

## **Residential Construction Packet**

Trade permits are pulled separately.



All permits are required to be pulled **PRIOR** to work beginning.

### **§ 3.02.005 Penalties**

- a) *Permit fees shall be doubled if the permit called for is not received before work commences.*
- b) *It shall be unlawful for any person, firm, or corporation to violate the provisions of this article. Any violation of said article shall be deemed a misdemeanor, and any person, firm or corporation convicted thereof shall be fined any sum not exceeding the maximum amount permitted by state law, and each and every day is a separate offense.*



# Residential Permit Application

903-342-3654 x 403

501 S. Main St., Winnsboro, TX 75494

[permit@winnsborotexas.com](mailto:permit@winnsborotexas.com)

Project Information			
	New Construction – Residential		General / Remodel / Addition
	Other:		
Estimated Square Feet		Estimated Cost	\$
Project Description			

Site Information	
Street Address of Proposed Project	
Description of Building Use	Is this property currently leased? <input type="checkbox"/> Yes <input type="checkbox"/> No Tenant name if yes:

Property Owner Information	
Name	Email
Address	Phone Number

Contractor Information	
Business Name	Phone Number
Contact Person Name	Phone Number
Address	Email Address

Subcontractors			
Master Electrician Name	Business Name	Contact Number	Email
Master Plumber Name	Business Name	Contact Number	Email
Licensed Mechanical Name	Business Name	Contact Number	Email

**NOTICE TO APPLICANT:** This permit is issued based on information furnished in this application and on any submitted plans, any change to plans after permit is issued must be approved by Building Official and additional fees may apply and is subject to the provisions and requirements of the City of Winnsboro Code of Ordinances and International Building Codes. This permit is used only for the purpose of allowing construction of a building or structure conforming to the codes and ordinances of the City, regardless of information and/or plans submitted. Where work for which a permit is required by the code is started or preceded prior to obtaining said permit, the fees herein specified may be doubled. The payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work. Permit fees are nonrefundable.

- All Buildings are to comply with the IBC 2012 Mechanical, Plumbing, Building, Fuel codes. NEC 2011 Electrical Code & 2012 International Fire Code.
- All new residential construction require site plans; permits will not be issued until site plans are approved.
- All residential construction plans should be scaled and must include exterior elevations, floor plan, electrical diagram, plumbing diagram, foundation and flatwork detail.
- All residential construction requires a survey of the property with field notes and plat if one does not exist.

**Incomplete applications will not be processed.**  
**Email plans to: [permit@winnsborotexas.com](mailto:permit@winnsborotexas.com)**  
**Permit will be issues once plans have been checked and approved by all departments.**  
**Building Official has 14 days to review plans.**

I HEREBY ACCEPT ALL CONDITIONS HEREIN ABOVE MENTIONED AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE; I ALSO UNDERSTAND THAT THIS PERMIT EXPIRES SIX MONTHS FROM ISSUE DATE, THAT PERMIT FEES ARE NON-REFUNDABLE AND THAT A 24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTION REQUESTS.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

City Personnel:

Applicant Signature

Date

Accepted By

Date

**BELOW COMPLETED BY CITY**

Permits must be acknowledged by each of the following departments:

Department Name	Dept. Head Signature	Date
Public Works		
Water		
Wastewater		
Building & Code		
Fire Department		

☐ Approved ☐ Disapproved By:

Printed Name & Position

Signature

Date



# Residential Permitting Procedures

903.342.3654

501 S. Main Street Winnsboro, TX 75494

[permit@winnsborotexas.com](mailto:permit@winnsborotexas.com)

