



CITY OF EMORY
PO BOX 100 / 399 N TEXAS ST.
EMORY, TEXAS 75440
903-473-2465

RESIDENTIAL PERMIT APPLICATION

Building Permit Number: _____ Valuation: _____

Project Name: _____ Zoning: _____

Project Address: _____ Square Foot: _____

Project Description: (circle one)

New SFR SFR Remodel/Addition Accessory Building Lawn Irrigation

Swimming Pool Plumbing Mechanical Electrical Other _____

Scope of Work: _____

Area Square Feet: _____ Covered _____

Living: _____ Garage: _____ Porch: _____ Total: _____ Number of Stories: _____

IS THIS PROPERTY IN A FLOOD PLAIN: (circle one) YES NO If yes, provide Flood Plain Certificate to City

Owner Information: _____

Name: _____ Project Contact Person: _____

Address: _____ City: _____ Zip Code: _____

Phone Number: _____ Cell Phone: _____

Email: _____

General Contractor	Contact Person	Phone #	Email
Mechanical Contractor	Contact Person	Phone #	Email
Electrical Contractor	Contact Person	Phone #	Email
Plumbing Contractor	Contact Person	Phone #	Email
TPO Energy Contractor	Contact Person	Phone #	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 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 of the performance of construction.

Signature of Application: _____ Date: _____

OFFICE USE ONLY: Approvals are required from all departments prior to issuance of permit.

Plan Review _____ Fire _____

Public Works _____ Planning _____

Building Permit Fee: _____ Plan Review Fee: _____ Water Tap Fee: _____ Sewer Tap Fee: _____ Meter Deposit Fee: _____

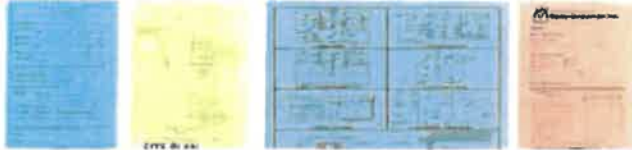
Total Fees: _____ Receipt: _____ Issued Date: _____ Issued By: _____ BV Project #: _____

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:

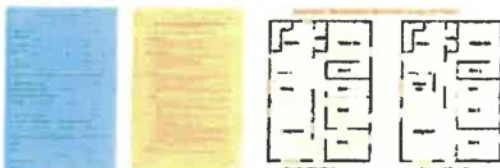
Please do not submit separate "Trade Permits" associated to residential additions - remodels or alterations.

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

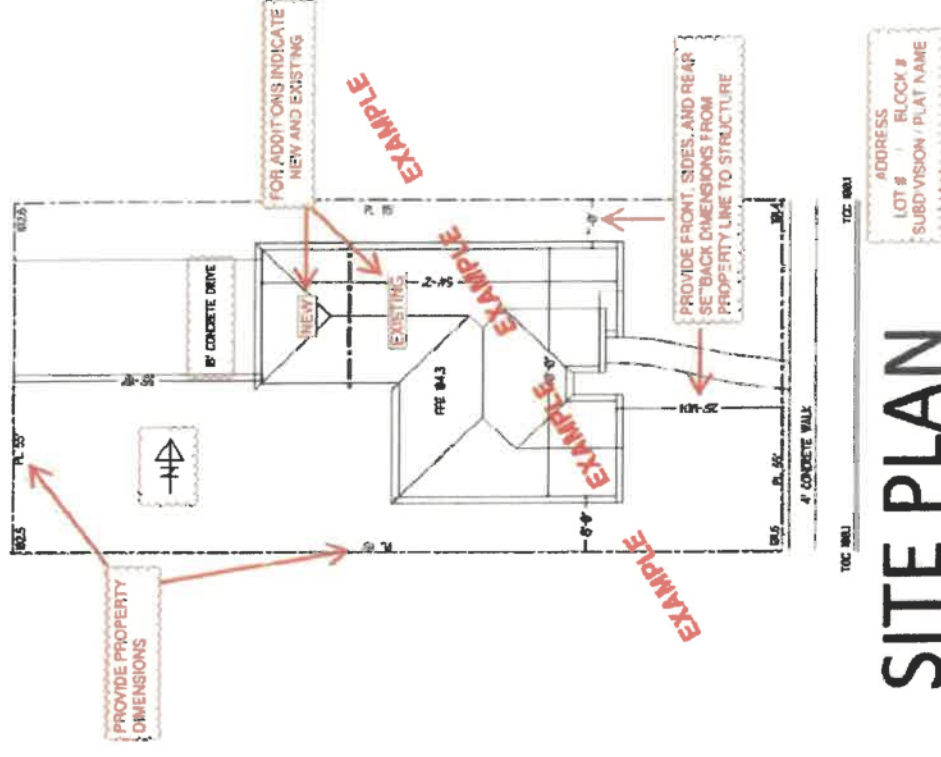
Interior Residential Remodel

- 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



SITE PLAN

ADDRESS
LOT # / BLOCK #
SUBDIVISION / PLAT NAME

Construction plans should include the following details

1. Floor Plan

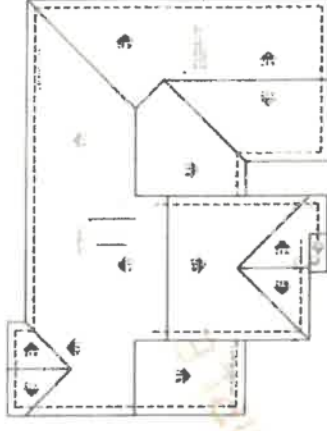
- Dimensions, room titles, and ceiling heights
- Location and labeling of all appliances
- Square footage summary (Living, garage, patios, and total under roof)
- Door and window type and size (ex: single hung, French, etc.)
- All adjacent rooms to an addition in its entirety showing the door and window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

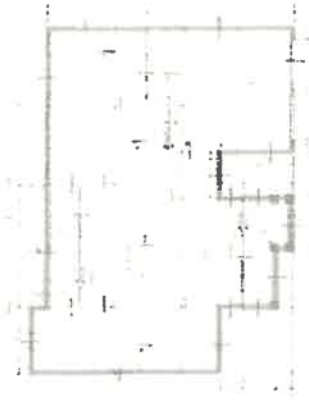
- All connection details keyed in
- Basic outline of all structural members Including beams, trusses, hardware, blocking, footings, post, concrete slab, Insulation, over framing, etc.



