Items Required for Building Permit

1) A copy of a SURVEY done by a licensed State of Texas Surveyor (new construction only)
2) Commercial Construction: (Renovations and additions) Federal and State laws require the building to be surveyed for asbestos by a licensed or accredited asbestos inspector before a building can be renovated.
3) A completed application for a building permit.
4) Two sets of site plan with all of the following information include. COMMERCIAL ONLY must have two (2) CD disk submitted with the plans.
5) A Water Sewer Connection Application MUST BE FILLED OUT WITH ALL THE NECESSARY INFORMATION.
   a) A SCALED drawing of the site with:
      1) Size, shape and dimension of the platted lot.
      2) Location and width of all easements.
      3) Showing setbacks of the building from all property lines.
      4) Location and dimension of all existing buildings (if any)
      5) Height of the proposed buildings.
      6) Locations and dimension of all existing and proposed off-street parking areas/spaces including all handicapped accessibility requirements.
      7) Locations and dimension of all existing and proposed driveways including width and curb radius and must include details on all sidewalks.
      8) Width of traffic aisles with all Fire Lanes marked and width marked on the plan.
      9) Location and dimension of off-street loading areas.
     10) Location of trash receptacles.
     11) Locations and width of any landscaping parking adjacent to the street.
     12) Location and elevation of 100 year flood plain.
     13) Surface drainage plan with lot drainage arrows showing the disposition runoff to approved easement right of way. (Grades and elevations may be required).
   b) Foundation plans
   c) Structural plans
   d) Floor plans to include:
      1) All rooms and areas shall be identified as to use.
      2) Means of Egress.
      3) Window and door schedules.
      4) Electrical plans layout.
   e) A Res-Ck Energy or Com-CK Compliance Report (RESck and Com-ck available for free download at www.energycodes.gov)
f) If spray foam is used then the contractor must submit with his permit package the following:
   1) An ESR report must be submitted with the product being used.
   2) A certification from the product supplier that this contractor is certified to use this product.

Depending on the nature of the construction, a Texas Registered Architect's stamp may be required on construction plans (See attached flowchart to confirm).

See Attached

If the following applies to the nature of the construction, a Texas Registered Professional Engineer must be prepared and stamp the structural, electrical, mechanical (H.V.A.C.), and plumbing construction plans (See attached flowchart to confirm).

See Attached

The following may require an Engineer Stamp Drawings.

- A non-residential building over one (1) story.
- A single story, non-residential building, larger than 5,000 square feet.
- A non-residential building with a span of 24 feet or longer (foundation & structural)
- An apartment over two stories with high with more than four (4) units.
- A single story apartment building with over eight (8) living units.
- A building valued over $20,000 that is owned by a public or governmental agency.

5) A copy of compliance with the International Energy Conference Code Compliance Report with a (COMck available for free download at www.energy codes.gov)

6) A Texas Accessibility Standards (TAS number must be submitted on their letterhead for any project over $50,000.00 value).

For more information in regards to information on Accessibility Standard can be addressed at Architectural Barriers Division at 877/278-0999 or go to www.license.state.tx.us
When to Engage an Architect or Excepted Engineer for Design and Construction Observation

Note: An uninformed person who wishes to offer or perform design services, pursuant to any of the exceptions must not use any form of the word "architect" in connection with the offer or performance of design services. Pursuant to HB 2284 (2nd Texas Legislature, effective September 1, 2011), a limited number of professional engineers may render architectural services on non-exempt projects. See link at bottom for the Exempt Engineers List.

List of Exempt Engineers, pursuant to HB 2284 noted above: http://www.tbae.state.tx.us/Content/documents/Home/ExceptedEngineerList.pdf

More copies of this flowchart: http://www.tbae.state.tx.us/Content/documents/LawsEnforcement/ArchRequiredFlowChart.pdf

Verify the registration status of a TBAE registrant: http://www.tbae.state.tx.us/PublicInformation/FindDesignProfessional

This page revised November 28, 2011
When is a **Professional Engineer** required on a project?

**PUBLIC WORKS PROJECT***

*see § 1001.053, 1001.402 & 1001.407

- **Is Electrical or Mechanical Engineering Involved?**
  - **NO**
  - **YES**

  - **Will Expenses for Completed Project Exceed $20,000?**
    - **NO**
    - **YES**

  - Engage Licensed Professional Engineers for Structural, Civil or Applicable Engineering Designs as Well as Supervising the Engineering Construction.

  - Engage Licensed Professional Engineers for All Engineering Designs as Well as Supervising the Engineering Construction.

**COMMERCIAL & PRIVATE PROJECTS***

*see § 1001.056

- **Is It One Story?**
  - **YES**
  - **NO**

  - **Is It Over 8 Units?**
    - **YES**
    - **NO**

    - Engage Licensed Professional Engineers for the Engineering Designs of Structural, Civil, Electrical and Mechanical (Heating, Ventilating Air Conditioning and Plumbing) or any Other Systems as Appropriate. (The Supervision of the Engineering Construction is Optional)

    - Licensed P.E. NOT Required

  - **Is It Over 4 Units?**
    - **NO**
    - **YES**

    - Engage Licensed Professional Engineers for the Engineering Designs of Structural, Civil, Electrical and Mechanical (Heating, Ventilating Air Conditioning and Plumbing) or any Other Systems as Appropriate. (The Supervision of the Engineering Construction is Optional)

    - Engage Licensed Professional Engineers for the Engineering Designs of all Span Support Members, Including the Foundation.

  - **Is It Over Two Stories?**
    - **YES**
    - **NO**

    - Apartmet or Condo?
      - **NO**
      - **YES**

      - Engage Licensed Professional Engineers for All Engineering Designs as Well as Supervising the Engineering Construction.

- **Is This a Private Dwelling or a Farm or a Ranch?**
  - **YES**
  - **NO**

- **Will Expenses for Completed Project Exceed $8,000?**
  - **YES**
  - **NO**

- Engage Licensed Professional Engineers for Structural, Civil or Applicable Engineering Designs as Well as Supervising the Engineering Construction.

- Engage Licensed Professional Engineers for All Engineering Designs as Well as Supervising the Engineering Construction.

This flowchart is intended for guidance purposes only and the Texas Engineering Practice Act and Rules govern final interpretation. Local codes and ordinances may be more restrictive as long as not in conflict with the Texas Engineering Practice Act and Rules.

Visit [http://engineers.texas.gov/downloads.htm](http://engineers.texas.gov/downloads.htm) for a copy of the Texas Engineering Practice Act and Board Rules and download this diagram.