



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



February 6, 2023

Table of Contents

Building Official’s Welcome.....	3
When a Permit is Required.....	4—6
Building Permit Contacts.....	7
How to Apply for a Permit.....	8
Permit Fees.....	8
Permitting Process.....	9
Plans Submittal.....	10 – 12
Inspection Sequence.....	13 - 14
Common Inspection Issues.....	15 - 16
Setbacks.....	17
Requesting an Inspection.....	18
Codes Adopted.....	19

Building Official's 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 brochure and the packet information will assist you in beginning your project. We will try our best to meet your timeframe; however, we must have the time to properly review your construction plans. Most Permits will be issued in 5 business days after submittal provided that all information submitted is accurate.

It is our goal to provide a seamless and efficient permitting and inspections service(s) throughout the entire construction process. We look forward to working with you and are here to assist you in every way possible.

Sincerely,

Terry Broumley



Building Official

10 N. Robinson Street

Cleburne, Texas 76033

817.556-8801

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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, or change the occupancy of a building or structure.

- * New construction for a house, duplex, townhouses or the installation of a Hud-code manufactured home. Multi-family residential, is considered commercial construction.
- * 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, replacing siding or sheetrock, wall or floor coverings, or installing or replacing cabinets. These projects will typically not require a permit.
- * All secondary or accessory structures including carports, detached garages and storage buildings exceeding 120 square feet. Permits are not required for those buildings that are under 120 square feet; however, those structures must meet the required setback regulations.
- * Fences over 6' tall and retaining walls over 4' tall.
- * Roofing permits 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

Once a Building Permit is issued, the owner or agent has 180 calendar days to complete the work before the first inspection. If the work is not ready for inspection, the permit is deemed expired and all fees must be repaid for the permit to be reinstated.

When is a Permit required? (continued)

Permits are also required for:

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

Floodplain Certificates are required if any portion of the building lot 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 Permit** is required for re—decking an existing roof and this permit can be pulled by a licensed Contractor with the City of Cleburne.

Disclaimer: The Building Permit list does not grant authorization for any other work that may require a permit. The owner or authorized agent is responsible for obtaining all required permits

When is a Permit required? (continued)

Plumbing Note: Contractor must confirm the location of all water and sanitary sewer lines and taps. For taps, the preferred location must be staked. Taps may take 3 to 4 weeks to process. Tie-ons should take approximately 4 to 7 business days. The exceptions to these times are for meters 1 to 1 1/2" and above. This is due to the purchase lead time required for larger meters. An account must be set up by the customer at the Utility Billing Department, located at 418 W. Henderson Street (817-645-0919). For status updates, please contact the Water/ Sewer department at 817-645-0946.

Building Permit Contacts

Building Permit Techs	817-645-0955 / 817-556-8891
Building Inspector	817-357-4495 / 817-645-0956
Building Official	817-556-8801
Planning & Zoning	817-645-0947 / 817-556-8811
City Engineer	817-357-4491
Water / Sewer Taps	817-645-0946

To verify platting or zoning, please contact the Planning and Zoning Division at 817-556-8811.

How to Apply

Building permit applications are available through the City's online portal.

Go to <http://cityworks.cleburne.net/BuildingPermits> and click, "apply for a building permit".

Fees will be calculated based on the adopted fee schedule in Section 150.016 of the Code of Ordinances. Payments can be made directly online with a Visa or MasterCard.

Residential 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

Note: All permits issued will have a \$20.00 Administrative Processing Fee added to the total.

Permitting Process

1. Go to cityworks.cleburne.net/Building Permits
2. Apply for a Building Permit
3. Register online (there is a short instructional video if you have questions).
4. Submit your application(s) and upload any documents that are required for permitting a new residence.
5. Wait for a response that all documents have been received or submit any outstanding documents.
6. Once the application is reviewed by Planning & Zoning, Building Permits, Engineering and fees have been applied, you will receive an email saying that your permit is ready for payment.
7. Payment can be submitted through the online portal with a Visa or MasterCard.

New Construction Plans Submittal

1. Residential Building Permit Application:

The following must be provided:

- The address and legal description of the property.
- The name, address and contact number of the property owner (a Warranty Deed may be required if the tax roll does not match).
- The name, address and phone number of the person doing the work, if other than the homeowner.
- Square Footage Total (for remodels, additional square footage).
- Description of construction.

2. Set of 8 1/2 X 11” Plans, which includes:

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, parking and sidewalks
- Location of existing and proposed sewer cleanouts at the structure and the property line.
- A Floodplain Development permit from the Floodplain Administrator if any part of the building lot is located within the floodplain

Plans Submittal (continued)

3. Elevation Drawings, including:

- Building materials, including roof materials
- Roof pitch
- Proposed garage spaces
- Architectural details, decorative features and lighting

Note: the Zoning Ordinance was updated on April 12, 2022 and many building design standards were changed.

4. Structure Plans, including:

- Braced wall plan stamped by an engineer
 - Window and door sizes
 - Ceiling height within all rooms
- a) **Floor plans**
 - b) **Foundation plan stamped by an Engineer for either a rebar or post tension slab.**

5. Electrical Plans, including:

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

6. Plumbing Plans, including:

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

Plans Submittal (continued)

7. Mechanical Plans: A Manual “J” and Manual “S” form from the Mechanical (HVAC) contractor showing the heat loss, heat gain calculations, A/C tonnage and SEER rating:

8. Energy Report, including:

- Copy of the REScheck or IC3 Energy Compliance Report.
(www.energycodes.gov) or ([http:// ic3.tamu.edu](http://ic3.tamu.edu))
- Must provide efficiency rating for water heater
- Solar heat gain and U-factor for windows and doors.

