



City of Henderson

Residential Construction Packet

I agree to allow no work for which separate permits are required until such permits are obtained from the City of Henderson. I have carefully read and examined the complete application and understand the same is true and correct and hereby agree that if a permit is issued, all provisions of local, State, and Federal Laws will be complied with, whether herein specified or not. I further agree to comply with all property restrictions. I am the owner of the above property or his duly authorized agent. I agree to conform and abide by all regulations and restrictions imposed upon construction by agencies of the United States Government both local and/or federal regulations.

E-Mail Address _____

Address _____

Print Name _____

Signature _____

Phone Number () ____ - _____

Date _____

CITY OF HENDERSON
RESIDENTIAL BUILDING PERMIT

DATE: _____

PERMIT NO.: _____

Project Address: _____

Lot: _____ Block: _____

Property Owner: _____ Address: _____ Phone No: _____

Contractor: _____ Address: _____ Phone No: _____

Description of work: _____

Is this project _____ New Construction _____ Remodel/Addition _____ Zoning District _____

Electrical Contractor: _____ Address: _____ Phone No: _____

Plumbing Contractor: _____ Address: _____ Phone No: _____

Mechanical Contractor: _____ Address: _____ Phone No: _____

Architect: _____ Address: _____ Phone No: _____

Engineer: _____ Address: _____ Phone No: _____

BUILDING DATA

Sq Ft of Project: _____ Foundation type: _____ Pier/Beam: _____ Slab: _____ Other: _____

Roofing Materials: _____ Comp: _____ Wood: _____ Tile: _____ Buildup _____ Other: _____

Roof Design: _____ Truss: _____ Conventional Retaining Wall: _____ Yes: _____ No: _____

BUILDING SETBACK LOCATIONS (From Lot Lines): _____ Front: _____ Side: _____

Side Street: _____ Rear: _____ Number of Stories: _____

UTILITY INFO

Public Utilities Data: Water Available Yes ___ No ___ Sewer Available Yes ___ No ___ Cost Estimate Water: _____ Sewer: _____

Backflow Assembly Required: Yes ___ No ___ Type of Assembly _____ Directors of Utilities Sign: _____

DIG TESS - By not calling, here's what you can be getting into..... Personal injury, including loss of life – Damage to the environment – Costly property damage – Damage to these utility line – Communication (i.e. telephone, long distance communications, cable television, 911 emergency fire and police communications), electric, gas, pipelines, sewer, traffic signals, and water lines – Costly delays and expensive repairs – Legal problems – Civil penalties.

Owner/Contractor will be required to furnish a RES check form demonstrating compliance with the International Energy Conservation Code. (See www.energycodes.gov/rescheck/) I understand that all provisions of the City of Henderson's Codes, Ordinances, and regulations will be complied with in the construction, alteration, or repair of said building herein specified or not.

Signature of Applicant: _____

Date: _____

(Print)

Inspector's Report

Approval/Disapproval, this the _____ day of _____, 20_____.

Inspector: _____ Cost of Construction: _____ Fee: _____

Section 365.012 Texas Health and Safety Code state law requires that any litter or other solid waste be transported and disposed of in an approved solid waste site. The City of Henderson has a Municipal Waste Hauling contract for the disposal of any waste/refuse with Republic Services and Pine Hill Landfill located at Pine Hill Landfill Rd., Kilgore, Texas.

IF YOU DO NOT HAVE THESE REQUIREMENTS YOUR PERMIT WILL NOT BE SIGNED

New Construction

New Building:

-2 Complete Plan Sets – (including MEP)

-**One (1) set will be returned to you and must be displayed on the project site for all inspections.*

1 Complete Plan Set in PDF emailed to jpahlman@henderson.tx.us

2 plot plans, separate from building plans, with exact dimensions showing all setbacks and distances from lot lines. Show all existing buildings and proposed building Setbacks included.

