



City of Gainesville – Building Inspection Department – 104 West Hird Street, Gainesville, Texas 76240
Phone 940-668-4540, Fax 940-668-4536

Residential Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Four (4) paper copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

SITE PLANS (PLOT PLANS) drawn to scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

FLOOR PLANS drawn to scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows (size) and doors, cabinets and fixtures, and ceiling heights.

EXTERIOR ELEVATION PLANS drawn to scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

STRUCTURAL PLANS, where required, drawn to scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

FOUNDATION PLANS (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (Refer to IRC for additional requirements) drawn to scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

ENGINEER'S FOUNDATION DESIGN LETTERS. Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

MASONRY ON WOOD DETAILS, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

ELECTRICAL PLANS (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, carbon monoxide detectors, light fixtures, service equipment and panels.

PLUMBING PLANS (may be combined with floor plans) drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gasoline outlets.

ENERGY STAR COMPLIANCE OF IC3 COMPLIANCE



Phone: (940) 668-4540

Fax: (940) 668-4536

104 West Hird Street

Gainesville, Texas 76240

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"/>
PLUMBING	<input type="checkbox"/>	MECHANICAL	<input type="checkbox"/>
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION	<input type="checkbox"/>
		SPECIFY OTHER:	_____
		ELECTRICAL	<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. Separate permits are required for electrical, plumbing, and heating/air condition. All permits require final inspection.

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: _____
 Plan Review Fee: _____

Total Fees: _____
Issued Date: _____
Issued By: _____

BV Project # _____

City of Gainesville 2009 IEC

The City of Gainesville has adopted the 2009 International Energy Code. This means that contractors/owners will be required to submit either an Energy Star Compliance report or IC3 Compliance report.

There are several options for obtaining these reports, you may contract with a third party or you can download the IC3 program for free at <http://ic3.tamu.edu>, you will need to complete the report and submit it with your plans.

NO inspections will be made on the Framing, plumbing top-out, mechanical or electric rough until compliance report showing the house meets or exceeds the required energy efficiency has been received.

City of Gainesville
 Planning & Zoning Department
PLOT PLAN REQUIREMENTS



What is a plot plan?

A plot plan is an accurate drawing illustrating the following:

- * Property’s dimension and shape.
- * Location of roads.
- * The relationship and precise location of man-made features on the property. e.g. buildings, structures, driveways.
- * Natural water features. e.g., creeks, streams, rivers, lakes.
- * Known utilities and easements.
- * Any physical changes to be made on site pertaining to permit application.

A Plot Plan is required when submitting a building Permit application for:

- * Residential building/addition
- * Commercial building/addition
- * Accessory building
- * Decks, porches, gazebos & awnings
- * Pole Barns
- * Fences

NOTE: Commercial Buildings

Site Plan **approval** is required from the Planning Department **before** submitting a building permit application for a commercial building or alteration of an existing commercial building. Please contact the Planning Department at 940-668-4504.

Plot Plan Basics

1. DRAWN TO SCALE

Like a map that depicts a 10-mile stretch of highway with a 1 inch line, a scaled plot plan represents the relationship between the actual property and its size on paper.

Common measures of scale for plot plans:

- Scale: 1"=20' 0-----20ft
- Scale: 1"=100' 0-----100ft

- * include an arrow showing direction North

2. PLOT PLAN PAPER

- * Minimum Size 8½" X 11"
- * Maximum Size 24" X 36"
- * Larger parcels may require multiple sheets of paper.

3. PROPERTY DIMENSIONS

- * Draw and label property lines and lengths
- * Indicate if property is a corner lot and label all roads.

4. EASEMENTS AND RIGHT OF WAY

- * Show easements, e.g., utility, drainage, landscape access.
- * Structures cannot be built in, over or under ANY easement or right-of-way.

