

**REQUIRED RESIDENTIAL PERMITS  
AND INFORMATION TO SUBMIT FOR PERMIT**

Any item listed that requires a permit also requires a permit application to be filled out completely at the time of the plan submittal. The following describes when a permit is necessary and what to submit for City review. The plan review and permit processing time can take up to ten (10) working days. Reviews are based on the 2012 International Residential Code, 2012 International Residential Code Chapter 11 – Energy Efficiency, International Energy Conservation Code Chapter 4 – Residential Energy Efficiency, 2011 National Electrical Code, and various city ordinances.

Note – The City of Lewisville offers online permitting which can be accessed at the link below:

<http://www.cityoflewisville.com/wcmsite/publishing.nsf/Content/Online+Permitting>

**CARPORT**

A carport shall be permitted provided that such carport is not located in a required front or side yard, not less than five (5) feet from the rear property line, and fully open on two sides, one of which is the entrance side.

1. Two (2) copies of the Plot plan or survey plat (1" = 20' scale) of the property that shows the property lines, house, easements, and the location of carport with dimensions.
2. Two copies of a construction detail scaled to ¼" or 1/8" with material list and dimensions proposed to use.

**CITY OF LEWISVILLE ACCESSORY BUILDING ORDINANCE**

Accessory building, structure, or use shall mean one which:

- (a) Is subordinate to and serves a principal building or principal use;
- (b) Is subordinate in area, extent, or purpose to the principal building or principal use served;
- (c) Contributes to the comfort, convenience, and necessity of occupants of the principal building or principal use served; and,
- (d) Is located on the same building lot as the principal use served.

"Accessory" when used in the text shall have the same meaning as accessory use.

Use regulation: One accessory dwelling unit in a commercial building may be allowed as an accessory use when the occupant is the owner, manager, security guard or other person employed full-time by the business so that the accessory dwelling unit is directly accessory to the business.

**Sec. 17-32.5 – Residential accessory buildings.**

- (a) Residential accessory building shall mean an accessory building to a residential use. Residential accessory buildings include but are not limited to residential storage buildings, detached garages, carports, utility rooms or accessory dwelling units. Residential accessory buildings existing upon the effective date of this ordinance, although such buildings do not conform to the provisions hereof, may be continued in accordance with the nonconformity regulations of this chapter.
- (b) The regulations in this section apply to the following zoning districts and as otherwise specifically provided by this chapter: AO, TE, R-12, R-9, R-7.5, R-6, R-5, DU, ETH, TH, TH-2, OTMU1 (single-family attached or detached), OTMU2 (single-family attached or detached), MU-30 (single-family attached), MU-90 (single-family attached), and MU-SC (single-family attached).
- (c) Requirements.

- (1) Size and number of buildings allowed.
  - a. Lots 7,500 square feet or smaller: One (1) building not to exceed 250 square feet.
  - b. Lots from 7,501 to less than 18,000 square feet: Two (2) buildings with an aggregate total not to exceed 500 square feet.
  - c. Lots 18,000 square feet or larger: Two (2) buildings with an aggregate total not to exceed 800 square feet.
  - d. Lots with a minimum size of 12,000 square feet may apply for a special use permit (SUP) for any one building or aggregate total of two buildings larger than 500 square feet.
- (2) Easements. An accessory building is prohibited in any easement.
- (3) Additional requirements.

Residential Accessory Building Size	Permit Required	Front Setback	Side, Rear, Main Bldg Setbacks	Maximum Height*	Exterior Finish Materials
≤ 120s.f.	No	Per Zoning District	None	10'	Any listed material with a painted or manufactured surface
> 120 s.f.	Yes	Per Zoning District	5'	12'	Compatible with primary structure or masonry
				*Height is measured from the finished grade to the peak of the roof	

- (4) Accessory dwelling unit.
  - a. Accessory dwelling units, as defined in this ordinance, require a special use permit (SUP) and are only permitted on lots with a minimum area of 18,000 square feet.
  - b. Accessory dwelling units may not be leased or sold separately from the primary residence.

