



RESIDENTIAL BUILDING PERMIT APPLICATION

Physical Address/Intersection:		Name of Project:			Within a NFIP Floodway: <input type="radio"/> YES <input type="radio"/> NO	
Abstract/Addition:	Acres/Block:	Lot(s):	Zoning:	Applicant/Owner Phone Number:		
Applicant/Owner: DRIVER LIC #		Applicant/Owner E-mail:				
Mailing Address:		City:	State:	Zip:		
Contractor's Name	Contractor's Phone Number	Contractor's Mailing Address & Zip		<u>VALUATION (PARTS AND LABOR)</u>		

CLASS OF WORK	STRUCTURE USE	STRUCTURE USE	WORK DESCRIPTION
<input type="checkbox"/> NEW	<input type="checkbox"/> Single Family	<input type="checkbox"/> Storage	Living Area: ___ #Units _____ ft ²
<input type="checkbox"/> ADDITION	<input type="checkbox"/> Duplex	<input type="checkbox"/> Carport	Garage Area: ___ #Units _____ ft ²
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Patio	Additions: ___ #Units _____ ft ²
<input type="checkbox"/> REPAIR	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	Accessory: ___ #Units _____ ft ²
<input type="checkbox"/> DEMOLITION	STRUCTURE <input type="checkbox"/> Attached <input type="checkbox"/> Detached		Primary Exterior Material: _____ Total Primary Ext. %: _____
			Secondary Exterior Material: _____ Total Secondary Ext. %: _____

Mechanical Sub-Contractor's Name	Mechanical Contractor's Phone #	Mechanical Contractor's Mailing Address	Texas Contractor's License #
Electrical Sub-Contractor's Name	Electrical Contractor's Phone #	Electrical Contractor's Mailing Address	Texas Contractor's License #
Plumbing Sub-Contractor's Name	Plumbing Contractor's Phone #	Plumbing Contractor's Mailing Address	Texas Contractor's License #
Other's Name	Other's Phone #	Other's Mailing Address	Texas Other's License #

Architect Name	Architect Phone #	Architect Mailing Address	Texas Architectural License #
Structural Engineer Name	Structural Engineer Phone #	Structural Engineer Mailing Address	Texas Engineering License #
Mechanical Engineer Name	Mechanical Engineer Phone #	Mechanical Engineer Mailing Address	Texas Engineering License #
Electrical Engineer Name	Electrical Engineer Phone #	Electrical Engineer Mailing Address	Texas Engineering License #
Plumbing Sub-Contractor's Name	Plumbing Engineer Phone #	Plumbing Engineer Mailing Address	Texas Engineering License #
Civil Engineer Name	Civil Engineer Phone #	Civil Engineer Mailing Address	Texas Engineering License #

INCLUDED WITH APPLICATION

(please refer to back page for reference)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> TDLR # | <input type="checkbox"/> MEP Plan | <input type="checkbox"/> Landscaping Plan |
| <input type="checkbox"/> Survey | <input type="checkbox"/> COM check | <input type="checkbox"/> Foundation Plan | <input type="checkbox"/> Irrigation Plan |
| <input type="checkbox"/> Building Plan | <input type="checkbox"/> Asbestos Report | <input type="checkbox"/> Digital Plan | <input type="checkbox"/> Civil Plan |
| <input type="checkbox"/> Other: _____ | | | |

NOTICE – PLEASE READ BEFORE SIGNING

A minimum 48-hour review period begins at 9:00 a.m. on the day following receipt of this application. No work shall be performed, nor any accepted until a permit has been issued.

CITY OF STEPHENVILLE USE ONLY

Received ___/___/____.m.

Approved ___/___/____.m.

Contacted ___/___/____.m.

Current Zoning Classification _____

Applicant Signature:	Applicants Name (Print):	Date:
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Two (2) copies of the Form Board Survey are required to be submitted to the City of Stephenville prior to any foundation inspection on all new structures.

Prior to issuance of a Building Permit, the following items should be submitted in the office of Community Development with an Application for Building Permit. After receiving the necessary items, a review period shall begin.

