



NEW CONSTRUCTION

PERMIT APPLICATION # _____

Submit all permits and plans to: permits@whitesborotexas.com

Property Owner _____ Date _____

Property Owner Address: _____

Service Address: _____

Property #: _____ Subdivision: _____

Block: _____ Lot: _____ Zoning: _____

(Find property # & legal description At Grayson County Appraisal District Property Search. If this lot is not a legally subdivided lot, please review the information HOW TO CREATE A SUBDIVISION)

**** IF HOME WAS BUILT PRIOR TO 1978, YOU ARE REQUIRED BY LAW TO BE A U.S. EPA CERTIFIED RRP RENOVATOR.
CALL 214-655-7577 FOR QUESTIONS REGARDING THE RRP RULE ****

If there is a variance or other specialty ruling on property, please attach documents.

Check all that apply: Rental? Yes / No

_____ New Residence --- sq ft _____	_____ Temp-pole
_____ Multifamily --- sq ft _____	_____ Roofing
_____ Remodel --- sq ft _____	_____ Pool
_____ Garage _____ attached _____ detached --- sq ft _____	_____ Flatwork
_____ Carport _____ attached _____ detached --- sq ft _____	_____ HVAC
_____ Accessory Bldg --- sq ft _____	_____ Electrical
_____ Lot size _____	_____ Gas
_____ Building height _____ # of floors _____	_____ Plumbing
_____ Off street parking --- sq ft _____	_____ Foundation
_____ Sidewalk --- sq ft _____	_____ Demolition
_____ Total Project Cost \$ _____	_____ Fence
License contractors: (provide address, phone # and trade license #)	_____ Sign

Plumbing _____

Electrical _____

HVAC _____

General Contractor _____

Brief description of work: (construction requires drawing and site plan)

Applicant's Signature _____

Printed Name _____

E-Mail Address: _____

Date _____ Phone # _____ Cell # _____

I agree to conform to all building, plumbing, electrical regulations and city ordinances regulating same. Fees subject to change once inspector has checked work to be done. Applicant must call 903-564-3311 for all inspections and allow 24-hour notice for inspections to be done. State law requires asbestos inspection on commercial property demolitions & remodels.

New / Remodel Plan Review Checklist

Project Address: _____

Project Name: _____

The City of Whitesboro has adopted the 2017 NEC; the 2018 IBC, IRC, IMC, IPC, IFGC, 2015 IECC, IFC.

Permit Applications with original signature must be complete & submitted with the following information:

____ **(3) Site Plans to Include:**

____ Legal Description (lot, Block, subdivision, property number)

____ Property lines and lot dimensions

____ All Easements

____ Existing and proposed location of utility poles, pad mounted transformers

____ Existing and proposed fire hydrants locations and size of water lines

____ **(3) Parking lot layout Plans and Grading Plans**

____ **Commercial/ Residential Energy Code Compliance – (2015 IECC)**

To include Lighting Compliance, Mechanical Compliance, and Building Envelope (if applicable)

____ **(3) Sets of Plans** to include floor plan with exterior elevations, roof design, framing with details, Foundation Plan, Shear wall / brace wall Plans, Electrical, Plumbing, Mechanical design Plans

____ **(3) Sets**

____ Fire lane location and construction plans and details

____ Underground Fire Line Plans (NFPA 24)

____ Fire suppression system plans to include fire sprinkler (NFPA 13)

____ Kitchen suppression system and documents (NFPA 17, 17A as applicable)

____ Fire alarm system plans (NFPA 72)

____ Emergency access plans

____ **Driveway Approaches & Drainage Culverts – Engineered plans**

(Driveways accessing State Highway require TXDOT permit)

____ **TDLR # - Architectural Barriers Registration** (if \$50,000.00 or over)

____ **Asbestos Survey or Compliance Statements** (if demo or remodel)

Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester, 3rd Party Energy Provider

This document is not meant to modify any Federal or State Laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstance of a particular job differs from these procedures, the decision of the Building Department will prevail.

BUILDING CODES

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Whitesboro, Texas, has adopted the following codes regulating building construction:

2018 International Building Code

2018 International Residential Code

2018 International Mechanical Code

2018 International Plumbing Code

2015 International Energy Conservation Code

2015 International Fire Code

2017 National Electrical Code (NEC)

Reference the City of Whitesboro Code of Ordinance for local amendments.

