



City of Johnson City
P.O. Box 369
Johnson City, TX 78636
Phone (830) 868-7111 Fax (830) 868-7718
www.johnsoncitytx.org

Permit Application

Job Address: _____ **Permit #** _____ **Project Value \$** _____

Project Type: Residential Commercial Floodplain Development
Flood Plain: Is your property located within a floodplain Yes (please provide a Floodplain Certificate) No

Permit Type:

New Construction Electrical Demolition Roofing Sign
 Remodel/Addition Mechanical Fence Accessory Building
 Tenant Finish-Out Plumbing Swimming Pool Other: _____

Property Owner: _____ Contact Number: _____

Mailing Address: _____ Alt. Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

Project Contract Person: _____ Contact Number: _____

Mailing Address: _____ Alt. Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

Job Description (Scope of Work): _____

IF DEMOLITION AND/OR RENOVATION IS BEING DONE, HAS AN ASBESTOS SURVEY BEEN COMPLETED? YES NO

The City has adopted the following building codes in accordance with Ordinance 16-0703: 2015 International Building Code, 2015 International Plumbing Code, 2015 International Fire Code, 2015 National Energy Conservation Code, 2015 International Mechanical Code, and 2015 International Fuel and Gas Code.

All information on the residential/commercial plan review checklist must be provided in full at the time of submittal. If information is not submitted in full, the plan review process will cease and all information will be given back to the applicant.

All permits must be posted at the job site and visible from the right-of-way. Failure to post permits will delay inspections and may result in a stop work order. **MUST CALL IN INSPECTIONS THROUGH BUREAU VERITAS: INSPECTION REQUEST PLEASE CALL (972) 980-8401 INSPECTION FAX (877) 837-8859 TO SPEAK WITH INSPECTOR (877) 837-8775 PERMIT WILL NOT BE CLOSED UNTIL RECEIVED.**

I hereby certify that the work covered by this application is authorized by the owner in fact and that I am authorized to make this application. I further certify that the information shown above is true and correct, and I agree to comply with all of the applicable city codes and ordinances, and laws of the state of Texas, and the approved plat, plan and specifications. I further certify that I will use the subcontractor listed and approved or will contact the Development Services Department for a change order.

Signature of Applicant: _____ Date: _____

Approved By: _____ Permit Fee \$ _____ Issued By: _____

Send to: beckenrode@johnsoncitytx.org



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New Residential Plan Review Submittal Requirements

Address: _____ **Date Received:** _____

All Permit Applications must have an original signature and be complete. All information concerning building description and materials must be accurate and completely shown.

- _____ **(2) Site Plans to include:**
 - Complete address with legal description (lot, block, subdivision, and phase)
 - Property lines and lot dimensions
 - Proposed structure and all existing buildings
 - Finished floor and finished pad elevations
 - All easements, Utility locations
 - Driveway, sidewalk and fence locations
 - Lot area, slab area, and coverage percentage
 - Setbacks – approved setbacks for front, rear and sides of house must be shown on site plan

- _____ **(2) Residential Energy Code Compliance Report (2015 IECC).** All Third Party Rater information and documentation must be submitted if Energy Star Home.

- _____ **Flood Plain Certificate (Pre-construction/Final construction)**

- _____ **(2) Foundation Plans -** Conventional Rebar Slab Foundation – Regionally Accepted Practices - Foundation Detail (Reference IRC) **or** Engineered plans for Post Tension Foundation – Engineered Foundation plans and letter. Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the 2015 IRC. If letter is provided, original signature must be on one of the letters submitted. If stated on plans, must have original signature of engineer on plans.

- _____ **(2) Sets of house plans** to include: floor plan, exterior elevations, framing, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details

- _____ **Driveway approaches and drainage culverts -** Engineered plans
(Driveways accessing State Highways require a TXDOT permit)

Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Third Party Energy Providers, and Backflow Tester.



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Commercial Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

Note: Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

PROFESSIONAL LICENSE: Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

REQUIRED DRAWINGS AND DOCUMENTS: (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan ^{a}
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report (2015 IECC)^{b}
12. Asbestos Survey (for renovation or demolition permits)^{c}
13. Texas Department of Licensing and Regulation architectural barriers project registration information^{d}



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FREQUENTLY ASKED QUESTIONS:

What is an addition?

Any construction work done to the main building that results in the addition of square footage to the footprint of the home. Additions could be carports, covered patios, sunroom, bedroom, or any other room that is enclosed or open and is attached to the main structure.

What is a remodel?

Any interior or exterior construction work to the main structure such as moving walls, replacing windows, and any major electrical, plumbing, and/or mechanical work.

What do I need to install a deck?

Since decks are not covered, they are not considered additions to the footprint of the home nor do they have to meet setback requirements. However, any deck 30 inches off the ground requires a permit. Submit a building permit application and a drawing showing the house and where the deck is to be constructed. Include materials to be used and a description of how the deck will be anchored to the ground.

Do I need a permit for a concrete patio?

Concrete patios do not require a permit if they are not attached to the house foundation. However, if you plan to cover or enclose this area at a later date, a permit for the concrete is a good idea so we will have a record of the structural strength of the patio.

