

## **REQUIREMENTS TO OBTAIN A RESIDENTIAL BUILDING PERMIT**

- I. The Community Development Office is located in the City Hall located at 200 West Church Street, Livingston, Texas. The office hours are Monday thru Friday, 8:00 am to 5:00 pm. and the phone number is (936)327-4311.
- II. Information to owners/developers/contractors for obtaining a residential permit
  - A. Plan requirements - three (3) complete sets
    1. All plans shall be designed in accordance with the International One and Two Family Dwelling Code, 2009 Edition, and approved by the Building Official.
    2. Site Plan with the following:
      - a. Show the location of the proposed building or structure and all existing buildings or structures on the site or lot in relation to the street and lot corners (setbacks).
    3. Minimum setback requirements are fifteen (15) feet in the front, five (5) feet on each side unless on a corner lot then fifteen (15) feet on the corner side.
    4. Plans shall show the location of all existing easements, storm sewers, natural drains, water lines, sewer lines and location of water and sewer connections.
    5. Finish floor elevation in reference to top of curb or crown of street.
    6. A boundary line survey if necessary for clarification of lot size and boundary lines.
    7. Plans must include energy calculations showing that the building conforms to the 2009 International Energy Conservation Code (Chapter 11, International 2009 One and Two Family Residential Code). This can be done by going to [www.energycodes.gov/Rescheck](http://www.energycodes.gov/Rescheck).
    8. Foundation plan designed according to Chapter Four (4), 2009 Edition of the International One and Two Family Residential Code. Fill soils that support footings and foundations shall be designed, installed and tested in accordance with the accepted engineering practice for the area and approved by the city's Building Official.
    9. Frame Plan.
    10. Electrical Plan with riser diagram and load calculations.
    11. Plumbing Plan with riser diagram.
    12. Smoke alarms shown and being interconnected according to the International One and Two Family Dwelling Code, 2009 Edition.
    13. Carbon monoxide alarms according to the International One and Two Family Dwelling Code, 2009 Edition.

- B. Additional requirements - if in the flood plain
1. Three (3) certified plats of the property showing the boundaries of the flood plain and flood way.
  2. Existing and proposed elevations in reference to the FEMA benchmark or highwater elevation as determined by the Flood Plain Administrator. The finish floor must be 2 ft. above the base flood elevation.
  3. Elevation certificate filled out by a registered engineer or surveyor showing the base flood elevation and the actual finish floor elevation of the slab before the concrete is poured.
  4. Certification of as built drawings, tie-downs, anchors and foundation for prefabricated buildings must be in accordance with the City of Livingston Ordinance and the adopted International Building Code, 2009 Edition.
  5. Building permit must show "Owner is aware that this property lies within the 100 year flood plain as designated by the latest FEMA map".
  6. The owner must sign the permit or a copy of the permit must be sent to him by certified mail, stating that the property lies within the 100 year flood plain.
- C. Fill out water and sewer tap application form
1. No building permit shall be issued unless adequate water and sewer services are available to the property, or suitable arrangements have been made for obtaining water and sewer service to the building site. **This should be resolved with the Community Development Coordinator before submitting plans.** Taps shall be paid for before issuing the building permit.
- D. Fill out driveway permit application
- E. The following are the required building inspections
1. T-pole inspection
  2. Form inspection
  3. Ground plumbing inspection
  4. Electrical underground inspection
  5. Foundation inspection
  6. Paving/driveway inspection
  7. Water and sewer line inspection outside structure
  8. Framing inspection
  9. Plumbing top-out inspection
  10. Electrical rough-in Inspection

10. Electrical rough-in inspection
11. Air conditioning & heating rough-in inspection
12. Insulation inspection
13. Plumbing final inspection, gas test, fixtures set
14. Electrical final inspection (switched, plugged and service built)
15. Air conditioning & heating final inspection (grills and outside unit set)
16. Building final inspection (smoke detectors, all interior, landscape drainage and driveway completed)

**MAKE SURE THAT YOU ARE READY FOR INSPECTION BEFORE YOU CALL. IF THE JOB IS NOT READY, OR UPON ARRIVAL THE INSPECTOR CANNOT GET IN, A REINSPECTION FEE WILL BE CHARGED.**

## INFORMATION TO OBTAIN A NEW RESIDENTIAL BUILDING PERMIT

Note: All applicants must go over this list and sign indicating that the plans were prepared in compliance with the City of Livingston requirements. Applicants shall check their plans against this list before submittal. If compliance is not possible, please indicate and explain.