## Construction Plans

1. Two sets of scaled 1" = 20' site plan. 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.
2. Two complete sets of Construction Plans drawn to a scale of 1/4" = 1'. Construction plans shall include the following sheets at a minimum; Exterior Elevations, Floor Plan, Framing Plan, Electrical Diagram, Plumbing Diagram, Driveway and off-street parking detail.
3. Statement that construction plans are designed to meet International Building Code 2012, Electrical Code 2011, Plumbing Code 2012 and International Fire Code 2012.
4. Construction plans shall include the following at a minimum; Exterior Elevations, Floor Plan, Framing Plan, Electrical Diagram, Plumbing Diagram, Foundation, Driveway and off-street parking detail.
5. Exterior Elevations
  - a. Detail of the front, right, left, rear of the structure, exterior materials, and wall height drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.
6. Floor Plan shall include
  - a. Dimensions & Identification of all rooms & spaces including toilets, sinks, baths.
  - b. Location, size and types of all windows and doors
  - c. Drawn to a scale of 1/4" = 1'
7. Framing Plan shall include
  - a. Roof framing details for all beams, rafters, trusses & columns
  - b. Floor framing details for joist, beams, columns, footers
8. Electrical Diagram shall include
  - a. Location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels. Drawn to a scale of 1/4" = 1'
9. Plumbing Diagram, drawn to a scale of 1/4" = 1' shall include
  - a. Plumbing fixtures
  - b. Toilets, sinks, bath locations
  - c. Water Heaters and Gas Outlets
  - d. Location of stub out
10. Driveway and Parking Detail shall include
  - a. Construction materials
  - b. Dimensions of driveway
  - c. Dimensions and construction details on driveway apron and sidewalk cut if applicable.
11. Foundation Plan (written details of the steel used and footers)
12. Mechanical / HVAC Mechanical plans must include engineering calculations, diagrams, location and nature and extent of the work proposed.
13. **Energy Compliance Report (www.energycodes.gov) (IC3 reports: <http://ic3.tamu.edu>)**

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

# What is a site plan?

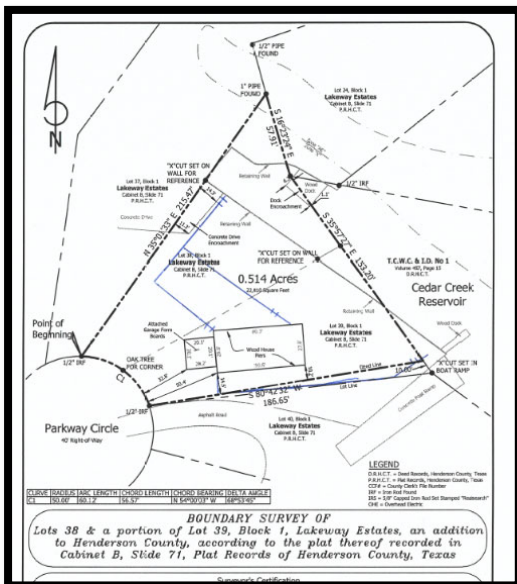
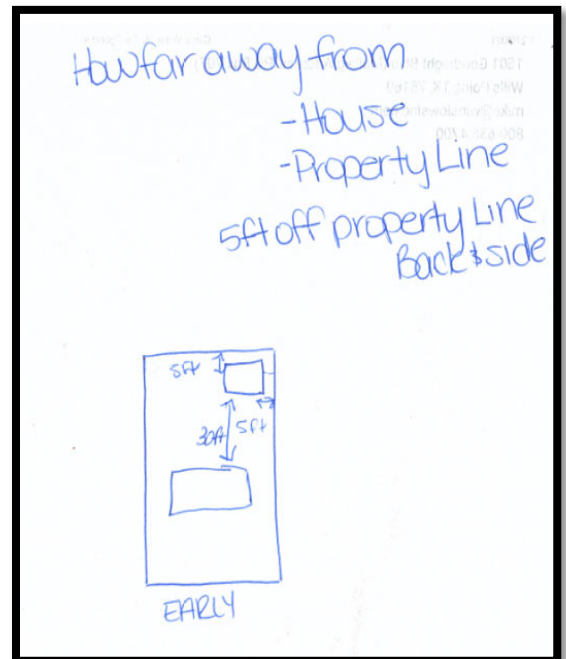
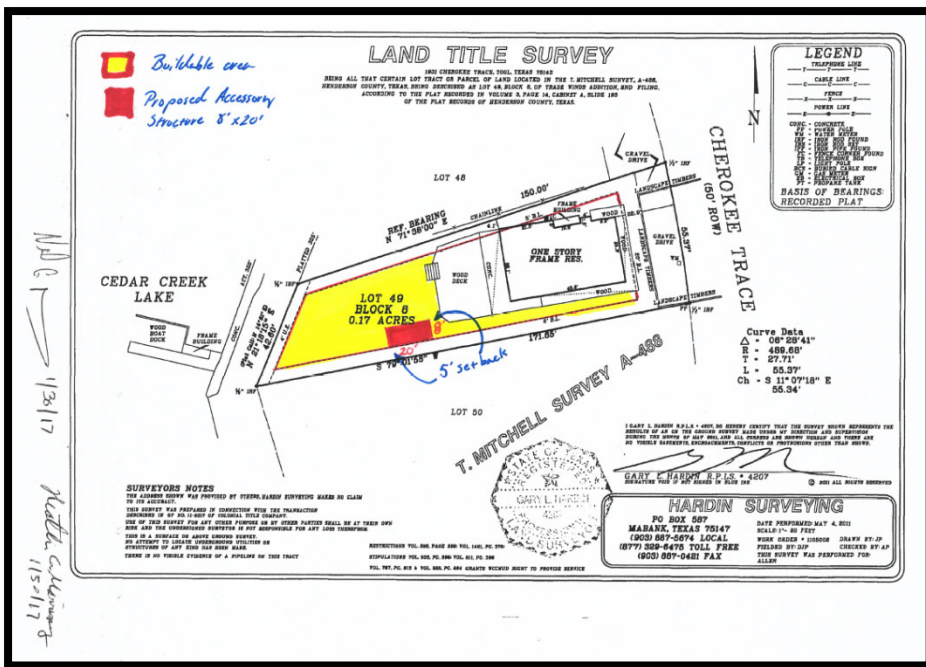
**Site plans (plot plans)** drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot. All new construction and remodels are required to have a **formal site plan drawn to scale.**

