

## *New Residential Permit Submittal Requirements*

**CONSTRUCTION DOCUMENT SUBMITTALS:** Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

**Site plans (plot plans)** drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

**Floor plans** drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

**Exterior elevation plans** drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

**Structural plans**, where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

**Foundation plans** (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (Reference IRC) drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensioning cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

**Engineer's foundation design letters.** Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

**Masonry on Wood details**, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

**Electrical plans** (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

**Plumbing plans** (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

**Energy Compliance Report** - ResCheck, Remrate, or IC3 report accepted. ([www.energycodes.gov](http://www.energycodes.gov))

**NOTE:** A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.



## *Residential New Home Building Requirements*

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

### **Building Permit**

Before a building permit will be issued, all plans and documents related to the permit application must be approved by the Building Department and Floodplain Administrator. Approved permits must be picked up at the City Hall prior to work beginning and retained on site during construction. Permit becomes void if construction does not commence within 90 days from permit issuance.

A permit fee must be paid upon submission of the building permit application for all new residential construction. All permit fees are non-refundable.

All Contactors performing work within the Village jurisdiction must be registered with the City and provide proof of liability insurance.

### **Plan Review**

The City will verify submittal documents are complete and forward for Plan Review. The City will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements.

### **Inspections**

Request inspections by calling City Hall (979) 478-6712 Option 4 & Option 1 or email to [cityclerk@wallistexas.org](mailto:cityclerk@wallistexas.org).

Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

**The building final inspection must be passed and Certificate of Occupancy issued prior to occupancy of building.**

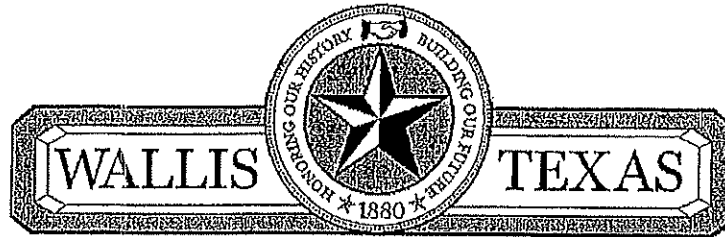
### **Construction Site**

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers **MUST** be on your property until the final inspections are approved.

A trash receptacle constructed to prevent construction trash from blowing or scattering from the jobsite/property shall be maintained until job completion. **NO** construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.



## ***Residential New Home Inspections***

Please contact City Hall to request inspection(s), 979-478-6712. Most inspections can be done the same day.

**Inspections for each group below must be called in at the same time.**

Group 1  
T-Pole

Group 2  
Plumbing in-ground

Group 3  
Foundation

Group 4  
Framing  
Electrical Rough  
Plumbing top-out  
Mechanical Rough

Group 5  
Insulation

Group 6  
Meter Loop  
Underground

Group 7  
Brick tie inspection

Group 8  
Driveway/walk

Group 9  
All finals/ Certificate of Occupancy



Phone: (979) 478-6712

Fax: (979) 478-7537

6810 Guyler, Bldg. B

Wallis, Texas 77485

## Residential Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning District: _____	
Lot: _____	Block: _____	Subdivision: _____	
Project Description:	NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER:
	PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
			DEMO <input type="checkbox"/>
			FENCE <input type="checkbox"/>
Description of Work:			
Area Square Feet: _____	Covered _____		
Living: _____	Garage: _____	Porch: _____	Total: _____
			Number of stories: _____
IS THIS PROPERTY IN A FLOODPLAIN:		<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, provide Flood Plain Certificate</i>

Owner Information:			
Name: _____		Contact Person: _____	
Address: _____			
Phone #: _____	Mobile #: _____	Email: _____	

Contractor Type	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
General Contractor			<input type="checkbox"/>
Mechanical Contractor			<input type="checkbox"/>
Electrical Contractor			<input type="checkbox"/>
Plumber/Irrigator			<input type="checkbox"/>
TPO Energy Provider			<input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

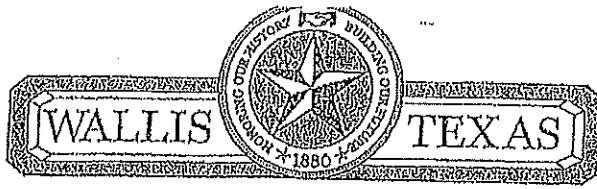
**OFFICE USE ONLY:**

Approved by: _____	Date approved: _____
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Building Permit Fee: \_\_\_\_\_  
 Plan Review Fee: \_\_\_\_\_  
 Plumbing Permit Fee: \_\_\_\_\_  
 Electric Permit Fee: \_\_\_\_\_  
 Mechanical Permit Fee: \_\_\_\_\_

Total Permit Fees: \_\_\_\_\_  
 Received By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 BV Project #: \_\_\_\_\_

681.0 Guyler, Building B  
Wallis, Texas 77485



Phone: (979) 478-6712  
Fax: (979) 478-7537

**CONTRACTOR REGISTRATION FORM**

**REGISTRATION FEE \$100.00**

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**CONTRACTOR INFORMATION**

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_

LICENSEE NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE  
REGISTRATION FEE – EXPIRES ONE YEAR FROM DATE BELOW**

Registration Fee - \$100.00      Date: \_\_\_\_\_

Check \_\_\_\_\_      Cash \_\_\_\_\_      Credit Card \_\_\_\_\_