



Residential Remodel/Addition

What is an Addition – Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunroom, bedroom are any other room enclosed or open that is attached to the main structure.

What is a Remodel – Any interior or exterior construction work to the main structure such as moving walls, replacing windows, any major electrical, plumbing, and/or mechanical work.

Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
(2) Simplified Prescriptive Approval. (2009 IECC Residential Energy Code Compliance Form), if applicable	(2) If installing new windows as part of the remodel, Simplified Prescriptive Approval. (2009 IECC Residential Energy Code Compliance Form)
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
Contractor Registration - Electrician, Plumber, Mechanical	Contractor Registration - Electrician, Plumber, Mechanical
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property.	N/A
(2) Foundation and Roofing plans	N/A

What do I need to install a Deck? - Because they are not covered, decks are not considered additions to the footprint of the house nor do they have to meet setback requirements. Any deck 30 inches off the ground requires a permit. Submit a residential permit application and a drawing showing the house and where the deck is to be constructed. Include the materials to be used and a description of how the deck will be anchored to the ground.

Do I need a permit for a Concrete Patio? Concrete patios do not require a permit if they are not attached to the house foundation, however, if you plan to cover or enclose this area at a later date, a permit for the concrete is a good idea so we will have a record of the structural strength of the patio.



Residential Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

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.

Floor plans drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

Exterior elevation plans drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

Structural plans, where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

Foundation plans (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (Reference IRC) drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensioning cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

Engineer's foundation design letters. Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

Masonry on Wood details, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

Electrical plans (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

Plumbing plans (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

Energy Compliance Report or Energy Compliance Form.

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



Phone: (972) 427-3771

Fax: (972) 472-6601

110 S. Main

Crandall, Texas 75114

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: _____	

General Contractor	Contact Person	Phone Number	TRCC License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	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: _____
Sewer Connection Fee: _____	Electrical Contractor _____	Issued By: _____
	Plumbing Contractor _____	
	Irrigator Contractor _____	BV Project # _____
TPO Energy Provider _____	Backflow Tester _____	



THE CITY OF
CRANDALL
TEXAS

\$50.00 registration fee

CONTRACTOR REGISTRATION FORM

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"/> Third Party Energy Provider |
| <input type="checkbox"/> JOURNEYMAN PLUMBER | <input type="checkbox"/> OTHER (specify) _____ |

CONTRACTOR INFORMATION

COMPANY NAME: _____ PHONE: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

LICENSEE NUMBER: _____ PHONE: _____

ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____

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.



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 Tech: LaCosta Davis 972-427-3771 x108

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



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: _____

DIG TESS Center
Fax-A-Locate #800-690-1291
Center #800-344-8377

Company and Caller Information:

Co. Phone: _____ Co. Name: _____

Co. Address: _____ City: _____ State: _____ Zip: _____

Caller: _____ Fax: _____

Contact Person: _____ Primary Contact #: _____

Alternate Contact # (if available): _____ BTC: _____ AM/PM

Email Address (if available): _____

Work Site Information:

Nature of Work: _____ Start Date/Time: _____ AM/PM

County: _____ City/Town: _____

Dig Address: _____

Nearest Intersecting Street: _____

Mapsco/KeyMap (if available): _____ TESS Grid (if available): _____

GPS or Lat/Long (if available): _____

Deeper than 16"? Yes / No

Blasting? Yes / No / Maybe

White Lined? Yes / No

Directional Boring? Yes / No

Work Done For: _____ Duration: _____

Marking Instructions: _____

IMPORTANT: DO NOT FAX EMERGENCIES OR DIG-UP TICKETS!!!!!!!!!!!!

Call all Emergencies or Dig-Ups into TESS at 1-800-344-8377

Water, Sewer, and Slurry Facilities May Not Be Notified.

State Law requires a 2 working days notice prior to beginning excavation. Fax locate requests are processed from 8:00am to 5:00pm, Mon. through Fri., and from 8:00am to 12:00pm on Sat. (excluding holidays). If less than the required 2 working days notice is given, the locate requests will be sent to Dig TESS members as a "Non-Compliant" ticket.



**BUREAU
VERITAS**

Residential Inspection Request

Fax Request to: 817-335-8110/toll free 877-837-8859

For Questions: 817-335-8111/toll free 877-837-8775

REQUESTS MUST BE RECEIVED BY 5:00 P.M. FOR NEXT DAY INSPECTION

Please be sure all subcontractors have obtained their permits prior to scheduling an inspection.

Today's Date _____

Requestor's Phone _____

Company _____

Requestor's Fax _____

Requestor's Name _____

City / County of Project(s) _____

Address _____ Subdivision _____

Permit # _____ Date Needed _____

- | | | |
|---|--|--|
| <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 Gas) | <input type="checkbox"/> Electrical Rough | <input type="checkbox"/> Electrical Final |
| <input type="checkbox"/> Form Board Survey | <input type="checkbox"/> Fireplace (metal/masonry) | <input type="checkbox"/> Mechanical Final |
| <input type="checkbox"/> Underground Electrical | <input type="checkbox"/> Energy Insulation | <input type="checkbox"/> Energy Final |
| <input type="checkbox"/> Underground Mechanical | <input type="checkbox"/> Flatwork | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Piers | | |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> All Seconds | <input type="checkbox"/> All Finals |

Comments _____

Address _____ Subdivision _____

Permit # _____ Date Needed _____

- | | | |
|---|--|--|
| <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 Gas) | <input type="checkbox"/> Electrical Rough | <input type="checkbox"/> Electrical Final |
| <input type="checkbox"/> Form Board Survey | <input type="checkbox"/> Fireplace (metal/masonry) | <input type="checkbox"/> Mechanical Final |
| <input type="checkbox"/> Underground Electrical | <input type="checkbox"/> Energy Insulation | <input type="checkbox"/> Energy Final |
| <input type="checkbox"/> Underground Mechanical | <input type="checkbox"/> Flatwork | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Piers | | |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> All Seconds | <input type="checkbox"/> All Finals |

Comments _____

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.

2015 International Building Code
2015 International Residential Code
2015 International Fire Code; Option B
2015 International Plumbing Code
2015 International Mechanical Code
2015 International Energy Conservation Code
2014 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.