FOUR (4) DWELLING UNITS ANDBELOW GENERAL LAYOUT OF THE SITE

- (1) A site plan containing the following:
 - (a) All lot lines and lot dimensions
 - (b) All existing and proposed buildings
 - (c) Distances between lot lines and buildings (existing and proposed)
 - (d) Driveways with dimension
 - (e) Neighboring Driveways
 - (f) All existing and proposed utilities
 - (g) All existing and proposed utility easements and right of way with dimensions
 - (h) Building set back lines with dimensions
 - (i) Scale, North Arrow, Date, Contact information
- (2) A floor plan of the building containing the following:
 - (a) All exterior walls and dimensions
 - (b) All interior partitions
 - (c) Location of all plumbing fixtures, HVAC units, and electrical appliances



FIVE (5) DWELLING UNITS AND ABOVE

- (1) A scale drawn* site plan containing the following:
 - (a) All lot lines and lot dimensions
 - (b) All existing and proposed structures
 - (c) Distances between lot lines and buildings (existing and proposed)
 - (d) Distances between buildings
 - (e) Finished floor elevations
 - (f) Proposed routing of drainage water showing all drain ways, curbs, retaining walls, etc.
 - (g) All required parking spaces and loading areas
 - (h) Driveway approach
 - (i) Neighboring Driveway Approach
 - (j) All existing & proposed utilities
- (2) A scale drawn* plan of the building containing the following:
 - (a) All exterior walls and dimensions
 - (b) All interior walls and partitions
 - (c) Location of all plumbing fixtures, HVAC units and electrical appliances
 - (d) Engineered Mechanical, Plumbing, Electrical & Structural
- (3) Engineered drainage plan.
- (4) Landscape plan. *Landscape plan is not required to be prepared by a registered or certified professional).*
- (5) Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP)? Yes ___ No* ___
 Date of survey: ___/___/___ TDH Inspector License No. _____
**If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Stephenville.*
- (6) Res Check report
- (7) TDLR – AB Registration Number: _____
- (8) Provide a digital format of a final site plan, floor plan and drainage plan on all commercial and multi-family structures.
 Digital Submittal
 - a. All electronic files are to be provided in AutoCAD 2009 dwg. file format or later versions.
 - b. All external references files must be combined with the dwg submittal.
 - c. CD-R may be 650MB, 700MB or larger. (NO ZIP or EXE files shall be submitted with drawings.)

NOTICE – PLEASE READ BEFORE ISSUING A PERMIT



Contractor Acknowledgements

ONLY individual contractors should complete this form
MUST BE Signed by the ****MASTER LICENSE**** HOLDER

Construction Address: _____

General Contractor/Builder: _____ Cell # _____

GC/Builders Address: _____ Office Phone: _____

MASTER ELECTRICIAN'S STATEMENT

I, _____, do acknowledge that **I will be doing the electrical work** for the Construction at the above stated address. I further acknowledge that the above stated contractor will be obtaining the electrical permit for this project.

Date: _____ Signature: _____ License # _____

Company name, address & phone number: _____

MASTER PLUMBER'S STATEMENT

I, _____, do acknowledge that **I will be doing the plumbing work** for the Construction at the above stated address. I further acknowledge that the above stated contractor will be obtaining the plumbing permit for this project.

Date: _____ Signature: _____ License # _____

Company name, address & phone number: _____

MECHANICAL/HVAC STATEMENT

I, _____, do acknowledge that **I will be doing the mechanical/HVAC work** for the Construction at the above stated address. I further acknowledge that the above stated contractor will be obtaining the mechanical permit for this project.

Date: _____ Signature: _____ License # _____

Company name, address & phone number: _____



Contractor Registration Form

(Mechanical, Electrical, Plumbing, Irrigation, Backflow, and Sign)

Building Inspections

The following documents are required for initial registration or changes to a current registration with the City of Stephenville (No form is needed for a renewal.):

- This completed application (*Fill in every spac. Incomplete form will not be recognized.*)(**PLEASE PRINT**)
- Copy Mechanical, Electrical, Plumbing, Irrigation, Backflow, and Sign license with the State of Texas
- Copy of Driver's License and current contractor's insurance policy.
- Copy of Irrigator's current gauge calibration.

Authorized signers: You have two ways to add authorized signers to your registration. You can provide either one.

1. On company letterhead, provide a letter indicating by name each person who has permission to pull permits. The letter must be signed by the license holder and dated.
2. In place of a letter, you can fill out the section below for authorized signers and sign.