In a few instances when smaller projects are being considered it may be acceptable to have the property owner hand draw the site plan. Examples of these would be swimming pools, portable buildings, carports, fences etc.

## All Site Plans Must Include the Following

- Lot Type: Interior, Exterior, Dual Frontage
- The exact locations of:
  - Existing Structures - with distance measured to all 4 property lines (front, side & rear)
  - Proposed Structures - with distance measured to all 4 property lines (front, side & rear)
- Illustrated Street Names and locations
- Distance measured from existing structures to proposed development.

## Examples:



- In all instances the building official will approve or reject site plans.
- Setback requirements vary by zoning and lot type.
- More information about setback requirements can be found on the City's website under: <https://ecode360.com/39757128>



## Inspection Request

903.342.3654

501 S. Main Street

Winnsboro, TX 75494

[permit@winnsborotexas.com](mailto:permit@winnsborotexas.com)

**REQUESTS MUST BE RECEIVED BY 12:00 P.M. FOR NEXT DAY INSPECTION**

Inspection Details			
Requestor Name		Permit Number	
Telephone		Email	
Inspection Address		Date Needed	
Special Instructions		Date Requested	

### Inspection Type

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> T-Pole                 | <input type="checkbox"/> Framing           | <input type="checkbox"/> Construction Electric |
| <input type="checkbox"/> Yard Sewer             | <input type="checkbox"/> Plumbing Top Out  | <input type="checkbox"/> Gas Final             |
| <input type="checkbox"/> Water Service          | <input type="checkbox"/> Rough Gas Test    | <input type="checkbox"/> Fireplace Final       |
| <input type="checkbox"/> Plumbing Rough         | <input type="checkbox"/> Mechanical Rough  | <input type="checkbox"/> Plumbing Final        |
| <input type="checkbox"/> Gas Wrap (underground) | <input type="checkbox"/> Electrical Rough  | <input type="checkbox"/> Electrical Final      |
| <input type="checkbox"/> Form Board Survey      | <input type="checkbox"/> Fireplace         | <input type="checkbox"/> Mechanical Final      |
| <input type="checkbox"/> Electrical Underground | <input type="checkbox"/> Energy Insulation | <input type="checkbox"/> Energy Final          |
| <input type="checkbox"/> Mechanical underground | <input type="checkbox"/> Flatwork          | <input type="checkbox"/> Building Final        |
| <input type="checkbox"/> Piers                  | <input type="checkbox"/> All Seconds       | <input type="checkbox"/> All Finals            |
| <input type="checkbox"/> Foundation             |  |  |
| <input type="checkbox"/> Other: _____           |  |  |



