



Quick Guide: Residential Building Guidelines, Permits & Inspections



September 1, 2015

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WELCOME

The City of Cleburne Building Inspection Department is eager to assist you with your new home construction project. We understand your time is valuable and starting construction as soon as possible is everyone's goal. The information within this packet will assist you in beginning your project. We will try our best to meet your time frames. However, we greatly appreciate giving us the time to properly review your construction plans and allowing us to issue your permit within 24-48 hrs. of your plans and application submittal. Please keep in mind that in order to fast-track your permit, all requirements contained within this packet should be met to expedite the issuance of the permit.

It is our goal to provide a seamless and efficient permit and inspection process throughout the entire construction process. We look forward to working with you and are here to assist you with any questions you may have.

Sincerely,

Willie Stevenson

Building Official



Building Inspections Dept.
10 N. Robinson PO Box 677
Cleburne, TX 76033
(817)556-8801
Willie.stevenson@cleburne.net

BUILDING PERMIT CONTACTS

Building Permit Tech.....(817)645-0955 / (817)556-8891
Building Inspector..... (817)645-0956
Building Official..... (817)556-8801
Planning & Zoning..... (817)645-0947
City Engineer..... (817)645-0944
Water/Sewer Taps..... (817)645-0946

CODES ADOPTED

All residential construction must meet:

- 2012 International Residential Code for One and Two-Family Dwellings, with the adopted City amendments. (which includes Building, Plumbing & Mechanical codes)
- 2011 National Electrical Code.
- 2012 Energy Code

Property must also be:

- Zoned for residential purposes in accordance with the Cleburne Zoning Ordinance.
- Platted as required by the Cleburne Subdivision Ordinance.

To verify platting or zoning, contact the Planning & Zoning Dept. at (817) 645-0947.

HOW TO APPLY

Applications for all permits may be obtained in person at the Building Inspection Department at City Hall, 10 N. Robinson, Cleburne; or On-line at www.cleburne.net

Applications and construction plans may be emailed to deborah.brown@cleburne.net; or faxed to the Building Inspections Department at (817) 645-0926 for approval.

Fees will be calculated based on the currently adopted fee schedule in Section 150.016 of the Code of Ordinances.

Payments may be made in person or by phone with a credit card.

PERMIT FEES

	<u>NEW</u>	<u>REMODEL</u>
Residential House	.19 per sq.ft.	.16 per sq. ft.
Carport, Awning, Porch	.09 per sq.ft.	
Fence (above 6')	\$37.50	
Driveway Approach	\$37.50	
Roofing (only decking)	\$30.00	
Irrigation	\$60.25	
Demolition	\$37.50	
On-Site Sewage	\$218.75	
Plus a \$20 Administrative Fee		

PERMITTING FLOW

- **City Hall Reception Desk 1st Floor**
- **Elevator to Basement**
 - **Verify Platting & Zoning in the Planning and Zoning Department**
 - **Apply for Water & Sewer Taps in the Gas Well Engineering Department**
- **Permit Tech – Building Inspections**
- **(Submit plans, Application and all required documents for Plan Review.)**
- **Building Official**
- **Reviews Plans for Approval of Permit(s)**
- **Permit Tech – Contacts Applicant(s) to pay for Permit(s).**
- **Building Permit(s) Issued**

WHEN IS A BUILDING PERMIT REQUIRED?

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair a structure, the contractor must obtain a permit prior to beginning the following construction:

- New construction for a house, duplex, or the installation of manufactured homes. (Townhouses or apartments will be considered a commercial structure.)
- Remodeling of residential dwellings when erecting or removing walls, installing new windows, and/or any alterations involving the primary structure. (Exceptions: cosmetic work such as painting, siding, replacing sheetrock, wall or floor coverings, or cabinets.)
- All secondary or accessory structures including carports, detached garages, and storage buildings exceeding 120 sq. ft. (Permits are not required for those buildings under 120 sq. ft. However, those structures must meet the required setback regulations).
- Fences over 6' High; Retaining walls over 4' High
- Roofing permit required when replacing decking or rafters.
- All swimming pools in ground and above ground if over 5,000 gallons.
- All covered porches, awnings and patios.

