



**Quick Guide:
Residential Building Guidelines,
Permits & Inspections**



May 21, 2020

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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,

Terry Broumley

Building Official



10 N. Robinson Street

Cleburne, Texas 76033

817-556-8801

terry.broumley@cleburne.net

Building Permit Contacts

Building Permit Tech.....	817-645-0955 or 817-556-8891
Building Inspector.....	817-357-4495
Chief Building Inspector.....	817-556-8801
Planning & Zoning.....	817-556-8865 or 817-645-0947
City Engineer.....	817-357-4491
Water / Sewer Taps	817-645-0946

Codes Adopted

All residential construction must meet:

- 2015 International Residential Code for One and Two-Family Dwellings, with the adopted City amendments. (which includes Building, Plumbing & Mechanical codes)
- 2017 National Electrical Code.
- 2015 Energy Code

EFFECTIVE JANUARY 1, 2018

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 and Zoning Department at (817) 556-8865 or 817-645-0947.

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How to Apply

Applications for all permits may be obtained in person at the Building Inspection Department at City Hall, 10 N. Robinson, Cleburne, TX. 76033 or on-line at www.cleburne.net

Applications and construction plans may be emailed to building plans@cleburne.net, deborah.brown@cleburne.net, autry.johnson@cleburne.net or faxed to 817 645-0926.

Fees will be calculated based on the adopted fee schedule in Section 150.016 of the Code of Ordinances. Payments may be made in person or by phone with a Visa or MasterCard.

