



## **Requirements for Submitting a Residential Building Permit for New Construction, Alterations or Additions**

The following items must be submitted with any application for new residential construction permit.

1. Building permit filled out completely and signed.
2. A digital (PDF) copy of:
  - Plot Plans
  - Floor Plans
  - Roof Plan
  - Exterior Elevations
  - Construction Details
  - Structural Plans (must include second floor framing plan when applicable)
  - Electrical Plans (may be combined with floor plan)
  - Plumbing Plans (may be combined with floor plan)
  - Foundation Plan (must be sealed by a State of Texas Licensed Engineer)
3. Engineering Letter for foundation design. This letter is required and should include a statement that the foundation has been designed specifically for soil conditions of the listed lot, and *must be sealed* by a State of Texas Licensed Engineer. Brick arch and brick steel letters must be included, if applicable.

After the application is accepted, a complete review will be performed. The City will contact the contractor listed on the application when the permit is ready and notify the contractor of the total amount of fees due.

The general contractor is responsible for pulling all permits for the project. Subcontractors will validate under the permit but will not pull separate permits. The general subcontractor and each subcontractor must be registered with the city before the permit will be issued.

The contractor must print a hard copy of the permit and approved plan set and keep these at the job site.