



## ***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** For new construction must provide elevation certificate based on construction plans

\_\_\_\_\_ **Homeowner Association approval form, if applicable**

\_\_\_\_\_ **(2) Residential Energy Code Compliance Report**

**Rescheck, IC3 report and Energy Star reports accepted**

[www.energycodes.org](http://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.**

---

**Elevation of structure:**

For residential structures, the lowest floor (including basement) must be elevated to 116 feet above mean sea level (which is two feet above the base flood elevation) as determined by the flood insurance rate maps (FIRM) or 24" above the nearest road surface, whichever is higher.

Permittee will inform the administrator when construction of lowest floor is completed.

Permittee must submit elevation certificate from a registered professional engineer, architect, or land surveyor to the administrator within seven (7) calendar days of completion of the lowest floor, verifying the specified elevation.

---

**Proper Venting:**

Fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access, or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood waters. A minimum of two (2) openings having a total net area of not less than one (1) square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one (1) foot above grade.