



New Residential Plan Review Checklist

Project Address: _____ Date: _____

- _____ **(2) Site Plans to include:**
 - Legal Description (lot, block, subdivision)
 - North arrow and scale
 - Property lines and lot dimensions
 - All easements
 - Proposed structure and all existing buildings
 - Driveways and sidewalk dimensions
 - Setbacks for front, rear and sides of house must be shown on site plan
- _____ **(2) Residential Energy Code Compliance Report – Rescheck, IC3 report and Energy Star reports accepted.** www.energycodes.org
- _____ **(2) Foundation Plans –** Conventional Rebar Slab Foundation, Regionally Accepted Practices, Foundation Detail (Reference IRC) or Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter. Engineered plans must state that the foundation was designed for the soil conditions on that particular lot and that the foundation meets the design criteria of the IRC.
- _____ **(2) Sets of house plans** to include: floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, sheer wall details (engineered if required by the city).
- _____ **Driveway approaches and drainage culverts –** Engineered plans
(Driveways accessing State Highways require TXDOT permit)



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, sunrooms, bedrooms or 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. (International Energy Conservation Code)	(2) If installing new windows as part of the remodel, Simplified Prescriptive Approval. (International Energy Conservation Code)
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing. For additions, include floor plan of existing structure.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property. Filed plat may be required.	N/A
(2) Foundation and Roofing plans	N/A



City of Van

Project Address: _____

Project Name: _____ Permit Number: _____

Texas Accessibility Standards (TAS)

On application to a local governmental entity for a building construction permit related to the plans and specifications, the owner shall submit to the entity proof that the plans and specifications have been submitted to the Texas Department of Licensing and Regulation (TDLR). Article 9102, Section 5(k) - Senate Bill 959.

I hereby certify that I comply with the requirements of Article 9102, Section 5(k) and have submitted plans and specifications for Texas Accessibility Standards (TAS) review to the TDLR as required or this project is exempt.

Signature of Owner or Authorized Agent

Date

TDLR Project Number _____ (may be obtained at <http://www.license.state.tx.us>)

or reason for exemption: _____

Asbestos Survey Texas Department of Health

Asbestos Program Home Page-- <http://www.dshs.state.tx.us/asbestos/default.shtm>

Asbestos Regulatory Information -- (800) 572-5548 or (512) 834-6787

Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP)?- Yes No*

Date of Survey _____ TDH Inspector License No. _____

* If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of ?????.



CONTRACTOR REGISTRATION FORM

TYPE OF CONTRACTOR LICENSE

☐ ELECTRICAL CONTRACTOR	☐ MECHANICAL (HVAC)
☐ MASTER ELECTRICIAN	
☐ JOURNEYMAN ELECTRICIAN	☐ IRRIGATOR (LANDSCAPE)
☐ MASTER SIGN ELECTRICIAN	☐ BACKFLOW <i>(special form required)</i>
☐ MASTER PLUMBER	☐ OTHER
☐ JOURNEYMAN PLUMBER	

CONTRACTOR INFORMATION

COMPANY NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

LICENSEE NAME: _____

LICENSEE NUMBER: _____ PHONE: _____

ADDRESS (MAILING): _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE

For City use only



Residential Inspection Request

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

**BUREAU
VERITAS**

Inspection requests can be emailed to: inspectionstx@us.bureauveritas.com

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, if applicable.

Today's Date _____

Requestor's Phone _____

Company _____

Requestor's Email Address _____

Requestor's Name _____

City & County of Project(s) _____

Address _____

Subdivision _____

Permit # _____

Date Needed _____

☐ T-Pole	☐ Framing	☐ Construction Electric
☐ Yard Sewer	☐ Plumbing Top-Out	☐ Gas Final
☐ Water Service	☐ Rough Gas Test	☐ Fireplace Final
☐ Plumbing Rough	☐ Mechanical Rough	☐ Plumbing Final
☐ Gas Wrap (Underground Gas)	☐ Electrical Rough	☐ Electrical Final
☐ Form Board Survey	☐ Fireplace (metal/masonry)	☐ Mechanical Final
☐ Underground Electrical	☐ Energy Insulation	☐ Energy Final
☐ Underground Mechanical	☐ Flatwork	☐ Building Final
☐ Piers		
☐ Foundation	☐ All Seconds	☐ All Finals

Comments _____

Address _____

Subdivision _____

Permit # _____

Date Needed _____

☐ T-Pole	☐ Framing	☐ Construction Electric
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☐ Piers		
☐ Foundation	☐ All Seconds	☐ All Finals

Comments _____



903-963-7216 Phone
903-963-5643 Fax

310 Chestnut St.
Van, TX 75790

Residential Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning: _____	
Lot: _____	Block: _____	Subdivision: _____	Phase _____
Project Description:		SPECIFY OTHER: _____	
NEW SFR ☐	SFR REMODEL/ADDITION ☐		
PLUMBING ☐	MECHANICAL ☐	ELECTRICAL ☐	
FENCE ☐ ACCESSORY BUILDING ☐	LAWN IRRIGATION ☐	SWIMMING POOL ☐	
Description of Work:			
Area Square Feet:		Covered	
Living: _____	Garage: _____	Porch: _____	Total: _____
THIS PROPERTY IS IN A FLOODPLAIN: Yes ☐ No ☐		Number of stories: _____	
If yes, provide Flood Plain Certificate to the City			

Owner Information:			
Name: _____		Contact Person: _____	
Address: _____			
Phone Number: _____		Cell Number: _____	Email: _____

General Contractor	Contact Person	Phone #: _____	Contractor License Number ☐
		Email: _____	
Mechanical Contractor	Contact Person	Phone #: _____	Contractor License Number ☐
		Email: _____	
Electrical Contractor	Contact Person	Phone #: _____	Contractor License Number ☐
		Email: _____	
Plumber/Irrigator	Contact Person	Phone #: _____	Contractor License Number ☐
		Email: _____	
TPO Energy Provider	Contact Person	Phone #: _____	Contractor License Number ☐
		Email: _____	

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:

Approved: _____	Date: _____
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Building Permit Fee: _____	Meter Deposit Fee: _____	Total Fees: _____
Plan Review Fee: _____		Receipt #: _____
Water Tap Fee: _____		Issued Date: _____
Sewer Tap Fee: _____		Issued By: _____
		BV Project #: _____



Bureau Veritas Contact Information (Plano)

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

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' Plano Plan Review Department for the status of your permit at (469) 241-1834 / 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 emailed to the Bureau Veritas office.

Email Inspection requests to: inspectionstx@us.bureauveritas.com

Inspection Request line: (817) 335-8111 OR Toll Free: (877) 837-8775

Field Inspections

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

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