



## **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](http://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](http://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](http://www.license.state.tx.us)
- Contractor Registration **required** for General, Electrician, Plumber, Mechanical, Irrigator and Backflow Tester

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