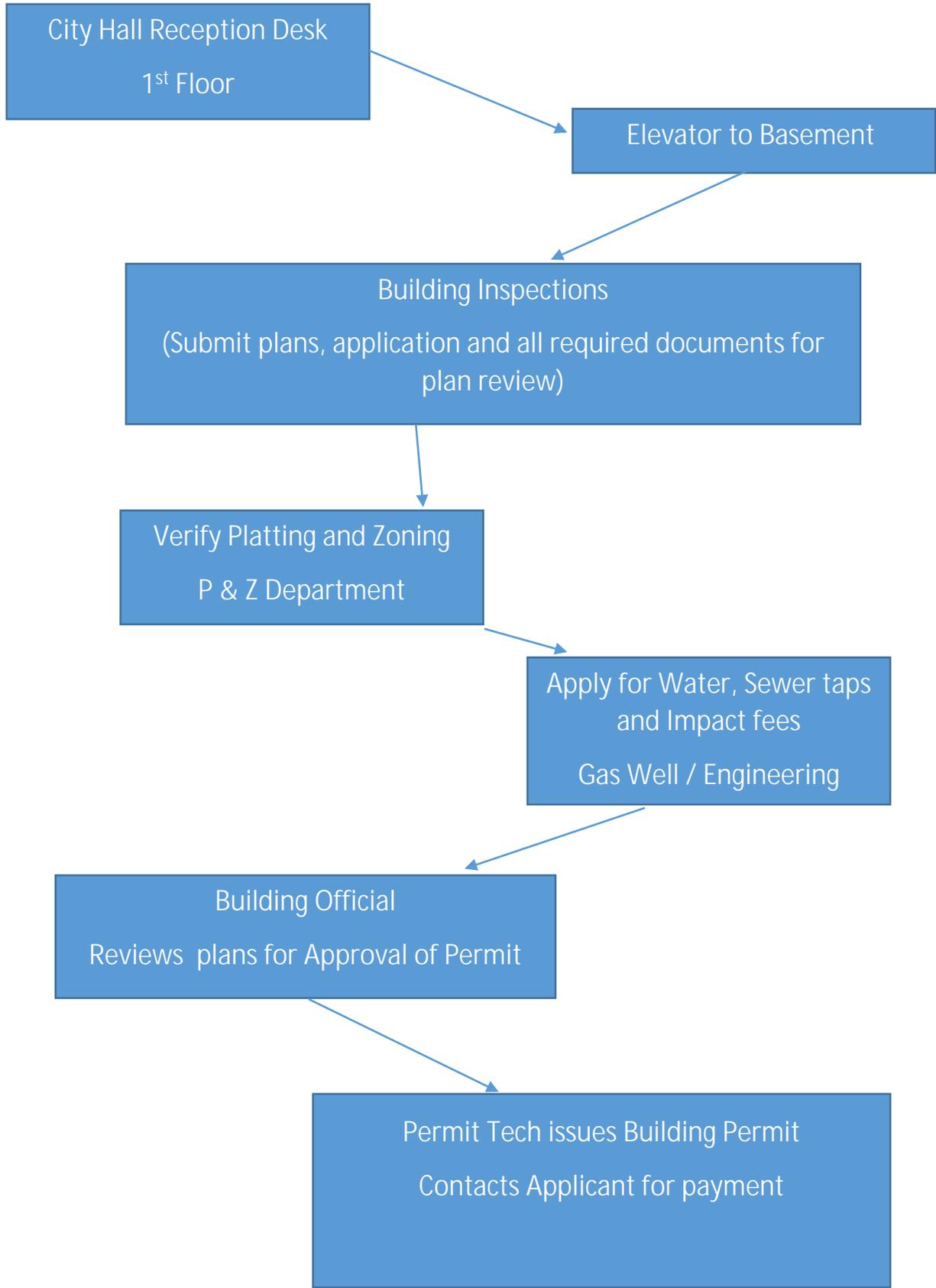
Residential Permit Fees

New Residential House	\$0.19 square foot
Remodel Residential House	\$0.16 square foot
Carport, Awning or Porch	\$0.09 square foot
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

Please note, that all permits issue will have a \$20.00 Administrative Fee added to the total.

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Permitting Flow



When Is a Building Permit Required?

A building permit is required if an owner or authorized agent intends to: construct, enlarge, alter, repair, install, move, demolish, change the occupancy of a building or structure. This applies to both Residential and Commercial properties.

- ❖ 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. The only EXCEPTION is cosmetic work, such as painting, siding, replacing sheetrock, wall or floor coverings and cabinets.
- ❖ All secondary or accessory structures including carports, detached garages, and storage buildings exceeding 120 square feet. Permits are not required for those buildings under 120 square feet; however, those structures must meet the required setback regulations.
- ❖ Fences over 6' tall and retaining walls over 4' tall.
- ❖ Roofing permit are required when replacing decking or rafters.
- ❖ All swimming pools in ground and above ground (5,000 gallons or more).
- ❖ All covered porches, awnings and patios.
- ❖ Windows & Doors
- ❖ All Portable Storage Containers

Once a Building permit is issued, the owner or agent has 180 calendar days for the work to be completed or to request the first inspection. If neither of these two things happens, the permit will be deemed

expired and all fees paid will be null and void. To reinstate the permit, all fees must be repaid.

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When Is A Permit Required? (continued)

Permits are also required for the following:

- **Approach Permits** are required when replacing or pouring new approaches for driveways or parking lot entrances.
- **Electrical Permits** are required for all electrical work. A licensed Master Electrician registered with the City of Cleburne must obtain all necessary electrical permits.
- **Plumbing permits** are required for all plumbing work. A licensed Master Plumber registered with the City of Cleburne must obtain all necessary plumbing permits.
- **Please Note:** a Contractor must confirm location of all water and sanitary sewer lines and taps. For taps, contractor should stake the preferred location. Taps may take 3 to 4 weeks to process. Tie-on's should take approximately 4 to 7 business days. The exceptions to these times are for meters 1-1/2" and above. This is due to the purchase lead time required for larger meters. The account will have to be set up by the customer at Utility Billing Dept. 418 W. Henderson Street (817-645-0919). For status updates please contact Cindy Moore at Water/Sewer Department, her contact number is 817-645-0946.

NO FIRST ROUGH PLUMBING INSPECTION WILL BE PERFORMED UNTIL AFTER THE METER/TAP IS INSTALLED!!!!

- **Mechanical Permits** are required for all mechanical work. A licensed mechanical contractor registered with the City of Cleburne must obtain all necessary mechanical permits.

- **Irrigation permit** are required for yard sprinkler systems. A licensed irrigator must be registered with the City of Cleburne of Cleburne and must obtain all necessary irrigation permits.