BUILDING PERMITS

Before a building permit will be issued, all plans and documents related to the permit application must be submitted to the City of Whitesboro and all applicable fees paid to the City. All new construction, alterations, or additions require a building permit. All applications must be legible and completely filled out, dated by the builder and all the builders MEP contractors must be listed on the application. Verified address with property number, lot block, subdivision and phase are required on all applications.

All Contractors performing work within the City of Whitesboro's jurisdiction must be registered with the City.

Construction or building without a permit is subject to a fine double the permit fee.

PLAN REVIEW

The City will verify submittal documents are complete. The City will contact the applicant directly if additional information and/ or documents are required and to discuss any noncompliance or deviation from City Zoning and adopted Code requirements.

INSPECTIONS

Inspections received by 5:00 PM Monday – Friday will be performed the next business day. Inspections related to building construction must be called into the city at (903) 564-3311 or Faxed to (903) 564-6105. Permit packet that includes the approved plans and documents and all inspection tickets must be onsite at the time of inspection.

The building final inspection must be passed prior to occupancy of building.

CONSTRUCTION SITE

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers MUST be on property until the final inspection are approved.

Only construction dumpsters/ roll-off containers from Frontier Waste Solutions are to be used at construction sites. Contact the City of Whitesboro to order these at (903) 564-3311. Construction area shall be maintained until job completion.

No construction material, debris, or sanitary restrooms facility shall be placed or stored in the public right-of-way or drainage area at any time.

Erosion control MUST be in place prior to beginning any work.

§ 94.51 SPECIFIC UNNECESSARY NOISES ENUMERATED.

(D) *Building and demolition procedures.* The erection, excavation, demolition, alteration, or repair of any building in a residential or business district other than between the hours of 7:00 a.m. and 7:00 p.m., except in the case of urgent necessity in the interest of public safety and then only with a permit from the city, allowing work to continue during such hours, shall be deemed a violation of this section.

Inspections List / Documents & Items

REQUIRED WITH EACH INSPECTION

New Residential

A.

- 1- T-pole
- 2- Plumbing Rough / (Need copy of Form Board Survey to verify structure is not over any build lines)
- 3- Foundation

B.

- 4- Electrical Rough
- 5- Mechanical Rough
- 6- Plumbing Top Out (Need Pressure Gauge at washer box location at time of Inspection)
- 7- Gas Test (a diaphragm test gauge must be used)
- 8- Exterior Sheathing (must be able to inspect the nailing pattern on all edges for this inspection)

C.

- 9- Brick Tie/ Stucco Lathe
- 10- Framing

D.

- 11- Electrical Service Ditch (this inspection will be performed by the electric department)
- 12- Yard Lines
- 13- Sheetrock / (Need copy of 3rd Party Energy Rough Inspection Report)

E.

- 14- Electric Meter Release (need all electrical panels and disconnects covers removed for this inspection or inspection will be red tagged)
- 15- Gas Meter Release (all gas drops shall have valves installed and connected to equipment, if equipment is not installed must be capped off, and a diaphragm test gauge must be used or inspection will be red tagged)
- 16- Flatwork/ Drive

F.

- 17- Electrical Final
- 18- Mechanical Final
- 19- Plumbing Final
- 20- Water Meter Final (this inspection will be performed by water department)

G.

- 21- Building Final / (At Final Need Copy of Energy Final Inspection Report, Protection Against Termite Form Report on city website)

Inspections in groups B-F must be scheduled together as a group (example all inspections in group B needs to be scheduled at same time).

Residential Plan Requirements

Residential

- 1- Site Plan
- 2- Building Plans
- 3- Foundation plans
- 4- Framing Plan
- 5- Shear wall Plan
- 6- Energy Res check
- 7- Electrical plans
- 8- Plumbing plans (water sizing and gas sizing)
- 9- Mechanical Plan

Items required on plans.