<b>BUILDING DIVISION:</b>		
<b>Provide 3 sets of building plans showing the following:</b>	<b>ON PLANS</b>	<b>COMMENT</b>
1. Plot plan of Proposed and Existing Structures.		
2. Design Structure in accordance with the International One and Two Family Dwelling Code, 2009 Edition.		
3. Structural and foundation plans certified by a Licensed Engineer in the State of Texas.		
4. Set back-minimum 15 ft. in front, 5 ft. each side unless corner lot, then 15 ft. on corner side.		
5. Energy Code compliance ( <i>Rescheck</i> at <a href="http://www.energycodes.gov">www.energycodes.gov</a> )		
6. Water and Sewer Tap Application filled out.		
7. Driveway Application filled out.		
8. Finish floor elevation shown.		
9. Frame plan.		
10. Electrical plan.		
11. Plumbing plan.		
12. Smoke alarms interconnected.		

### REQUIRES REVIEW BY THE FIRE MARSHAL FOR ALL CONSTRUCTION EXCEPT FOR SINGLE FAMILY AND DUPLEXES

<b>FIRE DEPARTMENT:</b>	<b>YES</b>	<b>NO</b>	<b>INITIAL</b>
1. Design of the structure in accordance with the International Fire Code 2009 Edition, and all other City codes.			
2. Construction Type Used.			
3. Occupancy Group Classification.			
4. Occupant Load Calculation.			
5. Fire Protection System (Shop Drawings)			
6. Fire Alarm (Shop Drawings)			

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# TYPE AND COST OF BUILDING - ALL APPLICANTS MUST COMPLETE

<b>1. TYPE OF IMPROVEMENT</b> <input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION (IF RESIDENTIAL, ENTER # OF NEW HOUSING UNITS ADDED, IF ANY, IN PART 3.) <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR, REPLACEMENT <input type="checkbox"/> FOUNDATION ONLY <input type="checkbox"/> DEMOLITION (IF MULTIFAMILY RESIDENTIAL, ENTER # OF UNITS IN PART 3.) <input type="checkbox"/> MOVING (RELOCATION) <input type="checkbox"/> SIGN(S) <input type="checkbox"/> storage building	<b>3. PROPOSED USE:</b> _____ <b>PREVIOUS USE:</b> _____  <b>RESIDENTIAL</b> <input type="checkbox"/> ONE FAMILY <input type="checkbox"/> TWO OR MORE FAMILIES ENTER # OF UNITS _____ <input type="checkbox"/> TRANSIENT HOTEL, MOTEL, DORM, ENTER # OF UNITS _____ <input type="checkbox"/> GARAGE <input type="checkbox"/> CARPORT <input type="checkbox"/> MOBILE HOME <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> OTHER - SPECIFY _____  <b>NON - RESIDENTIAL</b> <input type="checkbox"/> AMUSEMENT, RECREATIONAL <input type="checkbox"/> CHURCH, OTHER RELIGIOUS <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> PARKING GARAGE <input type="checkbox"/> SERVICE STATION, REPAIR GARAGE <input type="checkbox"/> HOSPITAL, INSTITUTIONAL <input type="checkbox"/> OFFICE, BANK, PROFESSIONAL <input type="checkbox"/> PUBLIC UTILITY <input type="checkbox"/> SCHOOL, LIBRARY, OTHER <input type="checkbox"/> EDUCATIONAL <input type="checkbox"/> STORES, MERCANTILE <input type="checkbox"/> TANKS, TOWERS <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> OTHER - SPECIFY _____	<b>4. PRINCIPAL TYPE OF FRAME</b> <input type="checkbox"/> MASONRY (WALL BEARING) <input type="checkbox"/> WOOD FRAME <input type="checkbox"/> STRUCTURAL STEEL <input type="checkbox"/> REINFORCED CONCRETE <input type="checkbox"/> OTHER - SPECIFY _____  <b>5. PRINCIPAL TYPE OF HEATING</b> <input type="checkbox"/> GAS <input type="checkbox"/> OIL <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> OTHER - SPECIFY _____	<b>8. TYPE OF WATER SUPPLY</b> <input type="checkbox"/> PUBLIC OR PRIVATE COMPANY <input type="checkbox"/> PRIVATE (WELL OR CISTERN)  <b>9. DIMENSIONS</b> NUMBER OF STORIES _____ TOTAL SQUARE FEET OF SLAB AREA INCLUDING DETACHED GARAGES, PORCHES AND ADDITIONAL STORIES IF APPLICABLE, _____  TOTAL LAND AREA, SQUARE FEET: _____  <b>10. NUMBER OF OFF-STREET PARKING SPACES</b> ENCLOSED _____ OUTDOORS _____  <b>11. RESIDENTIAL BUILDINGS ONLY</b> NUMBER OF BEDROOMS _____ NUMBER OF BATHS: FULL _____ HALF _____
<b>2. OWNERSHIP</b> <input type="checkbox"/> PRIVATE (INDIVIDUAL, CORPORATION, NON-PROFIT INSTITUTION) <input type="checkbox"/> PUBLIC (FEDERAL, STATE OR GOVERNMENT)	<b>6. TYPE OF MECHANICAL</b> WILL THERE BE CENTRAL AIR? <input type="checkbox"/> YES <input type="checkbox"/> NO WILL THERE BE AN ELEVATOR? <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>7. TYPE OF SEWAGE DISPOSAL</b> <input type="checkbox"/> PUBLIC OR PRIVATE COMPANY <input type="checkbox"/> PRIVATE (SEPTIC, TANK, ETC.)	

