



Single Family Dwelling Remodel / Addition Permit Requirements

- **Remodel** – Permit is required with **no fee** **unless** there is a new addition to the main structure **and/or** electrical or plumbing work to main structure
- **SRA (Sabine River Authority) Property** – If the addition to a building structure is on SRA land you must provide copy of SRA permit to build 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 Building Plans** – Construction or working drawings (blueprints) that define all the construction specifications of a structure such as dimensions, materials, layouts, installation methods and techniques 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
 - Energy compliance report (www.energycodes.gov)
- 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