

CITY OF POST OAK BEND

Residential Plan Review Process and Building Codes in Force

Address: _____ Date received by City: _____ (CITY)

Name of Owner: _____

Name of Builder: _____

PLAN REVIEW REQUIREMENTS

(If already platted)

FORM SURVEY: Plan Reviewer requires a form survey sealed by a State of Texas licensed surveyor. Form survey should be on site for plumbing rough inspection (new construction, residential)

PLAN REVIEW CHECKLIST

PLACE A CHECK MARK BY EACH COMPLETED ITEM ~ AS EACH IS REQUIRED WHEN SUBMITTED.

1. Site Plan (2 copies)
2. Two (2) Plot plans to include Legal Description: Lot, Block, Subdivision, lot dimensions, Plan #, Elevation. Surveyor and Engineer signed and sealed boundary surveys and plats required.
3. Two (2) Stamped, sealed foundation plans.
4. Two (2) Stamped engineered foundation letters.
5. Two (2) Sets-House, accessory plans, include plumbing, electrical and HVAC, framing, roof, exterior, plans, etc.
6. Secure and provide two (2) Sets of Energy Reports - IECC
7. Contractor Registrations (Require copies of valid trade licenses, driver license, proof of commercial general liability insurance coverage) Contractor Fee: \$50.00 per trade.
8. Requires Copy of OSSF Plans for Site Review & Kaufman County OSSF Permit copy.
9. Letter of approval from Subdivision HOA /Architectural Review Committee (if located in subdivision)
Exterior, structural envelope shapes shall comply with HOA Guidelines, Building Codes and Deed Restrictions.
10. Irrigation systems require a separate permit.

NEXT STEPS

1. Set appointment with City to review/receive building permit applications, including contractor registrations. (*Electronic Submissions allowed but plan reviewer requires total to be 8MB or less*) *Incomplete submissions could result in delays.*
2. At submission, City can tabulate total building permit fees, including plan review, inspections, \$75 culvert fees, T-pole permit fee (\$75.00), and road impact fees \$2000 for Single Family Residential - all other construction see the table below for the appropriate road impact fee.
3. City staff reviews for completeness in applications, plans, plats, contractor's registrations, fees.
(*If in compliance, once all fees are received, the permit application will be scheduled for pick up by plan review team for its review.*)
4. The city sends all plans to plan review team in Dallas.

ROAD IMPACT FEE SCHEDULE	
Single-Family Residences	= \$2000
Multi-Family Residences	= \$1750 per unit
Office	= \$4700 per 1000 sq ft
Hotel	= \$1450 per room
Retail/Commercial	= \$4900 per 1000 sq ft
Industrial	= \$4800 per 1000 sq ft
Institutional	= \$2750 per 1000 sq ft

AFTER PLAN REVIEW & PLANS APPROVED

1. Review team will send City approved residential plans. The city creates Building Permits and contacts the builder for pick up.
2. The city requests the release of water and electricity to site. Form survey and plan copies need to be at the project site.

FOUNDATION INSPECTIONS

Engineer of Record to inspect foundation prior to concrete. Inspectors require a memo of acceptance before the foundation pour is started.

FIRE SPRINKLER PERMITS

Fire Sprinkler permits are reviewed by the Kaufman County Fire Marshall. Please call **469-376-4110**.

INSPECTIONS REQUESTS

In an effort to streamline and expedite inspections, beginning in April 2020, with city issued building permits, you may contact the inspection team at Bureau Veritas directly at 800-906-7199 or email inspectionstx@bureauveritas.com. Contractors will receive the contact numbers and emails plus list of inspections, and you may also obtain that information from project builder. Email the City if you need help with culverts and other project inspections not on Bureau Veritas list. The Inspector reviews the job site for debris /erosion control measures. Failure to control debris/erosion may result in a fine and immediate work stoppage until the situation is remedied.

I agree to work in compliance with the above requirements: _____

Residential Building Permit Fees, Contractor Registration Fees

CITY BUILDING PERMIT FEES

Residential Building Permit Application Fee (Plan Review/Inspections based on square footage)

Residential Building Road Impact Fee (Per specific project – see table on page 1).

