



Construction Permit Application

101 Fortune St, Marlin, Texas 76661

Phone: 254-883-1450, Ext. 1007

ALL information is required for submittal (Incomplete application WILL Not be processed)

ALL PERMIT REQUEST MUST BE EMAILED TO: Permits@marlintx.net

Date Submitted: _____	
Company Name: _____	Contact Person: _____
Contractor Address: _____	
City: _____	State : _____ Zip: _____
Phone Number: _____	Email: _____
Job Address _____ Property Owner: _____	
Job Type: Residential	Commercial
Estimated Cost: _____	Total Building Square Footage: _____
Job Description: _____ _____	
Plumber: _____	License # _____
Electrician: _____	License #: _____
Mechanical: _____	License #: _____

ALL RESIDENTIAL MINIMUM PLAN REQUIREMENTS FOR SUBMITTAL AND REVIEW

New House: 1 Complete Digital Set— (including site plan, foundation plan, floor plan, cross section plan, electrical plan, roof & floor framing , elevation & res— check or 3rd party.)

Remodel / Addition: 1 Floor Plan (include details, scope of project and energy data if required)

Other Project: Provide detailed drawing and/or measurements as needed

ALL COMMERCIAL MINIMUM PLAN REQUIREMENTS FOR SUBMITTAL AND REVIEW

New Building: 1 digital— (Including all site, civil plans, landscape, and drainage)

Interior Finish Out/ Renovations to Existing Building— (no expansion of Facility)- 1 Complete Digital Set

Permit Information

Please note that it can take up to **10-15 business days** to get a permit approved by Bureau Veritas Plan Review and Inspectors. If the inspector has questions or issues regarding your application, this could delay the process and delay approval of the permit.

During the waiting process to get your permit approved, **NO** work can be done until it is approved by Bureau Veritas. If work begins before you receive your approved permit, there will be an extra 10% surcharge added to the permit.

Signature: _____

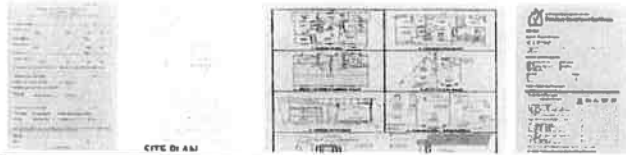
Date: _____

Submittal Guidelines for Residential Permits

Provide (2) copies of all documents: (1) For City Retention and (1) For Contractor

New Single Family Residence

- Application
- Site Plan
- Building Plans
- Energy Compliance Report



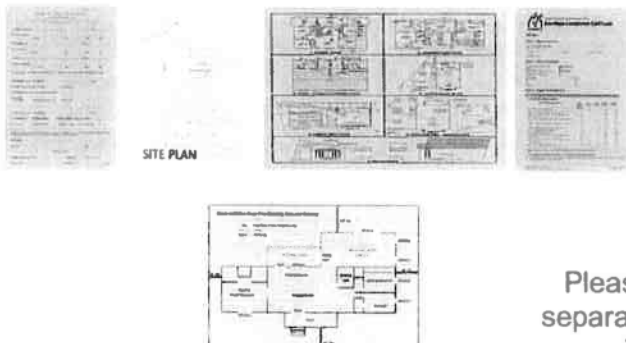
New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans



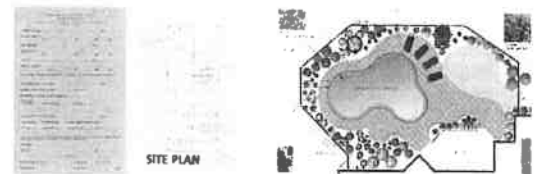
New Single Family Addition

- Application
- Site Plan
- Building Plans
- Energy Compliance Report
- Floor Plan Showing Existing and New Addition



Pool and Spas

- Application
- Site Plan
- Pool Detail



Trade Permits / Minor / No Review

- Application / Note: Inspection Only



Note:

Please do not submit separate "Trade Permits" associated to residential additions - remodels or alterations.

Trades are all included under the residential addition - remodel and alteration permit projects.

