



RESIDENTIAL BUILDING PERMIT APPLICATION

BUILDING INSPECTIONS

RECEIVED DATE _____ FEE AMOUNT: _____ PERMIT # _____

☐ New Building

☐ Addition

☐ Alteration

PROJECT ADDRESS _____ LOT _____ BLOCK _____ SUBDIVISION _____

SCOPE OF WORK _____

CONSTRUCTION VALUE \$ _____ SF UNDER ROOF _____ SF OF ADDITION/ ALTERATION _____

PERMIT APPLICANT INFORMATION

Organization Name _____ Contact Name _____

Address _____ Phone # _____

City/State/Zip _____ E-Mail: _____

PROPERTY OWNER INFORMATION

Owner Name _____ Contact Name _____

Address _____ Phone # _____

City/State/Zip _____ E-Mail _____

CONTRACTORS

***All contractors must be named, registered, and all fees paid for each trade before a building permit can be issued.**

☐ General Contractor: _____

☐ Mechanical Contractor: _____

☐ Electrical Contractor: _____

☐ Plumbing Contractor: _____

Signature of Permit Applicant

Please Print Name

Released for Construction

Date

911 WINSCOTT | P.O. BOX 26569 | BENBROOK, TX 76126 | (817)249-3000
www.benbrook-tx.gov | EMAIL: buildinginspections@benbrook-tx.gov

Revised April 22, 2026

SUBMITTAL CHECKLIST

The City has adopted the 2018 International Residential Code (IRC), 2018 International Energy Conservation Code (IECC) and 2017 National Electrical Code. Please refer to these codes for preparation of your plans.

Please allow a minimum of (10) working days for review.

The 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.

Plans larger than 24" x 36" will not be accepted without prior approval. Plans larger than 11"X17" must be rolled.

***Submit (2) hard copies and (1) digital copy in pdf format including the following:**

- ☐ **Building Plan**
 - Floor Plan
 - Window and door schedule. Keycode each of the windows and doors in the schedule to the floor plan.
 - Elevations – showing proposed material
 - Roof Plan- showing proposed material
 - Wall Bracing Plan
- ☐ **Engineered Wall Bracing Plan**
 - Designed and sealed by a professional engineer
- ☐ **Plot Plan**
 - Must show individual square foot measurements for the footprint of the house, footprint of accessory buildings, and driveways/ parking areas.
 - Must show location of building on property and measurement to property lines from building.
- ☐ **Grading Plan**
 - Must match the master grading plan on file for the subdivision (if applicable) or be prepared by a licensed professional engineer.
 - May be overlaid with the Plot Plan.
- ☐ **Erosion Control Plan**
 - Must show that silt fencing is in place to protect the ROW and any adjacent developed lots.
 - May be overlaid with the Plot Plan.
- ☐ **International Energy Conservation Code Compliance Report**
 - The report must be compiled by a certified energy code professional.
 - Commonly accepted reports are as follows:
 - ✓ Rescheck
 - ✓ IC3
 - ✓ REM/Rate
- ☐ **Engineered Foundation Letter**
 - Must state the foundation was designed to the 2018 International Residential Code and the specific soil conditions.
 - Sealed and signed by a professional engineer.
- ☐ **Engineered Foundation Plan**
 - Sealed and signed by same professional engineer as letter.
- ☐ **Fences**
 - All fences are by separate permit

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