## Contractor Registration

903.342.3654

501 S. Main, Winnsboro, TX 75494

[permit@winnsborotexas.com](mailto:permit@winnsborotexas.com)

### Registration Type

- |  |   |
|--|---|
| <input type="checkbox"/> Master Electrician    | <input type="checkbox"/> General Contractor |
| <input type="checkbox"/> Master Plumber w/ RMP | <input type="checkbox"/> Other: _____       |
| <input type="checkbox"/> HVAC / Mechanical     | _____                                       |

Company Name \_\_\_\_\_ Owner Name \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Numbers (Cell) \_\_\_\_\_ (Office) \_\_\_\_\_

Name of License Holder \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Approved By Signature

### Required Documents

Plumbers & Electricians are fee exempt but still must register and provide all documents.

- |   |  |
|---|--|
| <input type="checkbox"/> Completed Contractor Registration Form | <input type="checkbox"/> Copy of State Trade License (TRCC)  |
| Copy of Driver's License / Government I.D.                      | <input type="checkbox"/> Copy of Company Liability Insurance |

*Office Use*

\*\*\*\*\*

Date Registered: \_\_\_\_\_ Expiration Date \_\_\_\_\_

## Permits

Table 1 - Building Permit Fee Schedule		
Type	Base Fee	Additional Fee / Notes
Accessory Structures: Prefabricated	\$100	Storage Building, Carports (etc.)
Accessory Structures: Site Built	Based on Valuation Chart	Table 2   Table 3
Alarms	\$100	Annual Registration Required
Certificate of Occupancy	\$100	Change in use or Vacant > 90 days
Concrete / Flatwork	\$100	Contractor Registration Required
Contractor Registration	\$75	Liability Insurance Required
Customer Service Inspection	\$100	
Demolition	\$100	Utility Locates Required
Electrical *	\$200	Contractor Registration Required
Temporary T-Pole	\$100	Contractor Registration Required
Extension Request	\$100	Three-month extension
Fence	\$100	Site Plan & Utility Locates Required
Garage Sale	\$5.00	72 Hour Maximum
General Construction	Based on Valuation Chart	Table 2   Table 3
HVAC / Mechanical *	\$200	Contractor Registration Required
Manufactured Homes	\$200 (HUDD Only)	+ Trades
Moving Fee	\$100	Dwellings
Non-residential Construction	Table 2	
Plan Review	\$200	Per dwelling
Plumbing *	\$200	Contractor Registration Required
Pools – In Ground	Based on Valuation Chart	+ Trades
Pools, Hot Tub & Spa	\$100	Site Plan Required
Residential Construction	Table 3	
Roofing	\$100	Only required if > 10% Replaced
Signs	\$100	+ Electrical if requested
Signs - Billboards	\$200 / Per Side	+ Electrical if requested
Specific Use Permit	\$250	Additional Requirements
Stop Work Order	Double Permit Fee	Violation or Failure To Pull Permit
Wastewater Discharge	\$125	Per Truck
Wastewater Industrial	\$200	Annual