5. ROADS, STREETS, ACCESS

- * Named and unnamed roads (public, private, county roads & state highways)
- * Driveways, existing and proposed
- * Vehicle parking area

<p>Q. What are setbacks?</p> <p>The City of Gainesville Zoning Code defines setbacks as:</p> <p><i>The minimum distance by which any building or structure must be separated from a right-of-way or lot line.</i></p>	<p>Q. I’m getting ready to submit my building permit application, how can I find my setbacks?</p> <p>A. Setbacks vary by Zoning District and property location. Before starting a plot plan, you should contact the Planning Department and staff can tell you what the Setbacks are for your property.</p>	<p>City of Gainesville Zoning Code Regulations require that the property owner clearly identify the boundary corners of the lot and/or building envelope.</p> <p>Whenever the proposed building is less than five feet beyond the required setback or building envelope boundary, the owner will be required to certify the building location.</p> <p>Certification, in the form of a letter, must be signed by and include the seal of a surveyor licensed to practice in the State of Texas. The letter must include the building permit number issued for the site in question.</p>
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Sample Plot Plan [8½ x 11]

June 2012



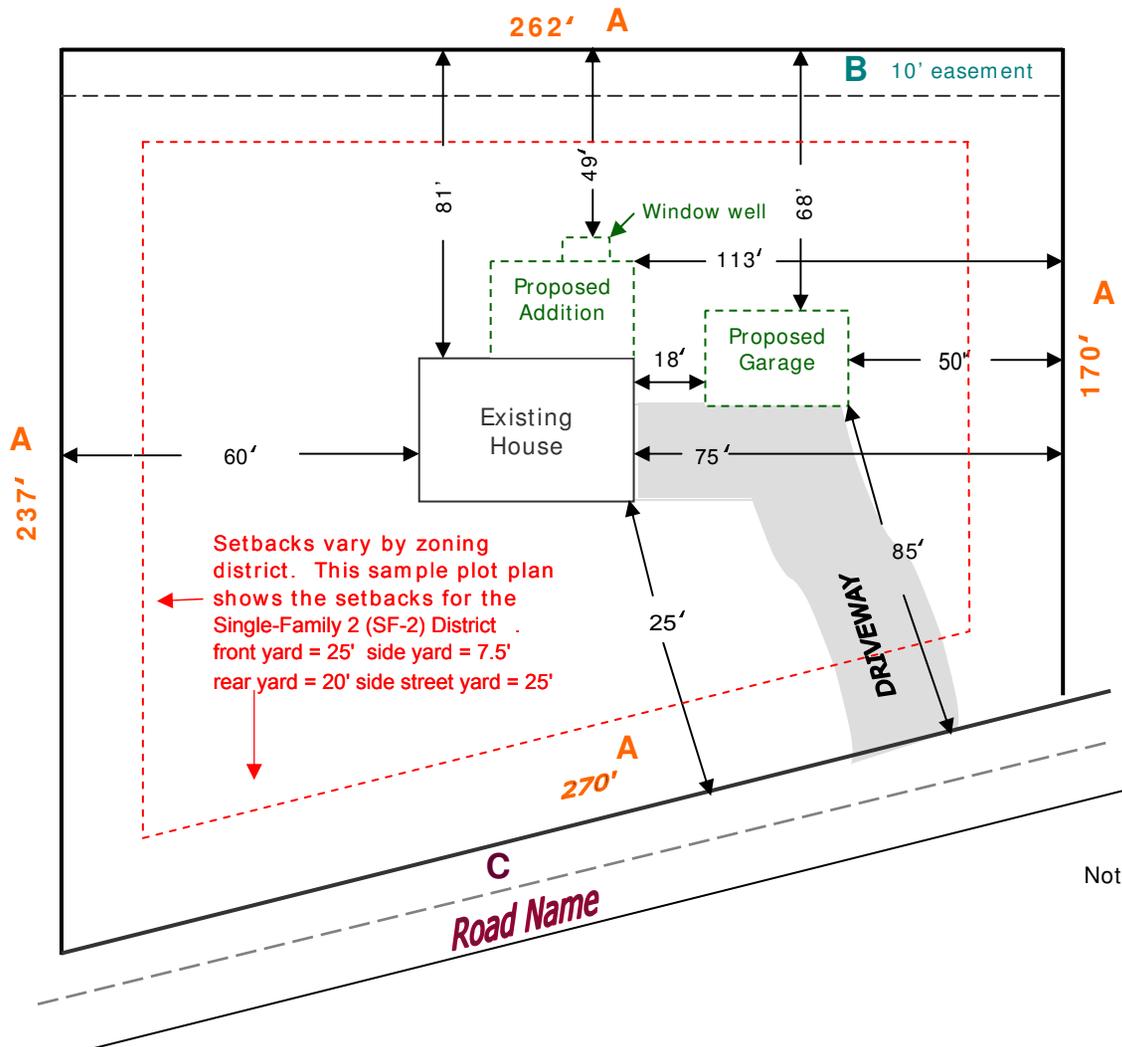
✓ Scale: 1 in = 50 ft



✓ Job Site Address: 123 Any Street, Gainesville
 ✓ Property Owner: John & Jane Doe
 ✓ Owner's Phone: 940-555-5555
 ✓ PID#: 9711
 Zoning District: Single Family 2 (SF-2)
 Setbacks: front yard=25' side yard=7.5'
 rear yard=20' side street yard=25'

CHECKLIST

- ✓ North Arrow
- ✓ Plot Plan Scale
- ✓ Property Owner Info
- ✓ Parcel No. & Zoning
- A** Property Dimensions
- B** Easements
- C** Roads and Streets
- ✓ Existing buildings
- ✓ Proposed buildings
- ↑ ↓ Use arrows to show distance from buildings to setbacks.
- Use solid lines to indicate existing structures
