

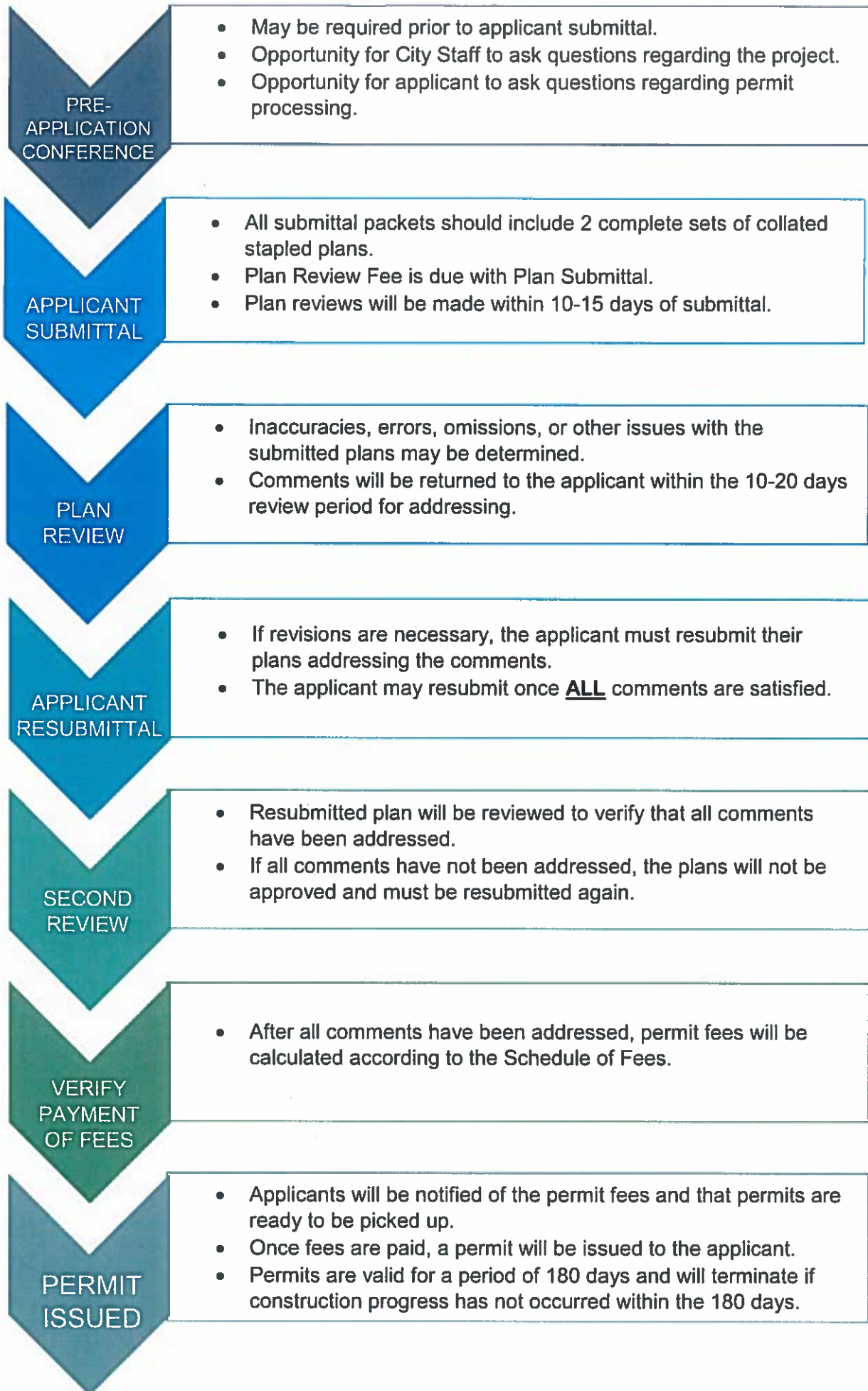
Residential

Building

Permit

Packet

Residential Applicant Submittal Process





**Residential Building Permit
Application Submittal Procedure**

401 E. Goode St.
P.O. Box 1855
Quitman, TX. 75783
Phone: (903) 763-2223
Fax: (903) 763-5631

Requirements for New Residential Projects:

