



Single Family Dwelling Move-In Permit Requirements

- SRA (Sabine River Authority) Property – If the building structure is on SRA land you must provide a copy of SRA permit to build before the City can issue a permit
- Driveway Approaches & Drainage Culverts – **IF** driveway accesses State Highways applicant must provide a copy of TXDOT permit before the City can issue a permit
- 1 Set of Site Plans – A landscape architectural plan, and a detailed engineering drawing of proposed improvements to a given lot to include;
 - Legal description (lot, block, subdivision)
 - North area & scale
 - Property lines & lot dimensions
 - All easements
 - Proposed structure & all existing buildings
 - Driveways & sidewalk dimensions
 - Setbacks for front rear & sides
- 1 Set of 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.
- 1 Set of House (building) Plans – Construction or working drawings (blueprints) that define all the construction specifications of a residential house such as dimensions, materials, layouts, installation methods and techniques to include;
 - Floor plan
 - Details on what will be added / remodeled
 - Details on what will be replaced with new materials
 - Details on Mechanical, Electrical & Plumbing that will be replaced
- Please provide Move-In date. TxDMV Single-trip Movement Permit is **required**, must provide copy of permit to City Hall before implementing
- Contractor Registration **required** for General, Electrician, Plumber, Mechanical, Irrigator and Backflow Tester

NOTICE: per city ordinance *Ch. 66 Utilities, Art. II, Dev. 1, Sec. 66-32 Utility Easements* – Easement accessibility

NOTE: once application and plans are received and reviewed more information may be requested for completion