Electrical Repair
Plumbing Repair
Mechanical Repair
Electrical Service Upgrade
Siding / Veneer
Re-Roof
Irrigation System
Concrete Deck / Slabs
Foundation Repair

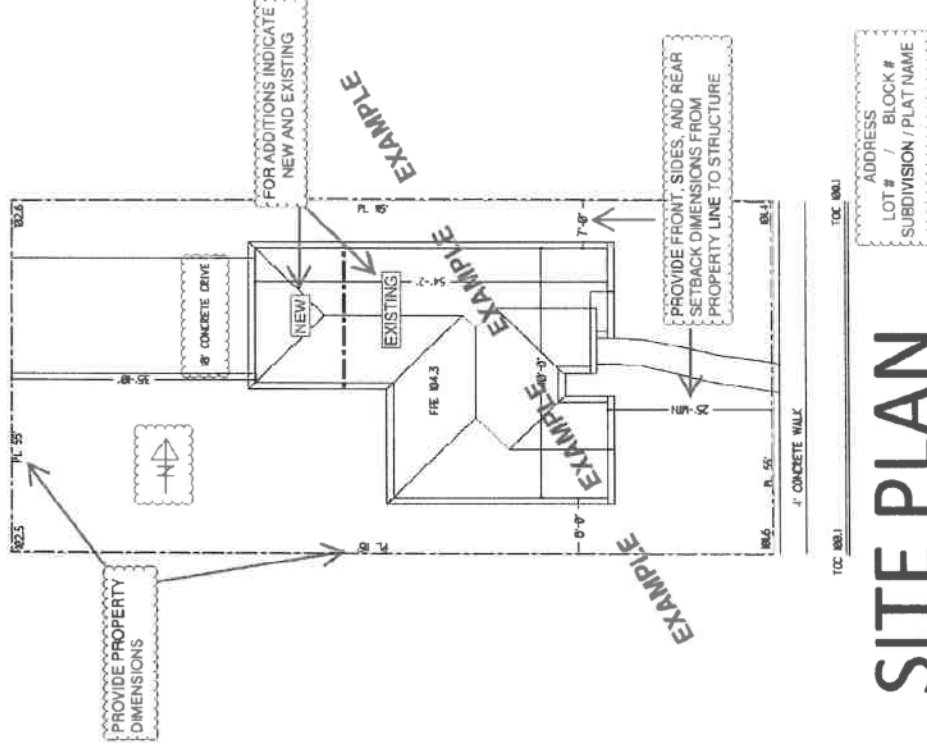
Interior Residential Remodel

- Application
- Scope of Work Description Sheet
- Floor Plan / Before and After



Site Plan should provide the following information

- ☐ North Arrow
- ☐ Address / Subdivision / Lot Number / Block Number
- ☐ Scale: i.e. $1" = 10'$ / $1" = 20'$ / $1" = 30'$ Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example $1" = 26.5$ or $1" = 16'$
- ☐ Parcel / Property Dimensions all sides.
- ☐ Show setback dimensions to all structures from property line and distances between buildings.
- ☐ Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
- ☐ Dedicated driveway access to property showing street name and or alley where applicable.
- ☐ Driveway must be labeled Driveway or "DW"
- ☐ Show Easements (ingress / egress easements, public utility easements, etc).
- ☐ Square footage of all structures / existing and new



Construction plans should include the following details

1. Floor Plan

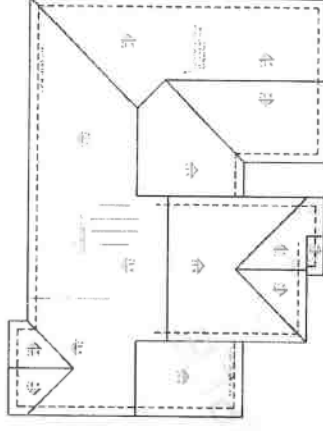
- Dimensions, room titles, and ceiling heights
- Location and labeling of all appliances
- Square footage summary (Livable, garage, patios, and total under roof)
- Door and window type and size (ex: single hung, French, etc.)
- All adjacent rooms to an addition in its entirety showing the door and window sizes



1. Floor Plan

2. Roof / Floor Framing Plan

- Size of all individual header and beam sizes
- Label all structural members such as rafters, joist, trusses, over framing, and their spacing



