

CHECKLIST RESIDENTIAL CONSTRUCTION

This checklist is intended as a guideline for single-family residential construction. It is not a tool for design and is subject to change and additional requirements as needed to ensure the health, safety and welfare of the citizens of Combes.

- Evidence of Registration with the Texas Residential Construction Commission
- Site Plan with Legal Description and Address
- Is Property Subdivided? Or Has Letter of Exemption Been Processed?
- Is Property Zoned for Single-Family Residential?
- Two (2) Sets of Construction Drawings
- Floor Plan with Electrical and Plumbing Layout/Details
- Door and Window Schedule/Size and Notations
- Wall Section, Joist and Rafter Details (if applicable)

DESIGN MUST COMPLY WITH ALL APPLICABLE ADOPTED CODES:

- | | |
|---|--------------------------------------|
| * 2006 International Building Code | * 2006 International Plumbing Code |
| * 2006 International Mechanical Code | * 2008 NEC |
| * 2006 International Gas Code | * Current City Zoning Ordinance |
| * <i>2006 International Energy Code</i> | * Current City Subdivision Ordinance |

-
- _____ Foundation Plan
 - _____ Foundation Details
 - _____ Elevations with Plate Heights
 - _____ Minimum size wire 12 gauge
 - _____ Energy Conservation Report if > 500 Square Feet and Air Conditioned
 - _____ Indication of Direction of Drainage
 - _____ Summary of Work to be done
 - _____ Windstorm Compliance

DEPARTMENTAL NOTES:

PLANS ARE APPROVED FOR PERMITTING:

_____ AS SUBMITTED WITH NOTED CORRECTIONS NO

Departmental Official Signature Department Date

 Contact Number Contact e-mail

**TOWN OF COMBES BUILDING INSPECTIONS DIVISION
RESIDENTIAL PERMIT APPLICATION AND SUBMITTAL CHECKLIST
(Single-family, Duplex and Townhouses no higher than 3-stories above grade)**

PROPERTY INFORMATION: (Please PRINT or TYPE)			
Project Address		Zoning Designation	
Subdivision Name		Block	Lot
Description of Proposed Work (i.e. New one-story home, remodel, addition to existing one-story home, new porch/garage)			
Square Footage of Living Area	Patio/Porch	Garage/Carport	Total
Is the project within the Downtown Overlay District?			
OWNER/CONTRACTOR INFORMATION: (Please PRINT or TYPE)			
General Contractor		Phone	FAX
Email Address (for project correspondence only):			
Contact Name			
Property Owner		Phone	
Estimated Project Cost: \$			
SUBMITTAL CHECKLIST			

Please submit the following items along with the completed application above. The project cannot be reviewed for compliance unless all applicable items have been submitted and are complete. Incomplete and/or partial submittals will not be accepted.

Five (6) day permit is not guaranteed, but should be accomplished if all submittals are complete.

Complete:

- Application for a residential building permit (see above).
- Site plan on each set showing: (1) all existing and proposed structures, the distances between each, and the distances to all property lines, and (2) drainage plan, and (3) sidewalks, if applicable (generally, sidewalks are required in newer subdivisions that are within 1,000 feet of a school) (4) show off-street parking (5) Erosion control methods.
- Two (2) sets of construction drawings/plans in compliance with the following Town/State laws, one (1) set to be 24 X 36 and one (1) set to be 11 X 17.
 - 2006 International Residential Code
 - 2006 International Energy Conservation Code
 - 2006 International Mechanical Code
 - 2006 International Fuel Gas Code
 - 2006 International Fire Code
 - 2006 International Plumbing Code
 - 2008 National Electrical Code
 - Town's Zoning Ordinance
 - Town's Subdivision Ordinance
 - Town's Flood Plain and Drainage laws
- Floor plan showing: (1) all rooms of the building, (2) window sizes, (3) the locations of all electrical devices such as plugs, lights, switches, ceiling fans, smoke detectors, sub-panels, and service panel, (4) locations of all plumbing fixtures, and (5) the location of heating and A/C units and appliances (such as water heater, and washer and dryer)

Two (2) Separate 11 X 17 engineered floor plans showing detailed hurricane resistant design.

- Foundation plans and details (**foundation must be engineered if the plasticity index exceeds 15**)
- Flood elevation certificate if project is located in flood plain, except if in flood zone "C". Completed flood elevation certificates are required before construction, noting proposed finished floor elevation, and once construction is completed noting that actual finished floor elevations.

- Wall section, joist, and rafter details.
- Exterior elevations with plate heights
- Two (2) sets of the Res-Check compliance report (**Conditioned space greater than 500 sq ft**)

Important Notes

- The Town cannot issue construction permits if the property is not zoned for single-family or duplex construction (whichever is applicable to the project). Do not assume the property is "grandfathered".
- The Town cannot issue construction permits if the property is not platted in accordance with the Town's subdivision ordinance. Do not assume that projects on tracts with existing structures are exempt from this requirement.
- Most projects within the Downtown Overlay District also require approval by Combes Downtown Board in accordance with Section 15.07 of the Town's Zoning Ordinance.
- A residential building permit must be obtained by the general contractor prior to permits being issued for any sub-trades (i.e. electrical, plumbing, mechanical, etc.)
- Minimum size wire is 12 ga.
- The Town strongly suggests the general contractor and/or project manager review/check all construction work (including sub-trades) prior to requesting inspections from the Town.
- *It is the responsibility of the general contractor and/or project manager to request of the Town the following required inspections (blue prints must be on-site for all inspections):*
 - Erosion Control (call Environmental Service Department- 956-218-5109) Secured Portable Toilet Facility onsite prior to commencement of construction and before any building inspection is conducted;
 - Pre-Pour (Form) Survey must be submitted prior to the next inspection;
 - Plumbing under slab (must be done before steel, and rent-a-can must be at jobsite);
 - Steel rebar (done before pour);
 - Nail pattern (all exterior walls);
 - Rough/in (all subs must be ready at the same time: framing, plumbing, electrical, and mechanical);
 - Firewalls (Pre-drywall and post-dry wall)
 - Insulation (before sheet-rock)
 - Driveway/Curb/Approach (done before pour)
 - Yardline/Sewer Tap
 - Final/Certificate of Occupancy (*residence cannot be occupied without final inspection and CO*)
- A pre-pour survey by a licensed surveyor and/or civil engineer is required to ensure setback/easement compliance.
- A \$25 re-inspection fee is due prior to any re-inspection being conducted.
- Alterations, changes, and/or deviations from any plans submitted to and approved by the Town shall be re-submitted to and approved by the Town prior to the commencement of any such work.
- Construction work (including sub-trades) requiring Town permits that is initiated without such permits shall be subject to a permit fee twice the normal permit fee and the possibility of citations to the municipal court and/or the revocation of his/her Town registration.

I attest the foregoing is a true and correct description of the improvement proposed and that I will have full authority over the construction of the same. I also hereby warrant that I am the legal owner of the property or that I am acting as a legal agent of the property owner.

Authorized Agent/Owner _____ Date _____