



## **Residential: Electrical – Plumbing – Mechanical**

### **Electrical Upgrades/ Repairs**

**When is a permit needed?** A permit is required for all service upgrades or circuit replacements and repairs to electrical service.

**What is needed to obtain a permit?** A plan review is not required, but a permit fee is due upon permit issuance.

**Submittal documents:** Fill out a Residential permit application.

### **Plumbing Upgrades/ Repairs**

**When is a permit needed?** A permit is required when a gas line is added, replaced or repaired, installing gas logs inside your fireplace, replacing a gas or electric water heater, adding a water softener to your home or sprinkler system.

**What is needed to obtain a permit?** A plan review is not required, but a permit fee is due upon permit issuance.

**Submittal documents:** Fill out a Residential permit application.

**Sprinkler Permits:** An approved backflow device must be installed with each sprinkler system.

### **Mechanical Upgrades/ Repairs**

**When is a permit needed?** A permit is required when an air conditioner or furnace is replaced.

**What is needed to obtain a permit?** A plan review is not required, but a permit fee is due upon permit issuance.

**Submittal documents:** Fill out a Residential permit application.

**All Electrical, Plumbing, and Mechanical work described above  
require an inspection.**

## Residential Building Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning: _____	
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"/>
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
Description of Work:			
Area Square Feet: _____		Covered _____	
Living: _____	Garage: _____	Porch: _____	Total: _____
			Number of stories: _____

Owner Information:			
Name: _____		Contact Person: _____	
Address: _____			
Phone Number: _____	Fax Number: _____	Mobile Number: _____	

<b>General Contractor</b>	Contact Person	Phone Number	TRCC License Number <input type="checkbox"/>
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Plumber/Irrigator</b>	Contact Person	Phone Number	Contractor License Number <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

Building Approved by:		Date approved:	
Engr Approved by:		Date approved:	
PW Approved by:		Date approved:	
P&Z Approved by:		Date approved:	
Fire Approved by:		Date approved:	

### PERMIT FEES

Building Permit Fee: _____	General Contractor _____	Total Fees: _____
Water Connection Fee: _____	Mechanical Contractor _____	Issued Date: _____
Power Connection Fee: _____	Electrical Contractor _____	Issued By: _____
	Plumbing Contractor _____	
	Irrigator Contractor _____	BV Project # _____
	Backflow Tester _____	



## BUILDING PERMIT FEE SCHEDULE

The following fees are referenced in the 1997 Uniform Building Code.

### Permit Fees

The fee for each permit shall be as set forth in Table 1-A.

**Table 1-A - Building Permit Fees**

Valuation	Fee
\$1.00 to \$2,000.00	\$50.00
\$2,001.00 to \$10,000.00	\$100.00
\$10,001.00 to \$25,000.00	\$100.00 for the first \$10,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

### Plan Review Fees

When submittal documents are required by Section 106.3.2, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. The plan review fees specified in this section are in addition to the permit fees. Plan review fee shall be 65 percent of the building permit fee as shown in Table 1-A.



## **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 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 Crandall, Texas, has adopted the following codes and/or standards regulating building construction.

*2012 International Building Code  
2012 International Residential Code  
2012 International Fire Code; Option B  
2012 International Plumbing Code  
2012 International Mechanical Code  
2012 International Energy Conservation Code  
2011 National Electrical Code*

### **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 all applicable fees paid to the City of Crandall.

All Contactors performing work within the City of Crandall's jurisdiction must be registered with the City and provide proof of commercial general liability insurance for claims of property damage or bodily injury.

Construction or building without a permit is subject to a fine.

You must contact DIGTESS at 1-800-344-8377 and the City Public Works Department at 972-427-3771 for utility line locates on any project that requires digging. (Fences, Swimming Pools, Additions, etc.)

## **Inspections**

Building Inspections: Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775. Inspection requests can also be faxed to (877) 837-8859. When all inspections are completed, a final inspection shall be made prior to approving the permanent power release. The final inspection must be passed prior to occupancy of building. Permit packet must be on-site at time of inspection.

Fire Inspections: Inspections such as Fire Alarm and Fire Sprinkler, Fire Lanes, Commercial Fire Final, and any other fire related inspections must be requested through the Crandall VFD.

Public Works: Inspections for driveways, culverts, and all water and sewer related issues must be requested through the City Public Works Department at 972-427-3771 x0.

## **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.

Construction dumpsters are available from IESI Waste Management Company by contacting them at 972-686-5665 or onsite built containment. Construction area 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.



**CONTRACTOR REGISTRATION FORM**

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**TYPE OF CONTRACTOR LICENSE**

<input type="checkbox"/> ELECTRICAL CONTRACTOR	<input type="checkbox"/> MECHANICAL (HVAC)
<input type="checkbox"/> MASTER ELECTRICIAN	
<input type="checkbox"/> JOURNEYMAN ELECTRICIAN	<input type="checkbox"/> IRRIGATOR (LANDSCAPE)
<input type="checkbox"/> MASTER SIGN ELECTRICIAN	<input type="checkbox"/> BACKFLOW TESTER
<input type="checkbox"/> MASTER PLUMBER	<input type="checkbox"/> OTHER (specify) _____
<input type="checkbox"/> JOURNEYMAN PLUMBER	<input type="checkbox"/> OTHER (specify) _____

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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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**YOU MUST PROVIDE A CERTIFICATE OF LIABILITY INSURANCE WITH THE CITY OF CRANDALL LISTED AS THE CERTIFICATE HOLDER**

**Provide a copy of your drivers license and State trade license below.**



THE CITY OF  
**CRANDALL**  
TEXAS

## Utility Locate Request

### PUBLIC WORKS DEPARTMENT

You must contact DIGTESS at 1-800-344-8377 and the City Public Works Department at 972-427-3771 for utility line locates on any project that requires digging. (Fences, Swimming Pools, Additions, New Construction)

#### Request for water and sewer line locates

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Reason for locate: \_\_\_\_\_

Date locate is needed (Allow a minimum of 48 hours): \_\_\_\_\_

Do you need a property line to property line locate?  Yes  No

If no is the locate area clearly marked?  Yes  No

Signature: \_\_\_\_\_



## Contact Information

### Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (469) 241-1834 or toll free (800) 906-7199.

### Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection line: (817) 335-8111 or (972) 980-8401  
Inspection FAX line: (817) 335-8110 or (972) 980-8400  
Toll Free number: (877) 837-8775  
Toll Free FAX line: (877) 837-8859

### Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775 for your inspector's name and number.

### City of Crandall

Permit Technician: Tamara Chappell 972-427-3771 x103

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**