2. Roof / Floor Framing Plan

3. Cross Sections

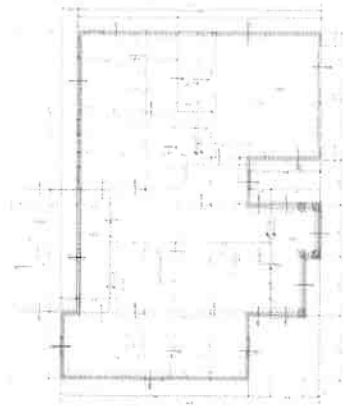
- All connection details keyed in
- Basic outline of all structural members Including beams, trusses, hardware, blocking, footings, post, concrete slab, Insulation, over framing, etc.



3. Cross Section Plan

4. Foundation Plan

- Post sizes at all columns supporting concentrated loads
- Footing size dimensions, and depth



4. Foundation Plan

5. Electrical Plan

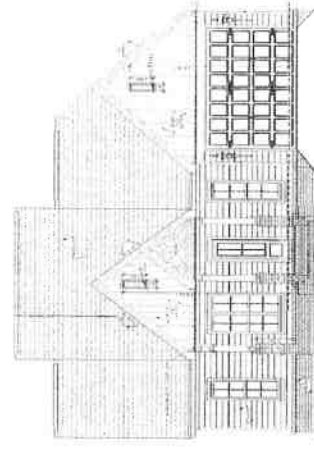
- Receptacle and lighting placement
- Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI outlets, meter and sub-panel locations, etc
- Location of smoke and carbon detectors
- Location of all appliances such as air conditioners and air handlers

6. Elevations

- Masonry Percentage calculations
- Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
- Slope of roof and floor elevation heights need to be represented correctly.
- Exterior finishes for roofs and walls