**Check with Rusk County Appraisal District at ruskcad.org for descriptions and maps of your parcel.
These can be printed to show the location and setbacks from the lot lines.*

*** If you do not have a survey drawing this might supplement the requirements*

CHECK BELOW AND INITIAL

____ 2 sets of Builder Plans and 1 PDF of Building Plans
(Minimum 1/8" scale,) include Design Plan

____ 2 Plot Plans (detached from Builder Plan, Minimum 1 to 30 scale) Show all existing structures and proposed structure with all setbacks required.

Check in Date:

Initials:

ADOPTED CODES

International Building Code.....	2021
International Existing Building Code.....	2021
International Residential Code	2021
International Plumbing Code	2021
International Mechanical Code	2021
International Fuel Gas Code.....	2021
International Energy Conservation Code.....	2015
International Fire Code	2021
International Swimming Pool & Spa Code.....	2021
National Electrical Code.....	2023

Time frame for permit submittal:

Residential--- For all new res. construction please allow 7 to 10 business days for plan review.

Commercial---For all new ***commercial*** construction allow 15 to 30 business days for plan review.

Applications will be reviewed in a timely manner and the above time frames do not necessarily reflect the time required for approval. NO WORK SHALL BE STARTED PRIOR TO APPROVAL; THIS INCLUDES DIRTWORK.

PERMIT CHECKLIST

If you are unsure on any of the following please refer to the COH Zoning Ordinance

www.cityofhenderson.tx.us

ZONING DISTRICT_____

ZONING SETBACKS_____

RES Chek_____

SIGNAGE (Commercial) _____

SITE PLAN REQUIRED __Y/N__

PLANS_____

STREETS – City of Henderson (City approval)

STREETS – STATE (Approval with TXDoT)

WATER AVAILABLE_____ (Do not assume that water is always available; please verify)

SEWER_____ (Do not assume that sewer is always available; please verify.)

ENERGY CODE COMPLIANCE____Y/N_____ (Did you submit a REScheck)

ESTIMATED COST OF CONSTRUCTION \$_____

ESTIMATE TIME OF CONSTRUCTION_____

FIRE PROTECTION – FIRE HYDRANTS WITHIN 200 FEET ____Y/N_____

FIRE PROTECTION ____SPRINKLERS _____ SMOKE DETECTORS

SUB CONTRACTORS ____Y/N_____ (Are they listed on the application)

FEES

LOCATION OF GAS (HAVE YOU CONTACTED CENTERPOINT) ____Y/N_____

LOCATION OF POWER LINES (HAVE YOU CONTACTED SWEPCO)____Y/N_____

Scheduling Inspections

Permit first, then set up a time for inspection with Administrative Assistant. This should be done 24 hours in advance of inspection needing to be completed. If the work will not be done by the set time you will need to call and reschedule prior to inspector's arrival. If a second trip is necessary another permit fee may be assessed.

Please provide information: Name, correct address, renter/owner and the work that is being done.

Permit applications must be completed as to each project. Permits **WILL NOT BE ISSUED IF SOMETHING IS OMITTED.**

Digitess must be called prior to digging in the ROW.

All new jobs must have a port-a-john. Fire extinguishers shall be on jobsite. Silt fencing shall be installed prior to grading.

Other subjects:

*Asbestos survey

*Res/Com Check

CONTRACTORS INFORMATION

JOBSITE REQUIREMENTS

1. Contractors must check in with the City of Henderson before any construction commences (includes dirt work)
2. Plans are to be submitted including structural drawings (side view with foundation)
3. Application for permit to be filled out showing setbacks from property lines, sub-contractors and water and sewer tap information.
4. All projects must have silt fencing, port-a-potties, address, and fire extinguishers on jobsite.
5. A site plan may be required. Check with the Codes Department
6. **The Termite Protection Statement must be on site at the final building inspection.**
(See Attached Form)
7. **The Third-Party Energy and Insulation and Duct Report must be on site at final inspection.** (See Attached Form)

