

Building Permit Application Checklist

1. ☐ Building Permit Application
2. ☐ Contractor Registration form
3. ☐ Confirmation of Address by 911 authority
4. ☐ Proof of Ownership
5. ☐ Approvals as applicable by Planning & Zoning; Historic District and Civil Plans by City Engineer or other required municipal approvals.
6. ☐ Building Permit Fee:
 - a. **Residential Building (1 & 2 Family R-3)** permit fees are based on square footage.
 - b. **All other Buildings (Multi-Family and Commercial)** permit fees are based on valuation as shown on application.
7. ☐ Two Complete Sets of Printed Drawings and One Complete Set of Electronic Drawings: Printed drawings should be no larger than 11" x 17". Electronic drawings may be on a CD, thumb drive, or email. If electronic documents are not submitted as individual files (so that they are accessible in the field on inspector's iPad), a full set of paper plans will be required onsite for each inspection. [A107.2]

All documentation must comply with the applicable code:

 - ✓ **2018 International Residential Code (for one- & two-family dwellings),**
 - ✓ **2018 International Building Code (all other structures).**
 - a. Construction documents shall be dimensioned and drawn upon suitable material. Construction documents shall be of sufficient quality and clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of applicable building codes, laws, ordinances, and regulations, as determined by the Building Official.
 - b. The drawings must be sealed by a licensed and registered structural engineer, licensed architect or for residential single family homes by a certified professional building designer with accreditation through The American Institute of Building Design (A.I.B.D.), The Texas Institute of Building Design (T.I.B.D.) or The National Council of Building Designer Certification (N.C.B.D.C.).
 - c. The building plans shall show the dimensioned building floor plan and elevation drawings including construction materials and roof slope, proposed occupancy classification, ingress and egress, fire protection system (commercial or multi-family), accessibility,

exterior wall envelope, framing details including joist and rafter spans and other features to show compliance with the applicable building code.

7. ☐ Foundation Plan. All foundation plans must be sealed by a licensed registered structural engineer or licensed architect and include authorization to use the plan at the site location. Soils reports may be required.
8. ☐ Engineered Structural Plan. The structural plan shall include shear wall designs and details in accordance with either 2018 IBC for commercial buildings or for one- and two-family dwellings at 2018 IRC R301.2.1 Wind design criteria based on the data at <https://hazards.atcouncil.org/#/>
9. ☐ Property Survey / Site Architectural Plan that includes the proposed structure, parking requirements, drives, and improvements in relation to all lot lines, building setback lines, existing structures, roads, etc. Site Plan should indicate zoning classification of property, location of utilities and connections to city facilities. [107.2.6]
10. ☐ Drainage Plan and Flood Plain Documentation: Show the location of all existing and proposed buildings and structures, easements, storm sewers, natural drains, utility lines, and existing ground elevation. Show elevations based on the FEMA Firm datum and indicate the elevation of the 100-year floodplain if applicable. Finished floor elevations of proposed buildings near the floodplain shall be a minimum of one (1) foot vertically above the calculated 100-year high water elevation. Where not in a flood plain, slab shall be one (1) foot above the curb or surrounding natural ground if applicable. Drainage design in accordance with the jurisdictional Drainage Criteria, if applicable. Note: Residential drainage plan not required if in a platted subdivision with an approved drainage plan. Professional engineer not required for residential drainage plan unless the property is in flood plain.
11. ☐ Mechanical Design including Manuals J, D & S.
12. ☐ Electrical Design including Load Analysis.
13. ☐ Plumbing Design including Supply Fixture Unit, Drainage Fixture Unit and Fuel Gas calculations with Riser Diagrams.

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