



Multi-Family Building Permit Requirements

- **Construction Document Submittals** – Two (2) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form. **Note:** Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.
- **Professional License** – Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered architect, Registered Engineer, Registered Interior Designer, **where applicable** as required by the State of Texas Engineering and Architect Practice Act. *Apartment complexes* – plans are **required** to be designed by an architect **if** more than 12 units are being structured.
- **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
- **2 Sets 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 structures
 - Driveways & sidewalk dimensions
 - Setbacks for front, rear & sides of structure
- **Drive Approaches & Drainage Culverts** – **IF** drive accesses State Highways applicant must provide a copy of TXDOT permit before the City can issue a permit
- **2 Sets 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 plans
 - Roof plans
 - Exterior elevation
 - Door schedules, window schedules, hardware schedules
 - Construction details; interior elevations & interior finish schedules
 - Structural plans must include: foundation plans, roof & floor framing plans, wall sections & details
 - Mechanical, electrical & plumbing site plans and schedules
 - Plumbing plans (including rise diagrams)
 - Mechanical plans
 - Electrical plans (including rise diagrams)
 - Fire protected plan **NOTE:** an additional set of plans will be required for fire sprinkler & suppression system buildings
- **Certified Energy Compliance Report** – Energy report to include building envelope, lighting & mechanical compliance (U.S. Department of Energy, www.energycodes.gov)
- **Asbestos Survey (for renovation or demolition permits)** – Texas Department of Health, Asbestos Program Branch (512-834-6600 www.dshs.state.tx.us/asbestos)
- **TDLR (Texas Department of Licensing and Regulation)** – Architectural barriers project registration information is **required** if valuation is over \$50,000 Texas Department of Licensing and Regulation (800) 803-9202 www.license.state.tx.us
- 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