- ▭ Use dotted lines to indicate **proposed** structures



Note: This Sample Plot Plan uses color to clarify requirements. Your Plot Plan **does not** need to be in color.

Community Services Permits, Fees, Licenses, and Other	
Service	Rate 10/01/2012
Single Family Residential New Construction, Addition, or Remodel (Includes all reviews, electrical, plumbing, mechanical, flatwork, fences and certificate of occupancy. Does not include utility connection fees.)	
Valuation	
\$1.00 - \$10,000	\$85.00
\$10,001 - \$25,000	\$120 for the first \$10,000 plus \$9 for each additional \$1,000
\$25,001 - \$50,000.00	\$258 for the first \$25,000 plus \$7 for each additional \$1,000
\$50,001 - \$100,000	\$425 for the first \$50,000 plus \$5 for each additional \$1,000
\$100,001 - \$500,000	\$656 for the first \$100,000 plus \$4 for each additional \$1,000
\$500,001 - \$1,000,000	\$2,135 for the first \$500,000 plus \$3 for each additional \$1,000
\$1,000,001 and up	\$3,702 for the first \$1,000,000 plus \$2 for each additional \$1,000
Commercial and Multi-Family New Construction, Addition, Tenant Finish Out, or Remodel (Includes architectural plan review, electrical plumbing, mechanical, driveways, parking lots, fences, and certificate of occupancy. Does not include utility connection fees, DRC fee of \$300, fire sprinkler, fire alarm, or fire suppression reviews. Fire reviews shall require separate plan submittal and review.)	
Valuation	
\$1.00 - \$10,000	\$140
\$10,001 - \$25,000	\$198 for the first \$10,000 plus \$15 for each additional \$1,000
\$25,001 - \$50,000.00	\$426 for the first \$25,000 plus \$11 for each additional \$1,000
\$50,001 - \$100,000	\$701 for the first \$50,000 plus \$8 for each additional \$1,000
\$100,001 - \$500,000	\$1,082 for the first \$100,000 plus \$6 for each additional \$1,000
\$500,001 - \$1,000,000	\$3,525 for the first \$500,000 plus \$5 for each additional \$1,000
\$1,000,001 and up	\$6,109 for the first \$1,000,000 plus \$3 for each additional \$1,000