Table 2 – All Non-Residential	
Total Valuation	Fees
\$1.00 → \$10,000	\$500 Minimum fee
\$10,000 → \$25,000	\$500.00 + \$8.40 for each additional \$1,000 (Or fraction of) up to and including \$25,000
\$25,001 → \$50,000	\$626.00 + \$7.50 for each additional \$1,000 (Or fraction of) up to and including \$50,000
\$50,001 → \$100,000	\$813.00 + \$7.20 for each additional \$1,000 (Or fraction of) up to and including \$100,000
\$100,001 → \$500,000	\$1,173.00 + \$6.50 for each an additional \$1,000 (Or fraction of) up to and including \$500,000
\$500,001 → \$1,000,000	\$3,773.00 + \$5.85 for each additional \$1,000 (Or fraction of) up to and including \$1,000,000
\$1,000,001 → and up	\$6,698.00 + \$5.40 for each additional \$1,000 (Or fraction of) up to and including anything over \$1,000,001

Table 3 - Residential New Construction	
Square Footage (S.F.)	Fee
0 - 1,500 S.F.	\$1,500
1,501 - 10,000 S.F.	\$1,500 for the first 1,501 S.F. plus \$0.50 each additional S.F. up to and including 10,000 S.F.
Over 10,000 S.F.	\$5,750 for the first 10,000 S.F. plus \$0.09 each additional S.F. over 10,000 S.F.
Alterations, Additions and Repairs for Residential Construction	
Trade Permits	Fee
Electrical, Fuel, Gas, Mechanical, Plumbing, and similar trades	\$200 per trade
All others not listed	\$200 per trade

\* Electricians, Plumbers and HVAC contractors must register but are exempt from the registration fee.

\* Permits will not be issued until all licensed and non-licensed sub-contracted trades are registered with the City and liability insurance has been provided.

\* Permits include the initial plan review and inspection fees. If changes are made to an approved plan review, an additional fee will be assessed.



# RESIDENTIAL INSPECTION REPORT

PROJECT ADDRESS \_\_\_\_\_ PERMIT# \_\_\_\_\_

**DO NOT COVER WORK UNTIL APPROVED**  
 This Form Is To Be Kept By The Contractor

	Inspection	Date	Inspector	Comments
UNDERGROUND	T-Pole			
	Plumbing Rough			
	Water Service			
	Building Sewer			
	Form Survey			
	Electric Underground			
	Mechanical Underground			
FDTN	Pier			
	Footing			
	Grade Beam			
	Foundation			
FRAME & 2NDS	Electric Rough			
	Plumbing Top-Out			
	Gas Rough Piping Test			
	Mechanical Rough			
	Fireplace			
	Framing			
	Energy Insulation			
MTR	Electric Meter Release			
	Gas Meter Release			
FINALS	Electrical Final			
	R.O.W. Tag (FW only)			
	Mechanical Final			
	Fireplace Final			
	Plumbing Final			
	Customer Service Letter			
	Gas Final			
	Energy Final			
	Building Final			

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REQUESTS MUST BE RECEIVED BY 4:00 P.M. FOR NEXT DAY INSPECTION**  
 Email: [inspection@winnsborotexas.com](mailto:inspection@winnsborotexas.com)  
 Phone: (903) 342 - 3654 x 403



## New Residential Plan Review Checklist

Project Address: \_\_\_\_\_ Date: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**This Checklist Should Be Kept By The Contractor.**

\_\_\_\_\_ **Site Plans to include:**

Legal Description (lot, block, subdivision)

North arrow and scale

Property lines and lot dimensions

All easements

Proposed structure and all existing buildings

Driveways and sidewalk dimensions

Setbacks for front, rear and sides of house must be shown on site plan

\_\_\_\_\_ **Residential Energy Code Compliance Report – Rescheck, IC3 report and Energy Star reports accepted. [www.energycodes.org](http://www.energycodes.org)**

\_\_\_\_\_ **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. Engineered plans must state that the foundation was designed for the soil conditions on that particular lot and that the foundation meets the design criteria of the IRC.**

\_\_\_\_\_ **Construction plans 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 (engineered if required by the city).**

\_\_\_\_\_ **Driveway approaches and drainage culverts – Engineered plans (Driveways accessing State Highways require TXDOT permit)**

**All Construction Must meet the 2018 Residential IRC Code, 2018 Plumbing Code IPC, 2020 Electrical Code NEC, 2018 Fuel / Gas IFGC, 2018 Fire Code IFC.**