1. A completed Residential Building Permit Application.
2. Two site plans to scale (minimum 11" x 17"). These must contain an erosion control plan, easements and location of underground utility lines in regard to the pad site.
3. Two full sets of working plans including the following information:
 - Floor plan
 - Survey with all setbacks from property lines
 - Door & Window schedule
 - Front-back-side elevations & Finished Floor elevation
 - Foundation details
 - Wall sections
 - Building height
 - Mechanical, Electrical, and Plumbing design
4. Two copies of the completed Residential Energy Code Compliance (COM Check) form. One copy is to be attached to a set of plans, the other submitted with the application. COM check forms are available for download at www.energycodes.gov/comcheck/download.stm
5. The plans and application verified on platting, zoning, lot and block number, and address. A Plan Review Fee must be paid at this time before the review process shall begin.
6. As necessary, for erosion control, water flow, driveway plans, flood zone, and the presence of any retaining walls, easements, or water and sewer lines. All easements must show on plans. (Driveways accessing State Highways require TXDOT permit)
7. Once the plans have been reviewed and approved, the permit fee is paid and permit is issued.

Requirements for Residential Remodel Projects:

1. Two sets of plans are required for residential remodels, additions, pools and accessory buildings. A survey / site plan is also required for additions, fences, accessory buildings and swimming pools.
2. Plans will need to be drawn to scale on minimum of 8-1/2" x 11" sheets.

- ❖ U. S Department of Energy www.energycodes.org
- ❖ Texas Department of Licensing and Regulation (800) 803-9202 www.license.state.tx.us



Residential Project Checklist

- Completed Permit Application
- (2) Site Plan Including:
 - Legal Description
 - Zoning Classification
 - Property lines and lot dimensions
 - Proposed structure and all existing buildings
 - All easements
 - North arrow and scale
 - Existing and proposed location of utility poles, pad mounted transformers; fire hydrants
 - Location of curbs, storm sewers, adjacent street and public right-of-way lines
- (2) Building Plan Set Including:
 - Floor Plans
 - Mechanical Plans
 - Electrical Plans
 - Plumbing Plans
 - Door, Window and Hardware Schedule
 - Framing Detail
 - Elevations
 - Roof Design
 - Foundation Plan
- (2) Drainage / Grading Plans
- (2) Residential Energy Code Compliance (2012 IECC)
- Driveway Approaches & Drainage Culverts – Driveways accessing State Highways require TXDOT permit

❖ *Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester*



Building Requirements

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 circumstances of a particular job differ from these procedures, the decision of the Building Official 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 Quitman, Texas, has adopted the following codes and/or standards regulating building construction.

2012 International Building Code

2012 International Residential Code

2012 International Fire Code

2012 International Plumbing Code

2012 International Mechanical Code

2012 Int'l Energy Conservation Code

2014 National Electrical Code

Building Permit

Before a building permit will be issued, all plans and documents related to the permit application must be approved by the Building Department and all applicable fees paid to the City of Quitman

All Contactors performing work within the City of Quitman jurisdiction must be registered with the State and have provided proof of commercial general liability insurance for claims of property damage or bodily injury.

Construction or building without a permit is subject to a fine.

Inspections

Inspections received by 4:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (817) 335-8111. Inspection requests can also be faxed to (817) 335-8110. The 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.

A copy of the building permit and a set of plans must be available onsite at all times. A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved. Permanent street numbers must be displayed before final inspection. Construction area shall be maintained until job completion.

NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time. Erosion control must be in place prior to the first inspection.



