



NEW RESIDENTIAL BUILDING PERMIT APPLICATION

City of Pittsburg
200 Rusk Street
Pittsburg, TX 75686
Phone: 903-856-3621 Fax: 903-856-0544
Email: acruz@pittsbrgtx.net

Application Date: _____

Permit # _____

SITE INFORMATION

Street Address of Proposed Project/Lot No./Block No./Parcel ID	Apt./Bldg./Unit #	☐ New Construction ☐ Primary Dwelling
Zone Classification: Building use/Description (Single Family Residence, Duplex, Apts., etc....)		☐ Other

PROPERTY OWNER INFORMATION

Owner / Tenant:	Phone Number	Business Name:	Phone Number	
Address	City	State	Zip code	Email

CONTRACTOR INFORMATION

Business Name	Phone Number			
Supervisor or Contact Person	Cell Number			
Address	City	State	Zip code	Email

SUBCONTRACTORS

License Electrician	Phone No.	License No.
License Plumber	Phone No.	License No.
License Mechanic	Phone No.	License No.

IF OTHER PLEASE INDICATE ALL TYPES OF WORK THAT WILL BE PART OF THIS PROJECT

☐ ACCESSORY BUILDING	☐ DECKS	☐ PATIOS COVE	☐ SIDEWALKS
☐ CARPORT	☐ DRIVEWAY	☐ RETAINING WALL	☐ SWIMMING POOL / SPA
☐ CURB CUTS	☐ FENCE	☐ ROOF	☐ OTHER: _____
Building area (sq. feet):	Living area (sq. feet):	Estimated Job Cost:	☐ Applicant will comply with EPA Rule regarding Lead- Based Paint Renovation, Repair and Painting (RRP) rule in structure.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant is: Owner Contractor Other Applicant Name: _____ Date: _____

Reviewed By: _____ Approved By: _____ Date: _____

☐ APPORVED ☐ DENIED ☐ SITE PLANS ☐ CONSTRUCTION PLANS ☐ SURVEY & FIELD NOTES



RESIDENTIAL SUBMITTAL PROCEDURE

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Email: acruz@pittsburgtx.net

- **All Buildings are to comply with the IBC 2015 Codes, Electrical Code 2017 & Plumbing Code 2015**
- **All new residential construction requires site plans; permit will not be issued until completed site plans are approved. (Site plans prepared by a licensed surveyor)**
- **All residential construction plans should be scaled drawings prepared by a professional residential house planer designer or similar.**
- **Survey for Property with field notes (Prepared by a licensed surveyor)**

Requirements for Site Plans

1. Two sets of Site Plans and two complete sets of working drawings with a plan size not smaller than 18" x 24" and not larger than 36 inches to be submitted to the building inspection department.
2. Proposed use(s), north arrow, graphic scale and date of plan preparation
3. Platted boundary survey must be signed & sealed by a State of Texas licensed Surveyor.
4. Legal description, address, property lines and dimensions of the property.
5. Zoning Classification
6. The name, address, and phone number of the individuals responsible for the project
7. Location, setback, property lines, dimensions and square footage of proposed building.
8. Location and other existing buildings on site.
9. Location of proposed utilities, drainage easements, and public utility easements.
10. Location of driveways, off-street parking and number of parking spaces.
11. Location of proposed utilities including sewer stub out, sewer clean out, water stub out and water meter.

Requirements for Residential Construction Plans

1. Two sets of Site Plans and two complete sets of working drawings with a plan size not smaller than 18" x 24" and not larger than 36" to be submitted to the building inspection department.
2. Statement by a plan designer stating that construction plans are designed to meet International Building Code 2015, Electrical Code 2017 and Plumbing Code 2015
3. Foundation Plan (foundation details including steel and footers)
4. Architectural scale drawing plans
5. Dimensions & identification of all rooms & spaces
6. Location, size and types of all windows & doors
7. Smoke and Carbon Monoxide detectors locations
8. Roof framing plans indicating all beams, rafters, trusses & columns
9. Floor framing plans indicating all joists, beams & columns
10. If trusses are being used, truss package shall be submitted
11. Typical exterior, interior wall sections and building height
12. Exterior elevations showing the front, right, left & rear of structure
13. Architectural drawing of any stairs, railings, interior walls, fireplaces, rock walls & retaining walls
14. Electrical riser diagram, load calculations, panel location and wiring diagram (done by license electrician)
15. Plumbing riser diagram, and plumbing fixtures listed (done by license plumber)
16. HVAC diagram and calculations



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Incomplete applications will not be processed.

Please email plans to acruz@pittsburgtx.net

Building Official and Water Department will check for utility service, easements, water and sewer lines.

Building Official will issue permit once plans have been checked and approved by all departments

Building Official has 14 days to review plans.

To request inspections a 24-hour notice is required on all inspections.

We can't always accommodate same day inspections.

To schedule inspections please call 903-856-3621 or email acruz@pittsburgtx.net

**BUILDERS, DEVELOPERS, AND PERMIT
HOLDERS PLEASE HAVE ALL PERMITS AND
APPROVED PLANS POSTED/AVAILABLE ON
THE JOB SITE**

INSPECTIONS WILL NOT BE APPROVED UNLESS PLANS AND PERMITS ARE ON THE JOB SITE



RESIDENTIAL BUILDING ENGINEER CHECKLIST

City of Pittsburg

200 Rusk St

Pittsburg, TX 75686

Phone: 903-856-3621 Fax: 903-856-0544

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Site Plans-prepared by a licensed surveyor

- ☐ Erosion control plan
- ☐ Proposed use(s), north arrow, graphic scale
- ☐ Date of plan preparation
- ☐ Platted boundary survey must be signed & sealed by a State of Texas licensed Surveyor
- ☐ Legal description
- ☐ Property address
- ☐ Property lines
- ☐ Dimensions of the property
- ☐ Zoning Classification
- ☐ Location (showing new building)
- ☐ Setback lines
- ☐ Property lines
- ☐ Square footage of proposed building
- ☐ Location of other existing buildings on site
- ☐ Location of proposed utilities
- ☐ Drainage easements
- ☐ Public utility easements
- ☐ Location of driveways
- ☐ Off-street parking
- ☐ Number of parking spaces
- ☐ Location of proposed utilities including sewer stub out, sewer clean out, water stub out and water meter.

Construction Plan-prepared by a licensed surveyor

- ☐ Foundation Plan (foundation details including steel and footers)
- ☐ Dimensions & identification of all rooms & spaces
- ☐ Location, size and types of all windows & doors
- ☐ Smoke and Carbon Monoxide detectors locations
- ☐ Roof framing plans indicating all beams, rafters, trusses & columns
- ☐ Floor framing plans indicating all joists, beams & columns
- ☐ Typical exterior, interior wall sections
- ☐ Building height
- ☐ Exterior elevations showing the front, right, left & rear of structure
- ☐ Architectural drawing of any stairs, railings, interior walls, fireplaces, rock walls & retaining walls
- ☐ Electrical riser diagram, load calculations
- ☐ Panel location (separate sheet)
- ☐ Wiring diagram (done by license electrician)
- ☐ Plumbing riser diagram, and plumbing fixtures listed (done by license plumber)
- ☐ HVAC diagram and calculations

I, _____ the professional construction planer/designer certify that the prepared site plans and construction plans were completed according to the International Building Code and I have include all of the items listed above in the plans.

Engineer Signature

I, _____ the home owner(s) understand that construction will be completed according to the International Building Code and that all of the items listed above are included in the plans.

Signature

SEAL