COST	
<b>BUILDING ONLY</b>	\$ _____
<b>OTHER COSTS NOT INCLUDED IN BUILDING COST:</b>	
ELECTRICAL	\$ _____
PLUMBING	\$ _____
HEATING, A/C	\$ _____
OTHER (ELEVATOR, ETC.)	\$ _____
DEVELOPMENT (PARKING, WATER, SEWER, DRAINAGE, ETC.)	\$ _____
<b>TOTAL :</b>	\$ _____

## DESCRIBE IN DETAIL PROPOSED USE OF BUILDING

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# COMMUNITY DEVELOPMENT DEPARTMENT

## APPLICATION FOR BUILDING PERMIT

	<p style="text-align: center;"><b>APPLICANT MUST COMPLETE</b></p> <p>IF THE COST OF THIS PROJECT IS <b>\$50,000</b> OR ABOVE, THE REGISTRATION NUMBER WITH T. D. L. R. ARCHITECTURAL BARRIERS IS REQUIRED.</p> <p>PROVIDE # <b>EABPRJ</b> _____</p>
<p style="text-align: center;"><b>ASBESTOS SURVEY</b></p> <p><input type="checkbox"/> I HEREBY CERTIFY THAT AN ASBESTOS SURVEY HAS BEEN DONE IN ACCORDANCE WITH THE TEXAS ASBESTOS HEALTH PROTECTION RULES (TAHPR) AND THE NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS (NESHAP) FOR THE AREA(S) BEING RENOVATED AND/OR DEMOLISHED AND A COPY IS ATTACHED</p>	<p style="text-align: center;"><b>FOR CITY USE ONLY</b></p> <p><b>NOTE: SUBJECT TO APPROVAL BY THE CITY ENGINEER.</b></p> <p style="text-align: center;">_____ <b>IN</b> _____ <b>OUT OF FLOODPLAIN</b></p> <p><b>DATE:</b> _____ <b>INITIAL:</b> _____</p>

***IMPORTANT: Applicant MUST complete ALL items listed below.***

**LOCATION OF BUILDING:**

ADDRESS: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_

**OWNER/LESSEE:**

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**CONTRACTOR:**

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**ARCHITECT/ENGINEER:**

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

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**THE OWNER/CONTRACTOR OF THIS BUILDING/UNDERSIGNED AGREES TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION.**

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SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

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PRINTED NAME \_\_\_\_\_ CONTACT NUMBER OF APPLICANT \_\_\_\_\_