City of Quitman Schedule of Fees

Commercial and Multi-Family Construction Plan Review

Valuation	Fee
\$1.00 to \$10,000	\$84.61
\$10,001 to \$25,000	\$119.63 for the first \$10,000 plus \$9.24 for each additional \$1000
\$25,001 to \$50,000	\$258.23 for the first \$25,000 plus \$6.67 for each additional \$1000
\$50,001 to \$100,000	\$424.88 for the first \$50,000 plus \$4.62 for each additional \$1000
\$100,001 to \$500,000	\$655.88 for the first \$100,000 plus \$3.70 for each additional \$1000
\$500,001 to \$1,000,000	\$2134.28 for the first \$500,000 plus \$3.14 for each additional \$1000
\$1,000,001 and up	\$3701.78 for the first \$1,000,000 plus \$2.08 for each additional \$1000

Single Family Residential Construction Plan Review & inspection* Commercial and Multi-Family Construction Inspection*

Valuation	Fee
\$1.00 to \$10,000	\$55.00
\$10,001 to \$25,000	\$77.76 for the first \$10,000 plus \$6.01 for each additional \$1000
\$25,001 to \$50,000	\$167.85 for the first \$25,000 plus \$4.33 for each additional \$1000
\$50,001 to \$100,000	\$276.20 for the first \$50,000 plus \$3.00 for each additional \$1000
\$100,001 to \$500,000	\$426.35 for the first \$100,000 plus \$2.41 for each additional \$1000
\$500,001 to \$1,000,000	\$1389.95 for the first \$500,000 plus \$2.04 for each additional \$1000
\$1,000,001 and up	\$2407.45 for the first \$1,000,000 plus \$1.35 for each additional \$1000

*All fees billed upon issuance of the permit by the jurisdiction



City Of Quitman

Permits & Inspections

CONTRACTOR REGISTRATION FORM

401 E. GOODE. ST QUITMAN, TX. 75783

PHONE: (903)763-2223

FAX: (903)763-5631

*****Registration Is Only Good For 1 Calendar Year. Must Re-New Annually*****

Type of Contractor Please Check One:

General	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Sign	<input type="checkbox"/>
Mechanical	<input type="checkbox"/>	Irrigation	<input type="checkbox"/>	Roof	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please Provide the following:

1. Valid Texas Drivers License
2. Contractor License
3. Certificate of Liability Insurance

Contractor Information:

Name:		TDL #:	
State License #:		Exp:	
Home Address:			Zip:
City:	State:	Phone:	
Email:			

Business Information:

Co. Name:		O. Phone:	
Owner Name:		C. Phone:	
Mailing Address:			Zip:
City:	State:	Your Position:	

LIST ALL PERSONS EMPLOYED WITH YOUR COMPANY, AUTHORIZED TO PURCHASE PERMITS UNDER YOUR REGISTRATION, AND CALL FOR INSPECTIONS.

1	TDL #:
2	TDL #:
3	TDL #:
4	TDL #:

Applicant Signature

Date

City Of Quitman Representative

Date

All contractors are required to maintain at least minimum General Liability insurance coverage at all times to satisfy proof of financial responsibility.



physical address: 401 E Goode / mailing address: P.O. Box 1855; Quitman, TX 75787
 phone: 903-763-2223 / fax: 903-763-5631

Residential Building Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning: _____	
Lot: _____	Block: _____	Subdivision: _____	
Project Description:	NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: _____
	PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
Description of Work:			
Area Square Feet:		Covered	
Living: _____	Garage: _____	Porch: _____	Total: _____
			Number of stories: _____

Owner Information: _____			
Name: _____		Contact Person: _____	
Address: _____			
Phone Number: _____		Fax Number: _____	Mobile Number: _____

General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All construction must be completed within 6 months from issuance of permit. All permits require final inspection.

A certificate of occupancy must be issued before any building is occupied.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved by: _____	Date approved: _____	
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Building Permit Fee: _____	Water Tap Fee: _____	Total Fees: _____
Plan Review Fee: _____	Sewer Tap Fee: _____	Check # or Cash: _____
	Meter Deposit: _____	Issued By: _____
		Issued Date: _____
		BV Project #: _____