 a scale of ¼" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions 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 Codes

Masonry on Wood details, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

Electrical plans (may be combined with floor plan) drawn to a scale of $\frac{1}{4}'' = 1'$. 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 a scale of $\frac{1}{4}'' = 1'$. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

Energy Compliance Report (www.energycodes.gov) (IC3 reports: <http://ic3.tamu.edu>)

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



RESIDENTIAL BUILDING PERMIT CHECKLIST

Provide 2 sets of drawings and one electronic PDF to include the following:

"N" denotes information required for most new construction. Additional information may be required. "R" denotes information required for most interior remodels. Additional information may be required.		YES	NO	N/A
N	Is the property in a Floodplain? If yes, contact the Permit office for additional requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N, R	Proof of Property Ownership (Deed or Current MCAD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N, R	Two complete sets of drawings and one electronic PDF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N, R	Completed Residential Permit Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N, R	Designed in accordance with the currently adopted codes, city ordinances and amendments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N, R	(2) Plot Plans – as prescribed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N, R	(2) Energy reports – Energy Code adopted by City (www.energycodes.gov) (IC3 reports: http://ic3tamu.edu)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N	(2) Foundation Plans – sealed by a State of Texas Licensed Engineer, design detail, and the address and legal description of the lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N	(2) Engineer's foundation design letter – as prescribed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N, R	(2) Sets of Floor Plans – must show all dimensions, room names, size and type of windows ad doors, cabinets and fixtures, and ceiling heights as prescribed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N	(2) Exterior elevation plans – must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs as prescribed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N, R	(2) Structural plans – sealed by a State of Texas Licensed Engineer, must show second floor framing, ceiling framing, roof framing, headers, and beams as prescribed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N, R	(2) Electrical and Plumbing Plans – (may be combined with floor plan) showing location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels – location of fixtures, water heaters, and gas outlets as prescribed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N	(1) Licensed architect or civil engineered Type "A" grading plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES: *A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing rough inspection.

*Applicable City Ordinances are available for viewing at www.cityofromanforest.org

DESCRIBE IN DETAIL THE NATURE OF PROPOSED IMPROVEMENTS:

Residential Permit Application

Project Address: _____

Section: _____ Block: _____ Lot: _____ Property in Floodplain? Yes or No

Project Description : _____ **Valuation \$** _____ **Zoning:** _____

NEW BUILD (SFR) _____	ELECTRICAL _____	MISC. PROJECT _____
SFR REMODEL/ADDITION _____	MECHANICAL _____	SWIMMING POOL/SPA _____
ACCESSORY BUILDING _____	PLUMBING _____	FENCE _____

SPECIFY OTHER: _____

DESCRIPTION OF WORK: _____

AREA SQUARE FOOT CALCULATIONS (required for NEW HOME BUILDS)

LIVING: _____	GARAGE: _____	PORCH/ PATIO: _____	TOTAL: _____	# OF STORIES: _____
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Property Owner Information:

NAME: _____	CELL PHONE: _____
EMAIL: _____	ALT. PHONE # _____

CONTRACTOR INFORMATION

GENERAL: _____	Phone# _____	LICENSE # _____
ELECTRICAL: _____	Phone# _____	LICENSE # _____
MECHANICAL _____	Phone# _____	LICENSE # _____
PLUMBER / IRRIGATION: _____	Phone# _____	LICENSE # _____

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: _____

BUREAU VERITAS OFFICE USE ONLY:

BV PROJECT # _____

APPROVED BY: _____

Date Approved: _____



Chris Parr
Mayor

Inspections/Permits/Fees

Administrative Fee	\$ 75.00
Logging Permit	\$ 250.00
Logging Deposit- Refundable	\$ 2,000.00
Culvert - Temporary and Permanent Permit	\$ 100.00
Driveway Permit	\$ 100.00
Building Plan Review Fee	Per Square Foot Table
New Home/Commercial Construction Impact Fee	\$ 750.00
T-Pole/Saw Pole Permit	\$ 100.00
Electrical Permit	\$ 100.00
Plumbing Permit	\$ 100.00
HVAC/Mechanical Permit	\$ 100.00
Certificate of Occupancy	\$ 75.00
Certificate of Occupancy Deposit- Refundable	\$ 500.00
Addition or Remodel Construction Impact Fee	\$ 250.00
Miscellaneous Permit	\$ 100.00
Parking & Paved Area	Per Schedule
Sidewalk	Per Schedule
Pool Plan Review Fee	Per Valuation Table
Yard Sprinkler/Irrigation Permit	\$ 100.00
Re-Inspection Fee	\$ 100.00
Special Requested Inspections	\$ 160.00

** Permit Fees are doubled when issued after-the-fact

***Each inspection over the normal number of required inspections will be charged \$100.00.