Accessory Building Permit Application Fee (Per specific project)

Residential Culvert Permit Application Fee \$75.00

T-Pole Permit: \$75.00

Plat Application Fees: (Per specific project)

ANNUAL CONTRACTOR REGISTRATION (All expire on Dec. 31st each year)

___ General Building Contractor \$50.00

___ Master Electrician \$50.00

___ Master Plumber (Registration Form only)

___ Mechanical Contractor \$50.00

___ Sewer installer \$50.00

___ Irrigator \$50.00

___ Backflow Tester \$50.00

Submit completed contractor registration forms, copy of licenses, DL photo id, proof of commercial general liability insurance and \$50 fee for each contractor.

CITY OF POST OAK BEND 2020 BUILDING CODE INFORMATION

Inspections will be conducted based on the 2020 adopted building codes listed below.

- 2014 National Electrical Code • 2015 International Building Code*
- 2015 International Existing Building Code • 2015 International Residential Code*
- 2015 International Plumbing Code * • 2015 International Private Sewage Disposal Code
- 2015 International Mechanical Code * • 2015 International Property Maintenance Code
- 2015 International Fuel Gas Code * • 2015 International Energy Conservation Code*

I agree to abide by the City of Post Oak Bend City Code requirements:

Please print Name: _____

Signature: _____

Building Ordinance 32-03-14 Penalty Clause

Any person, firm or corporation violating any of the provisions or terms of this Ordinance or the Code of Ordinances of the City of Post Oak Bend as amended hereby shall be deemed guilty of a misdemeanor, and upon conviction, shall be punished by a fine not to exceed the sum of Two Thousand Dollars **(\$2,000)** for each offense, and each and every day such violation shall continue shall constitute a separate offense.

INITIAL & RETURN _____

POST OAK BEND BUILDING PERMIT REQUIREMENTS INFORMATION SHEET & CHECKLIST

Single Family Permits and Accessory Utility Building Permits

REQUIRED CONSTRUCTION DOCUMENTS

1. Complete Permit Application
2. Copy of survey and plat
3. Site and Plot Plans drawn to a scale of 1" = 20'.
Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted buildings, driveways, all easements, and the address and legal description of lot.
4. Grading Plans
Create a document showing water flow direction from residence and/or accessory building.
5. Floor Plans
Floor plans (drawn to scale of ¼" = 1') must show all dimensions, room names, size and type of windows and doors, fixtures and ceiling heights
6. Exterior Elevation Plans
Exterior elevation plans (drawn to scale of ¼" = 1') must show exterior materials, masonry coverage percentage, windows and doors, roof slopes, chimneys and overhangs.
7. Structural Plans and Framing Plans
Structural plans (drawn to scale ¼" = 1') must show framing, second floor framing, ceiling framing, roof framing, headers, and beams
8. Foundation Plans
Must be sealed by a State of Texas Licensed Engineer ~ Drawn to a scale of ¼" = 1'
Foundation plans must show all dimensions, location and spacing of beams, location of post-tension cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beams sizes and details, post-tensions cable details(if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.
9. Engineer's Foundation Design Letters
Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the **2015 International Residential Code**, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.
10. Masonry on Wood Details ~ If applicable, included masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the **2015 International Residential Code details**.
11. Plumbing Plans ~ May be combined with floor plan ~ Drawn to a scale of ¼" = 1'. Plumbing plans must show the location of fixtures, water heaters, and gas outlets. Must show size and location of water meter and sewer. Builder inspector will review.
12. Electrical Plans
13. Energy Compliance Report
14. General Liability Insurance policy ~ Email or mail to admin@postoakbend.org, and mail to PO Box 746, Kaufman, Texas, 75142. List City of Post Oak Bend as certificate holder.

Notes: (I) The Plat must be approved, and the Site Plan must be released before a permit will be issued.

(II) Texas Department of Health, Asbestos Program Branch (1-512-834-6600, www.tdh.state.tx.us/beh/asbestos/default.htm) (III) Texas Department of Licensing and Regulations (1-800-803-9202, www.license.state.tx.us)