**Annual Fee Schedule
FY 2013**

**Exhibit "A"
Resolution 09-18-2012**

Individual Community Service Fees	
Minimum Fee (Inspections not specified herein)	\$85.00
Standard Electrical, Plumbing, and Mechanical	\$85 for all valuations under \$10,000. Projects valued over \$10,000 charged according to valuation tables by type
Accessory Building - (Commercial or Residential)	\$85 for all valuations under \$10,000. Projects valued over \$10,000 charged according to valuation tables by type
Alarm System (First time fee)	\$30.00
Alarm System (Permit Renewal)	\$15.00
Alcohol License (Initial Registration)	\$30.00
Alcohol License (Renewal)	50% of most currently adopted state fee
Appeal (Application for appeal of City officials decision. Per code item appealed)	\$150.00
Certificate of Occupancy	\$85.00
Communications Tower	Based on Commercial Valuation Table
Communications Antenna	\$550.00 per antenna
Contractor Registration Fees Initial registration for new contractors (One year duration, on anniversary date requires proof of liability insurance.)	\$200.00
Contractor Registration Fees Annual Renewal Fee: Contractors who have lapsed for 2 consecutive years shall be charged at the initial registration rate.	\$100.00
Demolition Fee (Per building or part thereof)	\$0 (residential) - To promote removal of dilapidated structures. \$100.00 (commercial)
Design Review Committee (Required for new commercial construction, additions, and projects requiring changes to utilities, or projects that change the occupancy type of the principal structure. May be requested for any project.)	\$300.00
Fence Permit (Residential / Commercial)	\$30.00
Fire Sprinkler System or Fire Alarm System (Require plan submittal and reviews by Fire Marshall)	\$85 for all valuations under \$10,000. Projects valued over \$10,000 charged according to valuation tables by type

**Annual Fee Schedule
FY 2013**

**Exhibit "A"
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Flat Work Driveway, sidewalk, patio and parking lots.	\$85 for all valuations under \$10,000. Projects valued over \$10,000 charged according to valuation tables by type
Floodplain Application Fee Non refundable. Does not include any plan review, permit or engineering fees.	\$250.00
Homeowner Exemption Form Includes Notary	\$15.00
Maintenance Man Exemption Form Includes Notary	\$30.00
Mobile Home / Modular Home / Manufactured Home / Industrialized Housing Inspections include meter base, sewer / water connections, gas test, HVAC, disconnect and tie downs.	\$85 for all valuations under \$10,000. Projects valued over \$10,000 charged according to valuation tables by type
Moss Lake Boat Dock Permit Application	\$125 for all valuations under \$10,000. Projects valued over \$10,000 charged according to valuation tables by type
Moss Lake Boat Dock Permit Annual Fee (Permit)	\$55.00
Moss Lake Water Withdrawal Permit	\$300.00
Penalty for not Obtaining Permit Does not include any fines or fees imposed by the courts.	Additional 100% of the required permit fee
Plan Review Fees Plan review changes (per page after approval)	\$50.00
Re-Inspection Fees First time (Payable in advance)	\$50.00
Re-Inspection Fees Subsequent re-inspections (Payable in advance)	\$85.00
Roofing or Re-Roofing Residential (More than 25% of roof in any year)	\$40.00
Roofing or Re-Roofing Commercial (More than 25% of roof in any year)	\$85.00
Rezoning Application Fee Non-Refundable	\$500.00

**Annual Fee Schedule
FY 2013**

**Exhibit "A"
Resolution 09-18-2012**

Sign Permits All types, including banners over 15 sq. ft. and billboards	\$85 for all valuations under \$10,000. Projects valued over \$10,000 charged according to valuation tables by type
Billboard Annual Registration	\$150
Site Work / Dirt Work Permit Non-refundable. Does not apply to final permit fee. May require submittal of civil plan and/or floodplain application.	\$300.00
Special Use Permit Unless otherwise specified	\$500.00
Special Use Permit Home Daycare Center, Initial Application	\$375.00
Special Use Permit Home Daycare Center, Annual Renewal	\$60.00
Swimming Pool or Spa Combination Swimming Pool or Combination over 18" in depth (includes fence)	\$85 for all valuations under \$10,000. Projects valued over \$10,000 charged according to valuation tables by type
Subdivision Application Preliminary Plat (Non-refundable) / Vacate Plat	\$600.00
Subdivision Application Final Plat, Re-plat, or Subdivision Plan Changes (Non-refundable)	\$1,000.00
Tent Permit Per day, with a 7 day maximum (Where allowed)	\$100.00