



Residential New Home Plan Review Checklist

Address: _____ **Date Received:** _____

Prior to permit issuance, all properties must have an approved plat and site plan released from the Zoning Administrator. Permit Application with an original signature must be complete and submitted with the following information:

- _____ **(2) Site Plans to include:** (Must submit a filed plat of lot)
 - Legal Description (lot, block, subdivision)
 - North area 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 must be shown on site plan

- _____ **Flood Plain Certificate, if applicable**

- _____ **Homeowner Association approval form, if applicable**

- _____ **(2) Residential Energy Code Compliance Report**
Rescheck, IC3 report and Energy Star reports accepted
www.energycodes.org

- _____ **(2) Foundation Plans** - Conventional Rebar Slab Foundation – Regionally Accepted Practices – Foundation Detail (Reference IRC) **or** Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter. Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the IRC.

- _____ **(2) Sets of house plans** 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.

- _____ **Driveway approaches and drainage culverts** - Engineered plans
(Driveways accessing State Highways require a TXDOT permit)

- _____ **Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, and Backflow Tester.**