Once a Building permit is issued, you have 180 calendar days for the work to be completed or to request the first inspection. If neither happens, the permit will be deemed expired and all fees paid to date forfeited. To reinstate the permit, all fees must be repaid.

ADDITIONAL PERMITS

Additional Permits shall be required:

- Approach permit is necessary when replacing or pouring new approaches for driveways or parking lot entrances.
- Electrical permit is required for all electrical work. A licensed Master Electrician registered with the City of Cleburne must obtain any necessary electrical permits.
- Plumbing permit is required for all plumbing work. A licensed Master Plumber registered with the City of Cleburne must obtain any necessary plumbing permits.
- **Note:** Contractor must confirm location of all water and sanitary sewer lines and taps. **Sewer and Water taps must be applied for and paid for in the Gas Well / Engineering Department 817-645-0931, along with BUILDING PERMIT!**
- Mechanical permit is required for all mechanical work. A licensed mechanical contractor registered with the City of Cleburne must obtain any necessary mechanical permits.
- Irrigation permit (yard sprinkler system) – Must be obtained by a licensed Irrigation Contractor registered with the City of Cleburne.
- Floodplain Certificate must be obtained from the City Engineer (817)645-0944 if any part of the structure is located within the floodplain area.
- Sidewalk permit (if required) must be obtained by a bonded Concrete contractor. Performance Bond must be at least \$2,000.
- Curb & Gutter Permit must be obtained by a bonded Concrete contractor. Performance Bond must be at least \$2,000.
- Roofing permit (for re-decking an existing roof) – Must be obtained by registered Roofing contractor.

Disclaimer: This Building permit list shall not be deemed to grant authorization for any other work that may require a permit. The owner or authorized agent will be responsible for checking with the permit department when in question.

PLANS SUBMITTAL

1. Residential Building Permit Application:

The following must be provided;

- A. The address and legal description of the property.
- B. The name, address and contact number of the property owner.
(A deed may be required if not matching tax roll)
- C. The name, address, phone number and fax number of the person doing the work, if other than the homeowner.
- D. Square footage (total or of addition for remodels)
- E. Valuation or construction cost.
- F. Description of construction.

2. Set of 8 ½ X 11" Plans Which Includes:

- A. Site plan (also called plot plan) which shows:
 - Size & location of proposed structure(s)
 - Location any existing structures or pools
 - Location of all utility easements
 - Location of driveways & sidewalks
 - Location of all sewer cleanouts at the structure and location of one required at the property line
 - If any part of the structure is located within the floodplain, the contractor must apply for a Floodplain Development permit from the Floodplain Administrator. An elevation certificate is required for all structures constructed in the FEMA designated Floodplain.
- B. Termite Affidavit – Must provide copy of termite affidavit from a licensed Pest Control company before the framing inspection.

C. Structure Plans Must Include (18 X 24" paper) :

- All framing of brace wall panels
- Floor plans with elevations
- Window & door sizes
- Ceiling height within all rooms

(8 ½ X 11" paper):

- Floor plans showing a minimum of 1,000 sq. ft. (living space)
- Foundation plan stamped by an Engineer for either a rebar or post tension slab.

D. Electrical Plans Must Show (18 X 24" paper):

- Location of all electrical outlets, switches & fixtures
- Location of electrical panel boxes
- Location of electrical wired smoked detectors

E. Plumbing Plans Must Show (18 X 24" paper):

- Location of all water heaters
- Location of all plumbing fixtures including water closets, tubs, showers, and sinks

F. Mechanical Plans Must Include:

- A manual "J" form from HVAC contractor showing the heat loss, heat gain calculation, A/C tonnage, and SEER rating.