- 1- Design loads, Roof, Snow, Live, Dead, Wind
- 2- Rafter and ceiling joist spans and size
- 3- Header spans and size
- 4- Soil type
- 5- Lumber Species and grade
- 6- Roofing type/ Material
- 7- Brick Lintel schedule with fastening requirements
- 8- Door and window schedule
- 9- Concert PSI
- 10- Site plan needs information listed on sample site plan.

Items for Energy that need to be listed on plans and or Energy Code Compliance Letter

- 1- Insulation materials and their R-values.
- 2- Fenestration U-factors and solar heat gain coefficients (SHGC).
- 3- Area-weighted U-factor and solar heat gain coefficients (SHGC) calculations.
- 4- Mechanical system design criteria.
- 5- Mechanical and service water-heating system and equipment types, sizes and efficiencies.
- 6- Equipment and system controls.
- 7- Duct sealing, duct and pipe insulation and location.
- 8- Air sealing details.
- 9-R103.2.1 Building thermal envelope depiction. The building's thermal envelope shall be represented on construction documents.

Any submittals that are received without all the information listed above will not be reviewed until the City receives the required information.

Inspections List / Documents & Items

REQUIRED WITH EACH INSPECTION

New Commercial

A.

- 1- T-pole
- 2- Plumbing Rough
- 3- Yard Lines
- 4- Electrical Underground
- 5- Electrical Service Ditch Primary (this inspection will be performed by the electric department)
- 6- Electrical Service Ditch SCC (this inspection will be performed by the electric department)
- 7- Foundation / Need copy of Form board survey
- 8- Electrical Rough
- 9- Mechanical Rough
- 10- Plumbing Top Out (Need Pressure Gauge at washer box location at time of Inspection)
- 11- Gas Test (a diaphragm test gauge must be used)
- 12- Exterior Sheathing
- 13- Brick Tie/ Stucco Lathe
- 14- Framing
- 15- Electrical Ceiling
- 16- Flatwork/ Drive
- 17- Sheetrock / Need copy of 3rd Party Energy Rough Inspection Report

B.

- 18- Electric Meter Release
- 19- Gas Meter Release (all gas drops shall have valves installed and connected to equipment, if equipment is not installed must be capped off, and a diaphragm test gauge must be used or inspection will be red tagged)

C.

- 20- Electrical Final
- 21- Mechanical Final
- 22- Plumbing Final / Need copy of Backflow Test Reports at Plumbing Final
- 22- Water Meter Final (this inspection will be performed by water department)

D.

- 23- Fire Final / With Knox Box Installed (see fire department for Knox Box application)
- 24- Building Final / At Final Need Copy of Final Com-Check Inspection Report, (if it's a wood structure)- Protection Against Termite Form Report, Grayson County Health Inspection Report if Required
- 25- Certificate of Occupancy

Inspections in groups B-F must be scheduled together as a group (example all inspections in group B needs to be scheduled at same time).



SAMPLE SITE PLAN

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- EXAMPLE ONLY**
- SAMPLE SITE PLAN**
- LOT 42**
- 220.05'**
- 109.92'**
- 107' UTILITY EASEMENT**
- 15'**
- 56'**
- BUILDING SETBACK LINES**
- 15'**
- 107'**
- ELECTRIC**
- 105'**
- 28'**
- 13'**
- 42'**
- NFW**
- 15'**
- 25' CONCRETE DRIVEWAY**
- 20'**
- PROPERTY LINE**
- 119.92'**
- 30' UTILITY EASEMENT**
- 15'**
- 107'**
- GAS**
- 30'**
- 8'**
- 20'**
- WATER**



This document must be onsite at the Building Final

PROTECTION AGAINST TERMITES

Permit No. _____ Address: _____

Builder: _____

The Above Referenced Address meets or exceeds the requirements for protection against termites set forth in Sec. R318 of the 2018 IRC and/or Sec. 2304.12 of the 2018 IBC.

Name of Protection Provider (Company): _____

Address: _____

Phone: _____

State License No: _____

STATE OF TEXAS

COUNTY OF GRAYSON

I, _____, being duly sworn both depose and say that the information contained in the above application is true and correct to the best of my knowledge and belief.

Signature

Date

Subscribed and sworn to before me this _____ day of _____, 20____, AD

Notary Public in and for the State of Texas