

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 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 2006 International Codes, 2005 National Electrical Code, and various city ordinances.

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 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.

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.

DETACHED GARAGE/WORKSHOP

A detached private garage with or without storeroom and/or utility room shall be permitted as an accessory building, provided that such garage shall be located not less than sixty (60) feet from the front lot line nor less than five (5) feet from any side or rear lot line and in the case of corner lots not less than the distance required for residences from side streets. A garage or servants' quarters constructed as an integral part of the main building shall be subject to the regulations affecting the main building. Note that: The exterior finish of accessory buildings over 200 square feet must match the existing material ratios of the primary structure.

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 shows the property lines, house and where the proposed building is to be placed. Show how far away from the house the building will be located, dimensions of the building and easement locations.
2. Two (2) complete foundation and framing plans scaled ¼" or 1/8".
3. Two (2) complete electrical plans.

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') in width 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 less than sixty feet (60') wide.

D: MISCELLANEOUS

1. Front entry drives are not allowed on rear entry lots.
2. The width of the approach may not exceed twenty-four feet (24') at the front property line.
3. Drive addition 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.

F: 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 each affected room/rooms of the home.
2. Energy Code Compliance Data (zone 5B).

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

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. **If remodel estimated cost reaches or exceeds \$10,000 or greater contractor must provide Texas Residential Construction Commission (TRCC) registration number.**

GAZEBO AND/OR GREENHOUSE

Note: Over 120 square feet.

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 the gazebo with dimensions.
2. Two copies of a construction detail scaled to 1/4" or 1/8" with material list and dimensions proposed to use.

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.

HOUSE ADDITION

Note: No additions may encroach on required setbacks and all plans submitted must be to 1/4 or 1/8 scale.

1 – STORY

2 – STORY

2ND 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 2nd 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 a minimum of 60 % or must match existing exterior).
6. Two copies of a construction detail scaled to 1/4" 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. **If remodel estimated cost reaches or exceeds \$10,000 or greater contractor must provide Texas Residential Construction Commission (TRCC) registration number.**

IRRIGATION SYSTEMS

Note: A homeowner may not obtain a permit for their own sprinkler/irrigation system. 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 meter, sprinkler heads, double check valve assembly and freeze sensor.
2. The DCVA and water line must be 12 inches deep with 6 inches of 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:

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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. **If enclosure estimated cost reaches or exceeds \$10,000 or greater contractor must provide Texas Residential Construction Commission (TRCC) registration number.**

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. **If remodel estimated cost reaches or exceeds \$10,000 or greater contractor must provide Texas Residential Construction Commission (TRCC) registration number.**

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 wood shingle roofs are prohibited.

1. The maximum number of layers of roofing material allowed is two.
2. If the roof is being re-decked, the decking must be inspected prior to being covered.

3. If your existing wood shingles are being overlaid with composition, the manufacturer's specifications must be followed in regards to under-layment, surface preparation, proper ventilation of the attic area, etc.
4. Proof of fire retardant rating of roof covering and type of shingle.
5. Min Class A roofs 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. Engineered plan of retaining wall and drainage contours.

SIDING

1. Elevation views of areas to be sided.
2. Type of siding to be used.
3. **If estimated cost reaches or exceeds \$10,000 or greater contractor must provide Texas Residential Construction Commission (TRCC) registration number.**

Residential Storage Buildings:

Residential storage buildings of one hundred twenty (120) square feet and less may be constructed without a permit in single-family and two-family zoning districts, provided the building is located behind the front building line and no closer than five (5) feet to the main structure.

For such residential storage buildings larger than one hundred twenty (120) square feet, a permit is required and the building may not be closer than ten (10) feet to the main structure. Residential storage buildings may not exceed a height limit of twelve (12) feet and must be placed on the lot so that the roof does not drain onto an adjacent lot, 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 shows the property lines, house and where the proposed building is to be placed. Show how far away from the house the building will be located, height of the building from the ground to the top of the roof, dimensions of the building and easement locations.
2. Two copies of a construction detail scaled to 1/4" or 1/8" with material list and dimensions proposed to use.

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).
4. **If remodel estimated cost reaches or exceeds \$10,000 or greater contractor must provide Texas Residential Construction Commission (TRCC) registration number.**

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.

If remodel estimated cost reaches or exceeds \$10,000 or greater contractor must provide Texas Residential Construction Commission (TRCC) registration number.

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 City Building Inspector.

If remodel estimated cost reaches or exceeds \$10,000 or greater contractor must provide Texas Residential Construction Commission (TRCC) registration number.

MECHANICAL

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

If remodel estimated cost reaches or exceeds \$10,000 or greater contractor must provide Texas Residential Construction Commission (TRCC) registration number.

PLUMBING

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

If remodel estimated cost reaches or exceeds \$10,000 or greater contractor must provide Texas Residential Construction Commission (TRCC) registration number.

OTHER MISC. PERMITS REQUIRED

Heating and air conditioning replacement

Lawn irrigation systems

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).

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WHEN A RESIDENTIAL PERMIT IS NOT REQUIRED

1. Children's play equipment – swing sets, forts, jungle gyms, basketball goal on private property, etc.
2. Decks that are uncovered and less than 30" above grade

3. Gazebos that are less than 120 square feet (unless electricity will be added)
4. Retaining walls that are less than 48" high on private property
5. Non-structural concrete slabs
6. Sidewalks on private property that do not connect to a City street, alley, curb, or sidewalk.