Contractor Type :				
(Please Circle)				
<i>Mechanical</i>	<i>Plumbing</i>	<i>Backflow</i>	<i>General</i>	
<i>Electrical</i>	<i>Irrigator</i>	<i>Sign</i>	<i>Contractor</i>	
License Holder Name:				
Texas License#:			Exp. Date:	
Company Name:				
Mailing Address:				
Physical Address:				
City:		State:		Zip Code:
Phone Number	2 nd Phone Number	Emergency #		Fax #
Company Owner's Legal Name:				
Email Address:				
List of persons who are authorized to pull permit in name of contractor: <i>(If no one else is authorized but the license holder please label "license Holder")</i>				
License Holder's Name Print:				
License Holder's Signature:				

Application Date:		G & E Permit No:		START Date:	COMPLETION Date:
Abstract/Addition:		Acres/Block:	Lot(s):	Physical Address:	
Applicant/Owner:			Name of Project:		
Mailing Address:		City:	State:	Zip:	
Phone Number:	Fax Number:	E-mail:		Within a NFIP Floodway: <input type="radio"/> YES <input type="radio"/> NO	

TASK (check appropriate areas)

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> SOIL EXCAVATION | <input type="checkbox"/> ASPHALT REMOVAL | <input type="checkbox"/> SIDEWALK REMOVAL | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial | |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Placement of Fill | <input type="checkbox"/> Other: _____ | |

Location, Depth and Description of Work: (Site drawings required)

INVESTIGATION RESULTS

- | | | |
|---|--|---|
| <input type="checkbox"/> Electrical Power Distribution
(Red) | <input type="checkbox"/> Storm Drain Lines
(Purple) | <input type="checkbox"/> Communication
(Orange) |
| <input type="checkbox"/> Natural Gas Distribution
(Yellow) | <input type="checkbox"/> Sanitary Sewer Lines
(Green) | <input type="checkbox"/> Television Cable
(Orange) |
| <input type="checkbox"/> Water Distribution
(Blue) | <input type="checkbox"/> Irrigation
(White) | |

- 1) Provided a set of plans, specification and pre-site picture of the proposed construction? YES NO
- 2) Is any additional information required? YES NO
If so, please state: _____
- 3) Were any other federal, state or local permits submitted? YES NO
If so, please state: _____

Applicant/Spotters Comments:

Applicant Signature:	Applicants Name (Print):	Date:
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Permit Conditions:

1. This permit is task specific (*Identified on page 1 of this application and approved plans*).
2. This permit is required for each excavation activity over 12 inches or any excavation beneath concrete sidewalks or asphalt.
3. This permit is valid from the proposed start date to the proposed completion date. The Excavator is responsible for maintaining spotter's marks after permit is issued. Request a Re-spot if spotter's marks are not clearly visible.
4. This permit and all attachment shall be kept at the excavation site during excavation activities.
5. This permit is not intended to be a complete work release document. Other documents or attachment may be required prior to work.
6. This permit is not intended for the installation of utility lines and foundations.

General Requirements:

A Grading and Excavation Permit is required for the following activates:

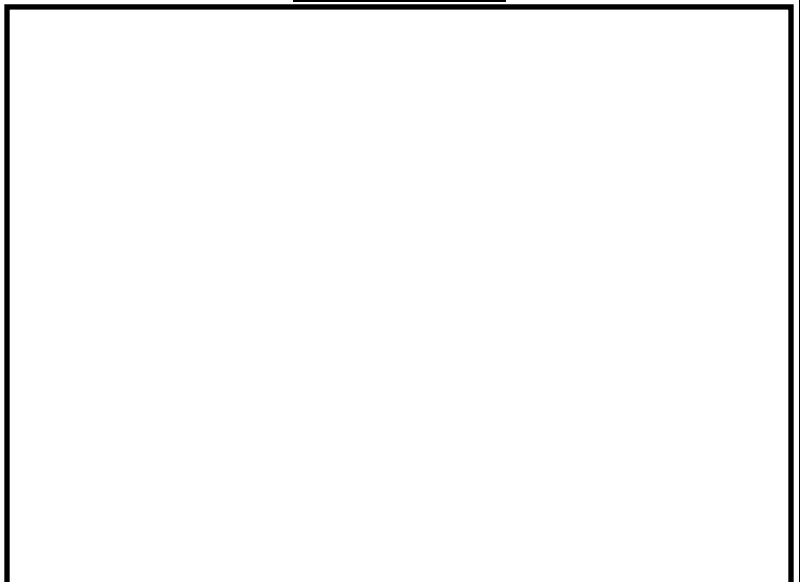
1. Digging, saw cutting, drilling, coring or trenching into soil, concrete sidewalks, or asphalt to a depth greater than 12 inches or into soil beneath concrete sidewalks or asphalt.
2. Excavation into subsurface soil in buildings beneath slabs greater than two inches.
3. Scraping, blading or excavation of any area previously undisturbed or that appears to be undisturbed, such as areas covered with native vegetation, and blading or improvements to previously unimproved roads or paths.
4. Any additional fill material introduced to the site for development.

