



## New Residential Plan Review Checklist

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

\_\_\_\_\_ **Site Plan 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 required to be shown on site plan

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

\_\_\_\_\_ **Foundation Plan** — 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 is designed for the soil conditions on that particular lot and that the foundation meets the design criteria of the IRC.

\_\_\_\_\_ **House plan 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 (engineered if required by the city).

\_\_\_\_\_ **Driveway approaches and drainage culverts** — Engineered plans  
(Driveways accessing State Highways require TXDOT permit)



## Residential Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Complete set of construction documents are required for plan review. Construction documents shall be submitted along with a completed permit application form.

**Site Plan (plot plan)** 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 Plan** drawn to a scale of 1/4" = 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 1/4" = 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 1/4" = 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 1/4" = 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 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 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.



**Mechanical Plans** (may be combined with floor plan) drawn to a scale of  $\frac{1}{4}" = 1'$ . Mechanical plans shall include engineering calculations, diagrams, location, nature and extent of the work proposed

**Energy Compliance Report** ([www.energycodes.gov](http://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 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. Plot Plan to include Legal Description (Lot, Block, Subdivision) and lot dimensions.
3. Energy Reports — Energy Code adopted by City
4. Stamped Engineered foundation letter
5. Stamped Engineered foundation plans
6. House Plans
7. Engineered Wind Bracing Plans

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

**Send complete permit package to BV Electronically:** [FWplanreview@Bureauveritas.com](mailto:FWplanreview@Bureauveritas.com)

### **Bureau Veritas Plan Review Staff:**

1. Enters permit information into BV Task Management System.
2. Verifies if all documents are received and are specific to the legal description of the lot. Reviews plat versus plot plan for building setbacks, lot coverage, and masonry requirements according to zoning and ordinance requirements.
3. Reviews plan for building code violations.
4. Reviews energy code compliance report for verification of compliance with the IECC code edition adopted by City.
5. Contacts the applicant if any information is missing or revisions are needed. if revisions are required, the application will be placed on hold until we receive the corrected documents. A copy of the plan review revision request will be forwarded to the city upon request.
6. Packages permit pack for delivery after plan is approved.

**Bureau Veritas Electronic Submittal**

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.)



## Typical New Residential Inspections

**Note: This is not an all inclusive list of inspections. Additional inspections may be required**

☐ Plumbing Rough

☐ Water Service

☐ Yard Sewer

☐ Form Board Survey

☐ Electrical Underground (Concrete Encased Electrode/UFER Ground)

☐ Foundation

☐ Electric Rough

☐ Mechanical Rough

☐ Gas Rough Piping/Test

☐ Plumbing Top-Out

☐ Framing

☐ Construction Electric (Electric Meter Release)

☐ Gas Final (Gas Meter Release)

☐ Electrical Final

☐ Mechanical Final

☐ Plumbing Final

☐ Energy Final

☐ Building Final

☐ Customer Svc. Insp. Form



\_\_\_ T-Pole

\_\_\_ Flatwork / Approach