5. Electrical Plan



6. Elevation

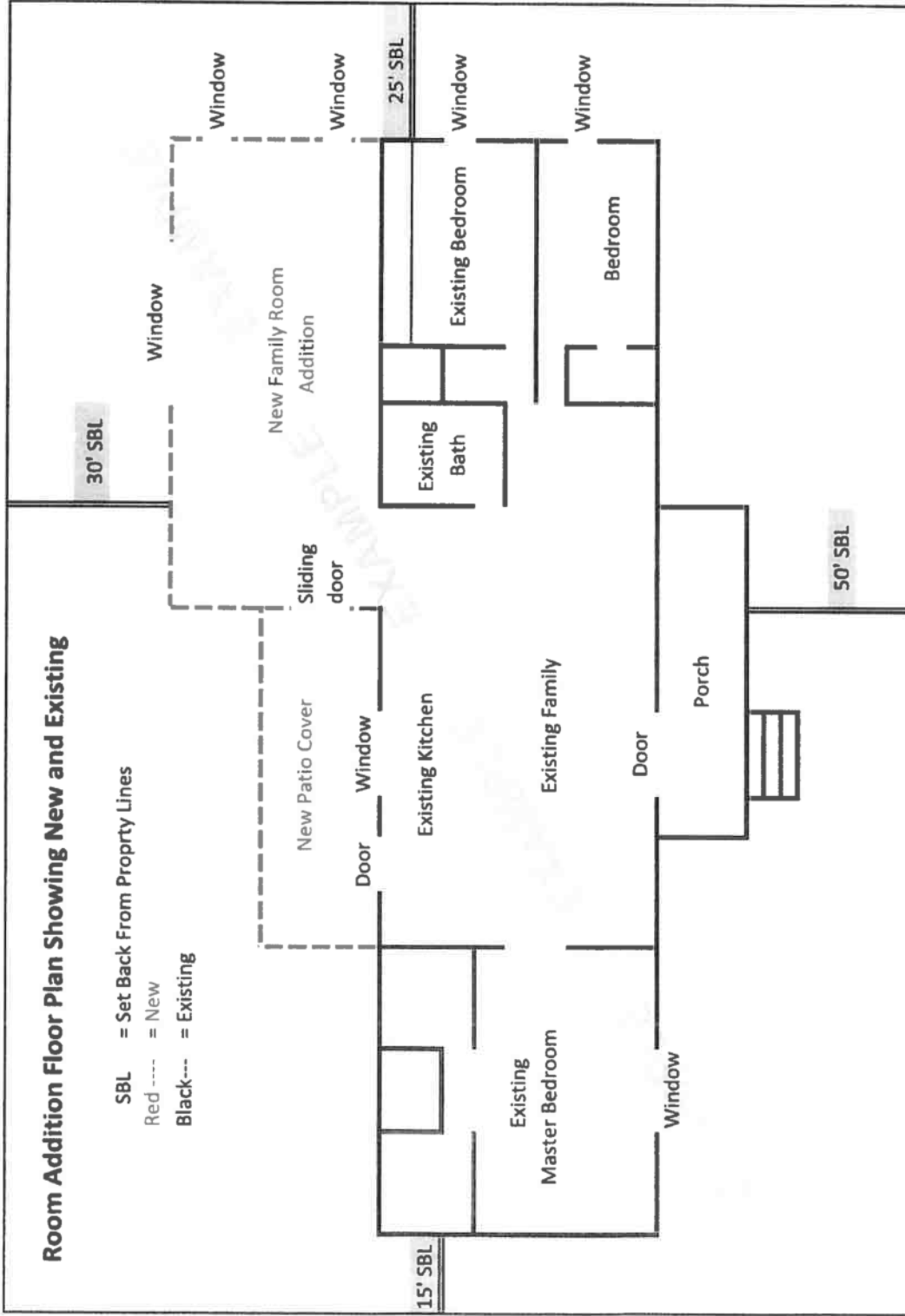
7. Other Documents

- Energy Report
- Engineering
- Other Documents

Stair and Guardrail Details (If applicable)

Room Addition Floor Plan Showing New and Existing

SBL = Set Back From Property Lines
Red ---- = New
Black --- = Existing



Remodel / Scope of Project

For

The Smith Residence Remodel / 1234 Central Avenue, Anywhere USA 12345

Living Room:

- Shorten hallway and increase living room area by removing section of non-bearing wall that separates the hall from the living room (see floor plan)
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

Dining Room:

- Convert Dining room into Private Den by adding a wall and passage door
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

Kitchen and Laundry area

- Install new cabinets and counter tops
- Install new plumbing fixtures
- Install new appliances
- Replace all electrical receptacles and switches with new (GFCI)
- Install ceiling fan over sitting area
- Replace all trim / molding
- Paint
- Install tile flooring