Suspending Work!

Any and all individuals working under this permit are authorized and required to stop any work activity if:

- Conditions differ from those that have been investigated.
- Unusual odors are discovered during earth work activities.
- Soils are stained
- Buried debris or visible signs of contaminations are observed.
- There is any question about the validity of this permit or accuracy of the spotting or utility location.
- Any utility line located, not identified by the site plan and/or spotter.

Pre-Site Picture:



System Contacts:

In the event of an EMERGENCY: Dial 911	
<i>Utility</i>	<i>Phone No.</i>
Electrical, Gas, Communication	Dig Tess - Dial 811
Water and Sanitary Sewer	City of Stephenville - (254)918-1257
Cable Television	Northland Cable (254) 918-4189

Work Flow- New construction, Residential Inspections

- May be altered for Remodels as needed

RESIDENTIAL:

- Plan Review
- Form Survey
- T-Pole
- Plumbing Rough in (Building drain, sewer, water service)
- Foundation
- Electrical rough in
- Mechanical rough in
- Plumbing top out
- Plumbing gas rough in
- Framing
- Energy
- Electrical Meter release
- Plumbing Gas meter Release
- Electrical final
- Mechanical final
- Plumbing final
- Irrigation (As Builds, Backflow test)
- Document collection (RES Check, Form survey, As-Builds, Design professional)
- Building final/ CO

COMMERCIAL:

- Plan review
- Form survey
- T-pole
- Plumbing Rough in (Building drain, sewer, water service, Grease trap)
- Foundation
- Electrical wall rough
- Plumbing top out
- Plumbing gas rough in
- Framing
- Mechanical rough in (RTU, AC Systems, Condensates)
- Mechanical above ceiling (Vent hood, Duct Seal, Plenum ect)
- Electrical Above Ceiling (Hard lids , acoustical drops)
- Electrical Meter Release
- Plumbing Gas meter Release
- Electrical final
- Mechanical final (R-6, Boot connection duct to flex, RTU, AC System)
- Plumbing final

Workflow- New construction, Commercial/ Residential Inspections

- May be altered for Remodels as needed.

RESIDENTIAL:

- Plan Review
- Form Survey
- T-Pole
- Plumbing Rough in (Building drain, sewer, water service)
- Foundation:

Footings, Pier caps, Piers, Grade beam, stem walls, Rebar, Post tension, slab, Floor Framing

- Electrical rough in
- Mechanical rough in
- Plumbing top out
- Plumbing gas rough in
- Framing/Exterior Sheathing
- Interior Sheer walls (Ply or drywall assemblies)
- Brick tie/lath
- Energy (Insulation)
- Electrical Meter release
- Plumbing Gas meter Release
- Electrical final
- Mechanical final
- Plumbing final

Water heater, Domestic Water line, small repair jobs

- Irrigation (As Builds, Backflow test, Freeze sensor)
- Document collection (RES Check, Form survey, As-Builds, Design professional, Backflow)
- Building final/ CO

COMMERCIAL:

- Plan review
- Form survey
- T-pole
- Plumbing Rough in (Building drain, sewer, water service, Grease trap)
- Foundation

Footings, Pier caps, Piers, Grade beam, stem walls, Rebar, Post tension, slab, Floor Framing

- Electrical wall rough
- Plumbing top out
- Plumbing gas rough in
- Framing/ Exterior Sheathing

- Brick tie/Lath
- Mechanical rough in (RTU, AC Systems, Condensates)
- Mechanical above ceiling (Vent hood, Duct Seal, Plenum etc.)
- Electrical Above Ceiling (Hard lids, acoustical drops)
- Electrical Meter Release
- Plumbing Gas meter Release
- Electrical final
- Mechanical final (R-6, Boot connection duct to flex, RTU, AC System)
- Plumbing final

Water heater, Domestic Water line, small repair jobs

- Document collection (COM Check, Form survey, As-Builds, Design Professional, Engineer Inspections SAL)
- Building final/ CO