## **DRIVEWAYS AND APPROACHES**

Driveways shall be paved with concrete except that expansion of an existing driveway may be with concrete or a continuation of an existing non-conforming material adjacent to the side of the driveway being expanded, provided that the total parking area complies with the width requirements herein and not more than 45 percent of the required front yard shall be used for parking. A permit is required for all driveway and parking surface improvements.

### **A: CIRCULAR DRIVES**

1. Circular drives are allowed on front entry lots as long as the entrance and exits are seventy-five feet (75') apart.
2. The drive may not exceed twenty-seven feet (27') in width (or forty-five percent (45%) of the lot); up to the front building line for lots sixty feet (60') wide minimum.
3. The width of the approach may not exceed twenty-four feet (24') at the front property line.

### **B: LOTS AT LEAST 60' WIDE**

1. The width of the approach may not exceed twenty-four feet (24') at the front property line.
2. The drive may not exceed twenty-seven feet (27') in width (or forty-five percent (45%) of the lot width); up to the front building line for lots sixty feet (60') wide minimum.

### **C: LOTS LESS THAN 60' WIDE**

1. The width of all approaches may not exceed twenty-four feet (24') at the front property line.
2. The drive may not exceed twenty-seven feet (27') in width (or forty-five percent (45%) of the total lot front yard), up to the front building line for lots sixty feet (60') wide minimum.

### **D: MISCELLANEOUS**

1. Front entry drives are not allowed on rear entry lots.
2. The width of the approach may not exceed twenty-seven feet (27') in width (or forty-five percent (45%) of the lot) up to the front building line. It may be all concrete, gravel, etc. After the front building line.

### **E: ADDITIONS**

1. Drive additions that are not concrete must have a distinguishable border.
2. Drive additions must be made of the same material as the driveway itself.
3. Allowed:
  - i. Gravel drive – gravel addition

- ii. Concrete drive – concrete addition
4. Not allowed:
  - i. Concrete drive – brick pavers addition
  - ii. Gravel drive – concrete addition

#### **FENCES OVER 2 ½' TALL**

Note: A visibility clip is required. Ask for an example handout. Fence permits are required when erecting a new fence line, extending an existing fence line, replacing fence material to over 25% of the total perimeter of fencing, and isolating a swimming pool, spa, or hot tub.

1. Two (2) copies of the plot plan or survey plat (1" = 20' scale) of the property that shows the property lines, house, easements and where the proposed fence and gates are to be placed.
  - Rear Yard: limited to 10 ft. in height along the rear property line.
  - Side Yard: limited to 10 ft. in height from the rear property line to the front wall of the house.
  - Front Yard: limited to 3 ½ ft. in height and fifty percent (50%) open.
  - Swimming Pools: minimum 6 ft. and up to 10 ft. in height.

#### **FIRE DAMAGE**

1. Two (2) copies of the detailed insurance or contractor list showing what repairs are required in affected room/rooms of the home.
2. Energy Code Compliance Data (zone 3A).

#### **FOUNDATION REPAIR**

1. Two (2) copies of the Engineer sealed letter of required repairs.
2. Two (2) copies of Pier location and Detail drawings with Engineer Seals.

#### **GARAGE CONVERSION**

Dwellings, single-family attached or detached: A minimum of one car garage plus two additional concrete spaces shall be provided. Conversion, enclosure, or alterations of a garage for non-parking use shall be prohibited.

Exception: Conversion, enclosure, or alteration of a garage may be allowed, provided that an equivalent to the existing garage is constructed on the lot, which meets all applicable city codes and permit requirements, prior to any changes being made to the existing garage.

1. Two (2) copies of the complete framing plan to ¼" or 1/8" scale showing each wall with window/door opening sizes, and a roof-framing plan.