Page 1 of 2 for interior remodel

Master Bedroom / Bedroom 2 / Bedroom 3

- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

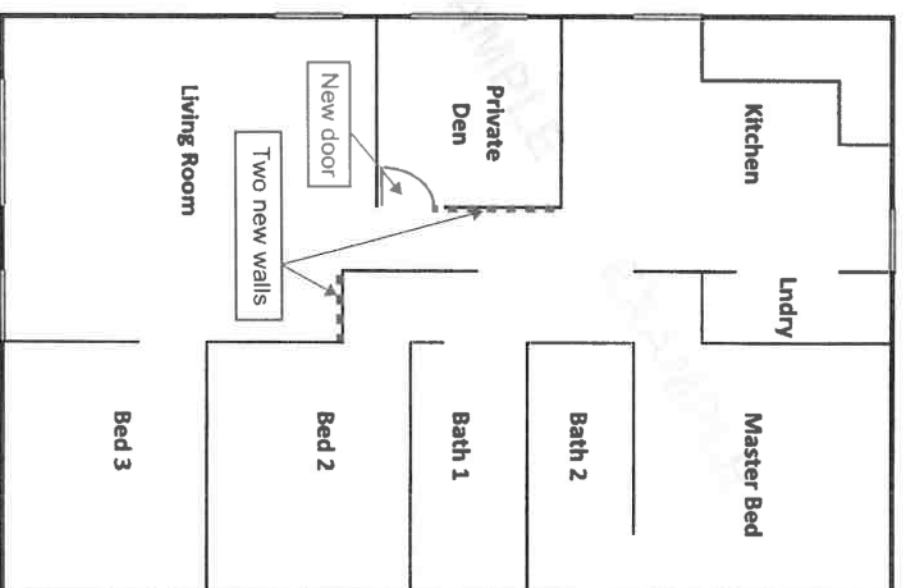
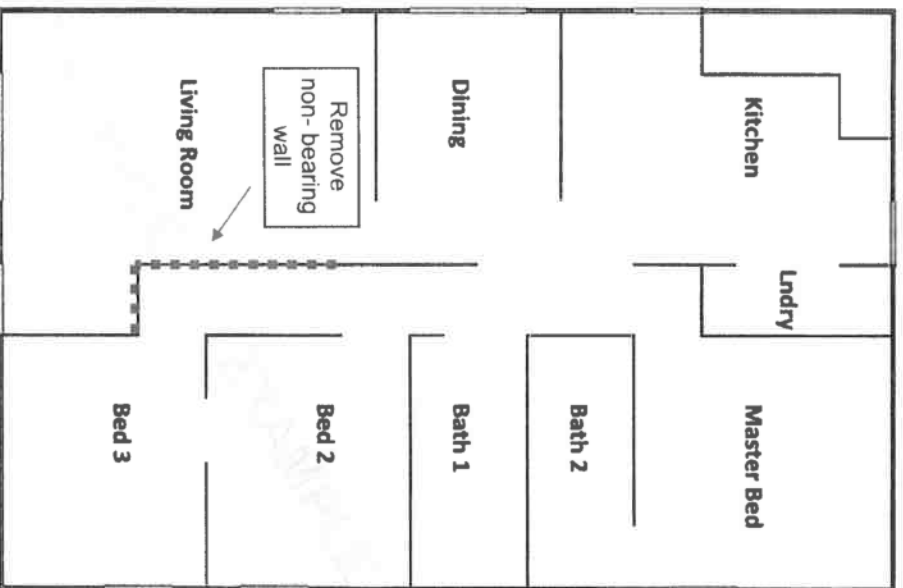
Bath 1 and 2

- Replace all electrical receptacles and switches with new (GFCI)
- Install exhaust fan
- Replace all trim / molding
- Paint
- Install tile flooring

If removing a bearing wall:

- Indicate / Highlight location of wall
- Provide detail of beam size and support system including spread footing size.

Example: Residential Remodel Scope of Project

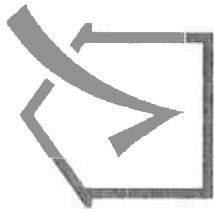


Existing Floor Plan

Proposed Floor Plan

Energy Compliance Report

An Energy Compliance report is a document that verifies the structures meets and or exceeds the minimum requirements of the International Energy Conservation Code or IECC. The report will include the address / Location of the structure along with other information specific to the structure. It will state that the structure meets, exceeds or PASSES the energy efficiency requirements. The following three types are most common in calculating and generating an energy report and are acceptable. In addition an Energy Specialist Company may also provide a report.



+ **REScheck**TM

IC3 International
CODE COMPLIANCE
CALCULATOR

REM/RateTM



Typical Residential Inspections

BV Task Management System has the ability to add other department approvals to the list of required inspections, as requested by the city.

☐ Plumbing Rough	
☐ Water Service	
☐ Yard Sewer	
☐ Form Board Survey	
☐ Foundation	
☐ Electric Rough	
☐ Mechanical Rough	
☐ Gas Rough Piping/Test	
☐ Plumbing Top-Out	
☐ Framing	
☐ Energy Insulation	
☐ Construction Electric	
☐ Gas Final	
☐ Electrical Final	
☐ Mechanical Final	
☐ Plumbing Final	
☐ Energy Final	
☐ Building Final	
☐ Customer Svc. Insp. Form	
☐ T-Pole	
☐ Flatwork / Approach	

BUREAU VERITAS CONTACT NUMBERS AND EMAIL ADDRESS

INSPECTION REQUESTS

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 4:00 pm, Monday-Friday, will be performed on the next business day. Inspection requests can also be emailed to the Bureau Veritas office.

Email inspection requested to: inspectionstx@bureauveritas.com

Inspection Request Line: (817) 335-8111 or toll free: 877-837-8775