G. Energy Report:

- Must provide copy of REScheck or IC3 Energy compliance report.
(www.energycodes.gov) or <http://ic3.tamu.edu>)
- Must provide efficiency rating for water heater
- Solar heat gain and U-factor for windows & doors

INSPECTION SEQUENCE

1. **Setback inspection: form boards for foundation. This can be obtained by either locating the property line pins or getting a surveyor to survey the property.**
2. **First rough plumbing.**
3. **Foundation (before pouring concrete).**
4. **Framing, 2nd plumbing, rough mechanical, rough electrical.**
5. **Brick ties inspection.**
6. **Insulation inspection (prior to sheet rocking).**
7. **Sheetrock inspection.**
8. **Driveways / Approach/ Curb & Gutter/ Sidewalks.**
9. **Completion of House Inspection:**
 - Final on all Building construction**
 - Final plumbing**
 - Final mechanical**
 - Final electrical (testing of outlets, fixtures, switches, smoke alarms)**
 - Address numbers on front of house**
 - Verification of grading of lot, swells, and sodding**
10. **If irrigation system is installed:**
 - **During installation, an open trench inspection must be done on piping and sprinkler heads with the system charged with water.**
 - **Upon completion, final inspection is required for freezer sensor and operations of dials and heads.**

COMMON INSPECTION ISSUES

1. Prior to sodding or landscaping, an inspection is required to verify grading of the lot and swales between adjacent properties.
2. All contractors must be registered with the City of Cleburne (exception: Plumbers)
3. Blow door and duct testing must be done on all new construction. Testing may only be performed by individuals that are certified HERS Raters, RESnet or Performance Verification Technicians, or other certifications as may be approved by the Building Official. The certified individuals must be an independent third-party entity, and may not be employed; or have any financial interest in the company that constructs the structure. Testing report must be submitted to Building Inspections before sheet rocking or before final inspections.
4. **It is the duty and obligation of all owners and contractors to install curb and patch 12" in front of gutters at their expense prior to final inspection of construction. If you have any question please contact Public Works Dept. 817-645-0942.**
5. Building permit must be visible either on a stake in the front yard or posted on the front wall of the structure.
6. **Address numbers must be posted on the building prior to the Electrical Release inspection.**
7. A portable toilet must be placed on all sites prior to beginning of any construction.
8. All construction debris must be contained on the property in a container
 - a. which will not allow debris to escape or be blown onto adjacent properties.
9. The sill plates or base plate must be anchored to the foundation with ½" diameter anchor bolts; placed on 6' centers and 12' from the corner, around the perimeter of the foundation. Interior base plate, must be shot down.

10. All windows within 24" of a door (closets, front, back, side) must be tempered glass.
11. Fireplaces must be installed to meet the manufacturer's clearance requirements on each side from any combustible material or framing surrounding the fireplace.
12. Every sleeping room shall have at least one window (opening) meeting a 5.0 egress at grade level. On a second floor, a window (opening) meeting a 5.7 egress must be met.
13. A green tag must be received for framing and "second roughs" of plumbing, electrical & mechanical before insulating

SETBACKS



Main Structures

Front yard setback: 30 feet or building line as established by a previous plat or previous ordinance.

Rear yard setback: 20 feet minimum.

Corner side yard: 15 feet for side yard on street side.

Interior side yard:

- * For lots 70' wide or less - **7 feet minimum;**
- * For lots greater than 70' wide - **10% of lot width.**

Height regulations: 35'

Accessory buildings:

Front yard setback:

- * Attached accessory structures shall have a front yard not less than the main structure.
- * Detached accessory structures must maintain a 10' minimum separation from the main structure.

Rear yard setback: Not less than 3'.

Side yard: Not less than 3'.

Corner lots: 15' side yard shall be maintained.

Height regulations: 18'

INSPECTIONS



Inspections 24-Hour Hotline

817-556-8810

To schedule all Inspections

All requested inspections must be called in before midnight for next day inspection. Information required:

- (1) Your name
- (2) Permit number
- (3) Property location address
- (4) Contractor's name & address
- (5) Type of inspection

All property pins must be visible and setback string lines erected. A survey must be performed when owner is unable to locate property pins.

Cancellations: To cancel an inspection request, leave the required information listed above and the reason for the cancellation. All cancellations must be received before 8 a.m. All re-inspection requests will need to be called into the Hotline number.

Emergency inspections such as electrical reconnects, or gas tests, call Building Inspections (817)645-0955 or (817)556-8891 from 8am to 5 pm Monday-Friday.

For Weekends, contact the Cleburne Police Department (non-emergency) 817-645-0972.