2. Two (2) copies of the interior floor plan including electrical, plumbing, and mechanical (HVAC) plans.
3. Windows of a size equal to 10% of the floor area.
4. Electrical outlets are required every 12 ft. around the perimeter of room.
5. Energy Code Requirements (zone 5B).
6. Egress chart from manufacture for all bedroom windows (must meet 5.7 square feet clear opening and min. 20" clear width and 24" clear height openings).
7. Construction will require an Energy Audit (IC3) or Res Check for Additions.

### **GAZEBO AND/OR GREENHOUSE**

Note: No additions may encroach on required setbacks and all plans submitted must be to ¼ or 1/8 scale.

1 – STORY

2 – STORY

2<sup>ND</sup> STORY ADDITION TO A ONE-STORY STRUCTURE

1. Two (2) copies of the plot plan or survey plat (1" = 20' scale) of the property that show property lines, dimensions of the addition (not required on 2<sup>nd</sup> story additions) and easement locations.
2. Two (2) copies of foundation plan (must match existing foundation).
3. Two (2) copies of complete framing plan showing each wall with window/door opening sizes, and a roof-framing plan.
4. Two (2) copies of interior floor plan, including electrical, plumbing and mechanical (HVAC) plans.
5. Two (2) copies of brick elevation plans (80% brick required overall with each elevation with a minimum of 60% or must match existing exterior).
6. Two (2) copies of a construction detail scaled to ¼" or 1/8" with material list and dimensions proposed to use.
7. Egress chart from manufacture for all bedroom windows (must meet 5.7 square feet clear opening and min. 20" clear width and 24" clear height openings).
8. **Construction will require an Energy Audit (IC3) or Res Check for Additions.**

### **IRRIGATION SYSTEMS**

Note: A property owner is not required to be licensed in accordance with Texas Occupations Code, Title 12, §1903.002(c)(1) if he or she is performing irrigation work in a building or on a premises owned or occupied by the person as the person's home. No valves are allowed in the City right of way. A freeze sensor and double check valve assembly (DCVA) are required on all irrigation systems.

1. Two (2) copies of the Plot plan or survey plat (1' = 20' scale) of the property that show the property lines, house, water, water meter, sprinkler heads, double check valve assembly and freeze sensor.
2. The DCVA and water line must be 12 inches deep and 6 inches o gravel beneath the DCVA.

3. The service line from the backflow device to either the irrigation meter or to the point where the irrigation service line ties into the domestic service line must be left uncovered for City inspection.

### **PATIO COVER AND/OR ENCLOSURE**

Note: Patio covers may not encroach upon required setbacks and all plans submitted must be to ¼ or 1/8 scale.

#### **Rear Yards:**

(1) An accessory building not exceeding twenty (20) feet in height may occupy not to exceed twenty-five percent (25%), and **unenclosed spaces may occupy not to exceed eighty percent (80%) of the area of a required rear yard** but no accessory building shall be closer than twenty (20) feet to the main building nor closer than five (5) feet to any rear or side lot line, and in the case of corner lots, not less than the distance required for buildings from side streets.

1. Two (2) copies of the Plot plan or survey plat (1" = 20' scale) of the property that show the property lines, house, easements, and location of the Patio Cover with dimensions.
2. Roof detail ¼" scale (how roof is to be constructed).
3. Side views of structure with information on its construction and how it will be supported.
4. For pre-fabricated aluminum or other metal construction, submit the manufacturer's engineered specifications for all the individual components.
5. Construction will require an Energy Audit (IC3) or Res Check for Additions.

### **RAISED DECK – OVER 30" ABOVE GRADE**

Note: Covered or raised decks may not encroach upon required setbacks.

1. Three (3) copies of the Plot plan or survey plat (1" = 20' scale) of the property that shows the property lines, house, easements, and location of the deck with dimensions.
2. Three (3) copies of the framing plan.