9. Wall Bracing: Wall bracing plans should show a demonstration of compliance with the IRC section 602.10 and following sections. This may include:

- Standard braced wall panels
- Alternate braced wall panels
- Continuous structural panel sheathing or
- Engineered product or system

It will also require a “Wind Bracing Required and Provided Calculations/ Table.”

Elevation Certificate: An elevation certificate is required for all structures constructed in the FEMA designated Floodplain.

Termite Affidavit: Provide termite affidavit from a licensed Pest Control company by Building Final.

Inspection Sequence

Note: Requests for Inspection must be made through the online portal (see page 9)

1. Setback Inspection (**based on form board survey**).
2. Temporary power pole (**Inspection will not be performed if electrical permit has not been obtained**).
3. Plumbing Rough (**Request will not be accepted if plumbing permit has not been obtained. Applicant must ensure all portions of plumbing are on test and all portions of pipe are bedded. The inspection will not be performed if the form board survey has not been submitted and the setback inspection performed**).
4. Foundation/Box and Wrap (**Applicant must ensure all plumbing has been boxed, wrapped and UFER ground installed. Must include successful engineer inspection report via the online portal by the time of building final inspection**).
5. Top Out/Seconds (**Frame, electrical, plumbing and mechanical. Request will not be accepted if a mechanical permit has not been obtained**).
6. Insulation (**or submit successful third party insulation inspection. Upload report via the online portal by the time of building final inspection**).
7. Electric release and/or gas release (**For electric release applicant must ensure panel cover is removed and all electrical fixtures are installed. For gas release, applicant must ensure gas gauge on test, gauge is current on calibration and all gas stop is installed**).

Inspection Sequence (continued)

8. Building Final

Applicant must ensure the following forms have been uploaded prior to request for inspection:

- **Applicant must ensure the following forms have been uploaded prior to request for inspection:**
- **Passed foundation report, if applicable.**
- **Termite Form**
- **Passed insulation report, if applicable and**
- **Blower door form**

Inspections will not be conducted if any of the forms listed above are not uploaded.

- ⇒ 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.
- ⇒ Water meter boxes must be undamaged, set at grade and the meter must be clean and have working clearance.
- ⇒ Sewer clean-out at the property line must be set at grade.

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 of registration is \$100.00. The only exception to this rule is Plumbers, Electricians and Mechanical Contractors; however, they must be licensed 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 by building final via the online portal.
- 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 City Engineer, 817-357-4491
- A Building Permit must be visible either on a stake in the front yard or posted on the front wall of the structure.

Common Inspections Issued (continued)

- Address numbers must be posted on the building prior to the Electrical Release Inspection.
- Required 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. Please contact Utility Billing for City approved dumpster information, 817-645-0919.
- The sill or base plates must be anchored to the foundation with 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 must be tempered glass.
- Fireplaces must be installed to manufacturer's clearance requirements on each side from any combustible material or framing surrounding the fireplace.
- Every sleeping room needs to 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 sf of egress must be provided.
- If construction is proposed on a lot where a house was previously constructed, the permit must include a survey of the previous construction, if available.
- A "passed" inspection must be received for framing and "second roughs" of plumbing, electrical and mechanical permits before insulating.
- Termite Report
- All documents and forms should be submitted via our online portal on pest control company letterhead.

Building Setbacks

Building setbacks vary by zoning district and structure type. The City adopted a new Zoning Ordinance on April 12, 2022 and many setbacks were revised.

How do I determine my setbacks?

You can check your property’s zoning by going to www.cleburne.net/1278/Zoning-Ordinance-Update. Once you’ve identified your zoning, refer to Section 155.2.05 of the Zoning Ordinance to determine the applicable setbacks for a primary structure in that district.

Are setbacks different for accessory structures?

Accessory structures must adhere to the setbacks below:

	Lots that are less than 10,000 SF		Lots that are 10,000 SF	Lots that are 21,780 SF or greater
Minimum Front Setbacks	Behind Primary Structure		Behind Primary Structure	Behind Primary Structure
Minimum Side Setbacks	5 feet		5 feet	5 feet
Minimum Side Setback (corner)	10 feet		15 feet	15 feet
Minimum Rear Setback	5 feet		5 feet	5 feet

Note: Accessory structures are limited as to size, number and lot coverage depending on the size of the lot.

Inspections

Before requesting an inspection, be sure to familiarize yourself with the information in this booklet.

- Reinspection fees apply.
- All required inspections must be submitted via the online portal at cityworks.cleburne.net/BuildingPermits.
- A form board survey must be provided prior to the inspection.
- The City will make every effort to perform the inspection within 24 hours of the request.
- Cancellations must be made online prior to 8AM the day of the inspection(s).

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

Adopted Codes (Effective December 1, 2022)

- 2021 International Building Code
- 2021 International Fire Code
- 2021 International Residential Code
- 2021 International Energy Conservation Code
- 2021 International Existing Building Codes
- 2021 International Mechanical Code
- 2021 International Fuel Gas Code
- 2021 International Plumbing Code
- 2021 International Swimming Pool Spa Code
- 2020 National Electrical Code

In general, the City has adopted the 2021 ICC and 2020 NEC model codes with amendments recommended by the North Central Texas Council of Governments. Local amendments were also adopted to the 2021 International Building Code and the 2021 International Residential Code. All amendments can be found at <http://www.cleburne.net/1057/Adopted-Codes>.

Note: The Zoning Ordinance was updated April 12, 2022 and many building and setback standards were changed.

To verify platting or zoning, please contact the Planning and Zoning Division at 817-556-8811.



Building Inspections • 10 N. Robinson Street • Basement Level • Cleburne, TX 76031