



BASIC PERMIT APPLICATION

PERMIT # _____

Submit all Permits and Plans to permits@whitesborotexas.com.

Property Owner Name: _____

Property Owner Address: _____

Project Address: _____

Property #: _____ Subdivision: _____ Block: _____

Lot: _____ Zoning: _____ Project Cost: _____

(Find property # & legal description at Grayson County Appraisal District Property Search. If this lot is not a legally subdivided lot, please review the information HOW TO CREATE A SUBDIVISION at Grayson County Appraisal District Property Search)

Project Description: Roofing: _____ Remodel/Addition: _____ Accessory Bldg: _____ Sign: _____ Deck: _____ Fence: _____

Plumbing: _____ Mechanical: _____ Electrical: _____ Irrigation: _____ Pool/Spa: _____ Other Specify: _____

Description of Work:

Attach drawing of work to be done

Square Footage:

General Contractor: _____ Ph#: _____ License #: _____

Mech. Contractor: _____ Ph#: _____ License #: _____

Plumbing Contractor: _____ Ph#: _____ License #: _____

Electric Contractor: _____ Ph#: _____ License #: _____

Contact Person: _____ Phone #: _____

Fax #: _____ Cell #: _____ Email: _____

A permit becomes null & 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.

A Certificate of Occupancy must be issued before any building is occupied.

I hereby certify that I have read and examined this application and know the same to be true & 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.

Submit all Permits and Plans to permits@whitesborotexas.com

Signature of Applicant: _____

Date: _____

OFFICE USE ONLY:

Approved By: _____

Date: _____

New / Remodel Plan Review Checklist

Project Address: _____

Project Name: _____

The City of Whitesboro has adopted the 2017 NEC; the 2018 IBC, IRC, IMC, IPC, IFGC, 2015 IECC, IFC.

Permit Applications with original signature must be complete & submitted with the following information:

____ **(3) Site Plans to Include:**

- ____ Legal Description (lot, Block, subdivision, property number)
- ____ Property lines and lot dimensions
- ____ All Easements
- ____ Existing and proposed location of utility poles, pad mounted transformers
- ____ Existing and proposed fire hydrant's locations and size of water lines

____ **(3) Parking lot layout Plans and Grading Plans**

____ **Commercial/ Residential Energy Code Compliance – (2015 IECC)**

To include Lighting Compliance, Mechanical Compliance, and Building Envelope (if applicable)

____ **(3) Sets of Plans** to include floor plan with exterior elevations, roof design, Framing with details, Foundation Plan, Shear wall / brace wall Plans, Electrical, Plumbing, Mechanical design Plans

____ **(3) Sets**

- ____ Fire lane location and construction plans and details
- ____ Underground Fire Line Plans (NFPA 24)
- ____ Fire suppression system plans to include fire sprinkler (NFPA 13)
- ____ Kitchen suppression system and documents (NFPA 17, 17A as applicable)
- ____ Fire alarm system plans (NFPA 72)
- ____ Emergency access plans

____ **Driveway Approaches& Drainage Culverts** – Engineered plans

(Driveways accessing State Highway require TXDOT permit)

____ **TDLR #** - Architectural Barriers Registration (if \$50,000.00 or over)

____ **Asbestos Survey or Compliance Statements** (if demo or remodel)

Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester, 3rd Party Energy Provider

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 circumstance of a particular job differs from these procedures, the decision of the Building Department will prevail.

BUILDING CODES

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Whitesboro, Texas, has adopted the following codes regulating building construction:

2018 International Building Code

2018 International Residential Code

2018 International Mechanical Code

2018 International Plumbing Code

2015 International Energy Conservation Code

2015 International Fire Code

2017 National Electrical Code (NEC)

Reference the City of Whitesboro Code of Ordinance for local amendments.

BUILDING PERMITS

Before a building permit will be issued, all plans and documents related to the permit application must be submitted to the City of Whitesboro and all applicable fees paid to the City. All new construction, alterations, or additions require a building permit. All applications must be legible and completely filled out, dated by the builder and all the builders MEP contractors must be listed on the application. Verified address with property number, lot block, subdivision and phase are required on all applications.

All Contractors performing work within the City of Whitesboro's jurisdiction must be registered with the City.

Construction or building without a permit is subject to a fine double the permit fee.

PLAN REVIEW

The City will verify submittal documents are complete. 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

Inspections received by 5:00 PM Monday – Friday will be performed the next business day. Inspections related to building construction must be called into the city at (903) 564-3311 or Faxed to (903) 564-6105. Permit packet that includes the approved plans and documents and all inspection tickets must be onsite at the time of inspection.

The building final inspection must be passed 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 property until the final inspection are approved.

Only construction dumpsters/ roll-off containers from Frontier Waste Solutions are to be used at construction sites. Contact the City of Whitesboro to order these at (903) 564-3311. Construction area shall be maintained until job completion.

No construction material, debris, or sanitary restrooms facility shall be placed or stored in the public right-of-way or drainage area at any time.

Erosion control MUST be in place prior to beginning any work

§ 94.51 SPECIFIC UNNECESSARY NOISES ENUMERATED.

(D) *Building and demolition procedures.* The erection, excavation, demolition, alteration, or repair of any building in a residential or business district other than between the hours of 7:00 a.m. and 7:00 p.m., except in the case of urgent necessity in the interest of public safety and then only with a permit from the city, allowing work to continue during such hours, shall be deemed a violation of this section.