### **REMODEL**

Note: Smoke detectors will be required in every bed room and hall outside of bedrooms and all plans submitted must be to ¼" or 1/8" scale.

1. Two (2) copies of the interior floor plan.
2. Two (2) copies of the framing, electrical, plumbing, and/or mechanical (HVAC).
3. Egress chart from manufacture for all bedroom windows (must meet 5.7 square feet clear opening and min. 20" clear width and 24" clear height openings).
4. Construction will require an Energy Audit (IC3) or Res Check for Additions.

### **ROOF**

Note: A building permit must be obtained for any roof replacement or repair that exceeds 100 square feet of the total roof area. All roof coverings must be fire retardant. New mood shingle roofs are prohibited. Manufacturer's specifications are to be followed on regards to underlayment, surface preparation, proper ventilation of the attic area, etc.

1. The maximum number of layers of roofing material allowed is one.
2. Roof coverings are to be removed to the underlayment. If the underlayment is in good condition, it can remain. However, new underlayment shall be installed per the manufacturer's specifications.
3. If the roof is being re-decked, the decking must be inspected prior to being covered.
4. Existing wood shingles are to be removed
5. Proof of fire retardant rating of the roof covering and type of shingle are required.
6. Min. Class A roof coverings required on all Townhouses.

### **RETAINING WALLS**

Note: Exceeding 48" in overall height.

1. Two (2) copies of the Plot plan or survey plat (1" = 20' scale) of the property that shows the property lines, house, easements, and where the proposed retaining wall will be located.
2. Engineering plan of retaining wall and drainage contours.

### **SIDING**

1. Elevation views of areas to be sided.
2. Type of siding to be used.
3. Construction will require an Energy Audit (IC3) or Res Check for Additions.

### **SWIMMING POOL ABOVE OR BELOW GROUND**

Note: No portion of the pool, deck, or equipment may be closer than 3 feet to any property line.

1. Two (2) copies of the Plot plan or survey plat (1" = 20' scale) of the property that show the property lines, house, easements, existing drainage and where the pool will be located.
2. Two (2) copies of the pool design plan.
3. Letter from applicable electric power company approving pool location.
4. Description of fence, if existing.

### **WINDOW REPLACEMENT**

1. Manufacturer specs showing compliance with the current City Energy Code requirements.
2. Two (2) drawings of house showing location of windows.

3. Egress chart from manufacture for all bedroom windows must meet 5.7 square feet clear opening and min. 20" clear width and 24" clear height openings.  
Construction may require an Energy Audit (IC3) or Res Check for Additions.

## **REPAIRS**

When a permit is required for electrical, mechanical, or plumbing repairs, only state licensed or a master, registered with the City, can sign the permit application to obtain a permit.

**Construction may require an Energy Audit (IC3) or Res Check for Additions.**

A homeowner can obtain a permit to do their own work when the homeowner resides in the home that requires the permit. No one other than the homeowner can do the work under a homeowner's permit. The homeowner is required to provide the City with proof of homeownership, such as a tax statement or payment coupon showing the homeowner's name and the address of the property.

If the property is not owner occupied, such as a rental property, only a state licensed or a master, registered with the City, can sign the permit application to obtain a permit to do repair work.

## **ELECTRICAL**

Depending on nature of work may consult with the City Building Inspector.

## **MECHANICAL**

Depending on nature of work may consult with the City Building Inspector.

## **PLUMBING**

Depending on nature of work may consult with the City Building Inspector.

## **OTHER MISC. PERMITS REQUIRED**

Heating and air conditioning replacement

Water heater replacement

Shower pan replacement

Vent-a-Hood replacement (will need detail scaled to ¼" or 1/8" showing installation and fire rated protection.)

**Construction may require an Energy Audit (IC3) or Res Check for Additions.**

## **WHEN A RESIDENTIAL PERMIT IS NOT REQUIRED**

Consult the Building Codes Division