Contractor/Agent: _____

Date: _____

Print Name: _____

CITY OF HENDERSON, TEXAS

SUBMITTAL PROCEDURES

New Residential Construction

Two complete sets of plans and 1 PDF are required. Each set must contain the following data:

- **Site plan drawn to scale**
- **Lot and block number**
- **Platted boundaries of the lot**
- **Street Address**
- **Zoning Classifications**
- **All setbacks**
- **All easements on the lot**
- **Erosion control plan**
- **Arrow showing direction(s) of the drainage flow on the lot**
- **Plan size and blueprint size shall be a minimum of 18" by 24". Plan shall be drawn to scale, 1/8th or larger.**
- **Two copies of the completed Residential Energy Code Compliance (RES CHECK) RES Check forms are available for download at www.energycodes.gov/rescheck/download.stm**
- **Foundation details**

CONTRACTOR INFORMATION

Web Sites:

www.license.state.tx.us/

A/C & Refrigeration

Architectural Barriers (Handicap)

Electricians

www.tsbpe.state.tx.us/

Texas State Board of Plumbing Examiners

www.dshs.state.tx.us/asbestos/rules.shtm

Texas Asbestos Health Protection Rules

CITY CONTACTS

Community Dev. Mang.	Cliff McElfresh	903-392-0786 ext. 237
Building Inspector	Jeff Pahlman	903-392-0786 ext. 264
Water and Sewer	Randy Boyd	903-657-6551 ext. 221
Streets	Davis Brown	903-392-0726 ext. 221
Fire	Sonny Ybarra	903-657-6551 ext. 219

Required Inspections for Residential Construction

1. Pre-Pour / Foundation Phase

Before any concrete is poured, inspectors evaluate the groundwork to ensure the home's structural footprint is solid and matches the approved civil engineering blueprints.

- **Temporary Power Pole (T-Pole):** Checks that temporary job-site electrical connections are grounded and safe for builders.
- **Plumbing Rough-In / Under-Slab:** Examination of water lines, drainage, waste, and vent pipes before they are buried.
- **Foundation Formwork:** Verifies elevation, trenching, soil prep, plastic vapor barrier placement, beam dimensions, and reinforcing steel/rebar layout.

2. Framing & Rough-In Phase (Before Drywall)

Often referred to as the "top-out" or "rough-in" stage, this occurs once the home's shell is complete but before insulation or drywall covers up the internal systems.

- **Framing Inspection:** Verifies structural integrity, including load-bearing studs, beams, plates, stairwells, and fireblocking.
- **Plumbing Top-Out:** Verifies the distribution lines run properly through walls and roofs.
- **Mechanical / HVAC Rough-In:** Checks ductwork pathways and HVAC unit structural layouts.
- **Electrical Rough-In:** Checks wiring pathways, junction boxes, and panel boxes for fire safety and code compliance.
- **Exterior Envelope / Lath:** Inspects windows, flashing, weather barriers, and stucco lath to ensure proper waterproofing.

3. Insulation & Energy Compliance

- **Insulation Inspection:** Confirms that the thermal envelope, wall cavity insulation, and air barriers meet regional energy performance benchmarks.
- **Third-Party Energy / Blower Door Testing:** Mandatory diagnostic pressure testing to verify code compliance for home air-tightness and efficiency.

4. Final Inspections & Certificate of Occupancy

The finish line involves individual system checkouts to confirm everything is functional, safe, and move-in ready.

- **Electrical Final:** Confirms that all light fixtures, switches, GFCI/AFCI protections, and the main circuit breaker panel are safely functional and correctly labeled.
- **Plumbing & Mechanical Final:** Confirms operational testing of water heaters, HVAC units, appliance connections, and water-tight fixture traps.
- **Building Final & Grading:** Reviews staircase clearances, handrails, emergency escape windows, smoke/CO alarms, and exterior grading/gutters to ensure proper drainage away from the structure.
- **Certificate of Occupancy (CO):** Issued once all systems pass, legally permitting habitation of the new dwelling.