When Is A Permit Required? (continued)

- **Floodplain Certificates** are required if any portion of a structure is located within the floodplain area. This document can be obtained from the City Engineer (817-357-4491).
- **Sidewalk permits** (if required) must be obtained by a bonded Concrete contractor. A Performance Bond must be at least \$2,000. Ordinance 99.26
- **Curb & Gutter Permits** (if required) must be obtained by a bonded Concrete contractor. A Performance Bond must be at least \$2,000. Ordinance 99.26
- **Roofing permits** is required for re-decking an existing roof and this permit can be pulled by a licensed Contractor with the City of Cleburne.

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 if there should be a question.

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 Warranty Deed may be required if not matching tax roll)**
- C. The name, address and phone number of the
person doing the work, if other than the homeowner.**
- D. Square Footage Total (for remodels, additional square footage).**
- E. Valuation or construction cost.**
- F. Description of construction.**

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

- A. Site plan (plot plan) which shows:**
 - Size & location of proposed structure(s)**
 - Location of any existing structures or pools**
 - Location of all utility easements**
 - Location of driveways and 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.

Page 11 **New Construction Plans Submittal (continued)**

- **Show finished Floor Elevation from Plat. Must be a minimum 14" above the curb.**

B. Termite Affidavit – Must provide copy of termite affidavit from a licensed Pest Control company before the framing inspection.

C. Structure Plans (18 X 24" paper) must include:

- **All framing of brace wall panels**
- **Floor plans with elevations**
- **Window and 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 (18 X 24" paper) must include:

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

E. Plumbing Plans (18 X 24" paper) must include:

- **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” and Manual “S” form from the Mechanical 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

H. Wall Bracing

- Wall bracing plans demonstrating compliance with IRC section 602.10 and following sections. This may include standard braced wall panels, alternate braced wall panels, continuous structural panel sheathing or an engineering product or system. It will also require a “Wind Bracing Required and Provided Calculations / Table.”

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.
(Please contact Engineering at 817.556.8863)
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 an irrigation system is installed:
 - During installation, an open trench inspection must be performed 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

- ❖ Prior to sodding or landscaping, an inspection is required to verify grading of the lot and swales between adjacent properties.
- ❖ All contractors must be registered with the City of Cleburne, the cost is 100.00. The only exception to this rule is Plumbers and Electricians; however, they must be registered with the State of Texas.
- ❖ Blower 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. Other certifications will have to be approved by the Building Official. All 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 reports must be submitted to the Building Inspections Department before sheet rocking or before final inspections.
- ❖ 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 questions, please contact the Public Works Department (817-556-8884).
- ❖ Building permit must be visible either on a stake in the front yard or posted on the front wall of the structure.
- ❖ Address numbers must be posted on the building prior to the Electrical Release inspection.

- ❖ A portable toilet must be placed on all sites prior to the beginning of any construction.
- ❖ All construction debris must be contained on the property in a container which will not allow debris to escape or be blown onto adjacent properties.

Common Inspection Issues (continued)

- ❖ The sill or base plates must be anchored to the foundation with $\frac{1}{2}$ " diameter anchor bolts placed on a 6' center and a 12' from the corner, around the perimeter of the foundation. The Interior base plate must be shot down.
- ❖ All windows within 24" of a door (closets, front, back, side) must be tempered glass.
- ❖ Fireplaces must be installed to meet the manufacturer's clearance requirements on each side from any combustible material or framing surrounding the fireplace.
- ❖ 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.
- ❖ A green tag must be received for framing and "second roughs" of plumbing, electrical and mechanical before insulating.
- ❖ Termite Report.



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:

* Lots 70' wide or less - **7 feet minimum.**

* Lots greater than 70' wide – **10% of lot width.**

Height regulations: 35'

Accessory Buildings – Rear Yard Only

Front yard setback, such as Carports:

* 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 need to be maintained.

Height regulations: 18’

Please Note: Accessory Buildings or Structures or combinations of Accessory Buildings or Structures shall not occupy in excess of 50% of the minimum required rear yard.

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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 and 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 8AM. All re-inspection requests will need to be called into the Hotline number.

Emergency Inspections such as electrical reconnects or gas tests will need to be called directly into Building Inspections 817-645-0955 or 817-556-8891 from 8AM to 5PM Monday – Friday.

Inspection Hotline Number 817-556-8810

- ❖ Please note, that if you are building on a lot that had a prior house or building you are required to submit a survey copy along with your Building Plans.

- ❖ Approach Permit Applications need to be submitted with the Building Plans