When is an electrical permit needed?

A permit is required for all service upgrades, service repairs or circuit replacements.

When is a plumbing permit needed?

A permit is required when: a gas line is added, replaced or repaired, installing gas logs inside your fireplace, replacing a gas or electric water heater, adding a water softener to your home, installing a sprinkler system. **Note:** for sprinkler systems a backflow prevention device is required for each system.

When is a mechanical permit needed?

A permit is required when an air conditioner or furnace is replaced.

Helpful Contact Information:

US. Department of Energy - www.energycodes.gov

Texas Department of Health- Asbestos Program Branch-(512) 834-6600 or
www.dshs.state.tx.us/asbestos

Texas Department of Licensing and Regulation – (800) 803-9202 or www.license.state.tx.us

CONTRACTOR REGISTRATION FORM

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE

Contractors Name: _____ Phone: _____

Contractors Address: _____

_____ City State Zip

Type of Contractors License: _____

Contractors Name: _____ Phone: _____

Contractors Address: _____

_____ City State Zip

Type of Contractors License: _____

Contractors Name: _____ Phone: _____

Contractors Address: _____

_____ City State Zip

Type of Contractors License: _____

Contractors Name: _____ Phone: _____

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City of Johnson City
Permit Submittal Requirements & Contact Information

BUREAU VERITAS

Bureau Veritas conducts residential and commercial inspections on behalf of the City of Johnson City. Permit Applicants will be contacted by Bureau Veritas if additional information is required with regards to your application. The applicant may contact Bureau Veritas to speak with an inspector at any time during the permit process.

All inspections must be requested through Bureau Veritas directly. Their office hours are Monday-Friday from 8:00 a.m. through 5:00 p.m. All inspections requested before 5:00 p.m. will be performed the next business day. Below is the contact information for Bureau Veritas:

Inspection Request – (817) 335-8111 or (972) 980-8401

Inspection Fax - (877) 837-8859

To speak with your inspector please contact - (877) 837-8775.

RESIDENTIAL CONSTRUCTION CHECKLIST

- _____ (2) Sets of floor plans to include: electrical, mechanical, and plumbing.
- _____ (2) Sets of 2015 IECC Residential Energy Code Compliance Report.
- _____ (2) Sets of site plans showing distance from property lines, structures, easements and existing structures on property.
- _____ (2) Sets of foundation and roofing plans.
- _____ Contractor registration form for: Electrician, Plumber, and Mechanical contractor.

RESIDENTIAL REMODEL CHECKLIST

- _____ (2) Sets of floor plans to include: electrical, mechanical, and plumbing.
- _____ (2) Sets of 2015 IECC Residential Energy Code Compliance Report.
- _____ Contractor registration form for: Electrician, Plumber, and Mechanical contractor.

COMMERCIAL PLAN REVIEW CHECKLIST

1. **CONSTRUCTION DOCUMENT SUBMITTALS:** Two (2) copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form. NOTE: Drawings containing a label such as “not for construction” or “for pricing only” will NOT be accepted.
2. **PROFESSIONAL LICENSE:** Each drawing and document shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as requires by the State of Texas Engineering and Architect Practice Act.

3. **REQUIRED DRAWINGS AND DOCUMENTS:** The City of Johnson City reserves the right to request additional information if deemed necessary.

Drawings must be drawn to scale, dimensioned and of sufficient clarity:

- I. Site Plan
- II. Floor plans and roof plans
- III. Exterior elevation
- IV. Door, window, hardware and interior finish schedules.
- V. Construction details along with interior elevations.
- VI. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details.
- VII. Mechanical, electrical and plumbing site plans and schedules. (Include riser diagram as applicable)
- VIII. Certified Energy Compliance Report (2015 IECC)
- IX. Asbestos survey (for renovation or demolition permits)
- X. Texas Department of Licensing and Regulation architectural barriers project registration information.

_____ 2 Site Plans to Include: Legal Description (lot, block and subdivision), Property Lines and lot dimensions, Proposed structure and all existing buildings, Easements, Existing and proposed location of: utility poles, pad mounted transformers, fire hydrants, and size of water lines.

_____ Flood Plain Certificate (Pre-construction/Final construction).

_____ 2 Parking lot layout plans and grading plans.

_____ 2 Commercial Energy Code Compliance to include: Lighting, Mechanical and Building Envelope (if applicable).

_____ 2 Sets of plans to include: floor plan, exterior elevations, roof design, foundation plan, MEP design, construction details, window/door schedule, fire lane location (construction plan and details), underground fire line plans (NFPA 24), Fire suppression system plans to include fire sprinkler (NFPA 13), kitchen suppression systems and documents (NFPA 17, 17A as applicable), fire alarm system plan (NFPA 72), Emergency access plan.

_____ Driveway approaches and drainage culverts to include: Engineered plans and TxDot Permit as applicable.

_____ TDLR Architectural Barriers Registration Number (if \$50,000 or over)

_____ Asbestos survey or compliance statement