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

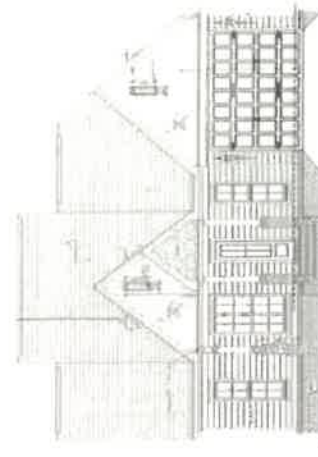
- Masonry Percentage calculations
- Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
- Slope of roof and floor elevation heights need to be represented correctly.
- Exterior finishes for roofs and walls



5. Electrical Plan

7. Other Documents

- Energy Report
- Engineering
- Other Documents



6. Elevation

Stair and Guardrail Details (If applicable)

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



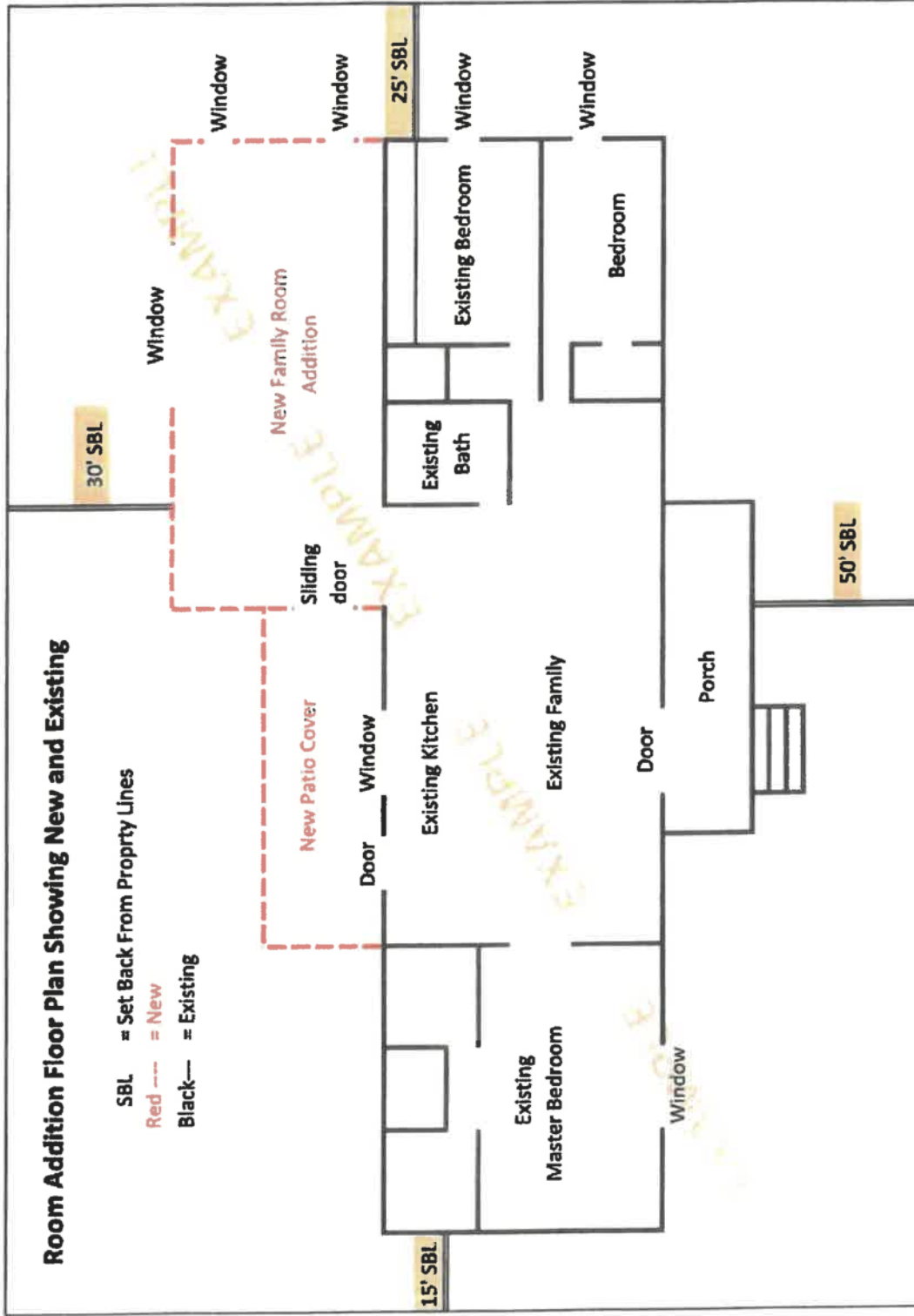
Proposed Floor Plan

Room Addition Floor Plan Showing New and Existing

SBL = Set Back From Property Lines

Red --- = New

Black --- = Existing



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

IC3 International
**CODE COMPLIANCE
CALCULATOR**

REM/RateTM