

PERMIT CHECK LIST

*The following items and quantities are required for submittal with a Building Permit application. All information required shall be complete in order for an application to be accepted for processing. Payment is due with application. Please staple if there is more than one page. **NO CONSTRUCTION MAY BEGIN WITHOUT FINAL APPROVAL FROM ENGINEERS AND PLAN REVIEWERS. THE PLANS WILL BE RETURNED TO YOU.***

Residential (New Construction) Form Board Survey on site

- Final Plat (1 copy)
- Plan review notes (2 copies)
- Site Plan (3 copies)
- Foundation Plan (2 copies)
- Floor Plan (2 copies)
- Elevations (2 copies)
- Energy Report (2 copies)
- Water Receipt (1 copy)

Residential (Remodel)

- Scope of work/Plan notes (2 copies)
- Floor plan (2 copies)
- Energy Report (2 copies)

Commercial (New Construction) Form Board Survey on site

- Final Plat (2 copies)
- Plan review notes (2 copies)
- Site plan with parking (10 copies)
- Landscape plan (4 copies)
- Floor plan (2 copies)
- Elevations (2 copies)
- Energy report (2 copies)
- TDLR# for projects over \$49,000.00

Commercial (Remodel)

- Scope of work/Plan notes (2 copies)
- Floor plan (2 copies)
- Energy report (2 copies)
- TDLR# for projects for \$49,000.00
- In demolition, an asbestos report is required before work begins

Residential Plan Review Comments

Please read carefully!

The following requirements are applicable to this project. Approved/stamped plans shall be available on jobsite for inspection. Where discrepancies occur between these requirements and any comments or notes on the plans or specifications, these requirements shall govern:

- Plan review is subject to field inspection approval.
- **Form survey is required to verify compliance with the approved site plan.**
- All plumbing piping in or through foundation must wrapped or sleeved.
- Minimum 1" water line to first plumbing fixture group.
- All construction shall be in accordance with 2015 IRC with city codes and ordinances.
- All construction is subject to site inspection.
- All receptacles in kitchen countertops, bathrooms and garages shall be GFCI protected per 210-8, 05 NEC. Also, all exterior receptacles shall be GFCI protected and weatherproofed.
- Appliances in attics require pull down or permanent stair and opening capable of removal of the largest piece of equipment or 20" x 30", whichever is largest.
- Water heaters install in a garage shall be elevated such that the source of ignition is not less than 18' above the floor.
- All chimneys and fireplaces to comply with Chapter 10, 2015 IRC.
- Stone and masonry veneer must be installed per Sec. R703.2, R703.7 2015 IRC and city code of ordinances.
- Enclosed accessible space under stairs shall have walls, under stair surface and any soffits protected on the enclosed side with ½ gypsum board.
- On stairways the maximum riser height is 7 ¾". The minimum tread depth is 10". The greatest may not exceed the smallest by more than 3/8".
- Handrails shall be a minimum 34" and a maximum 38" vertically from the nosing of the treads to the top of the handrail. The space between the handrail and the wall shall not be less than 1 ½". The handgrip portion shall have a circular cross section of 1 ¼" minimum to 2 5/8" maximum.
- There shall be a floor or landing at the top and bottom of each stairway and on each side of every exterior door. The width of each landing shall not be less than the stairway or door served. Every landing shall have a minimum dimension of 36" in the direction of travel.
- Garage walls and ceilings shall have ½" gypsum board and a tight-fitting weather-stripped door 1 3/8" in thickness solid wood or steel or materials approved for 1-hour fire resistive construction and 20-minute door.
- Stairway and guard pickets shall be so arranged to not allow the passage of a 4" sphere.
- An attic access opening measuring not less than 22" x 30" shall be provided in a hallway or other readily accessible location for areas >30 sq. ft with a height of 30" or >30" minimum of unobstructed headroom shall be provided above the opening.

- Smoke alarms shall be installed in each sleeping room, outside of each sleeping area in the immediate vicinity of the bedrooms and on each individual occupied story. When more than one smoke alarm is required, actuation of one alarm shall activate all alarms. Habitable basements and all sleeping rooms shall have at least one emergency escape and rescue window or exterior door. Windows shall have a minimum net clear opening of 5.7 sq. ft. (5 sq. ft. for grade floor windows). The minimum net clear opening height is 24" The minimum net clear opening width is 20". The maximum sill height is 44". Box windows shall not project into the 5 ft. side yard if they are supported at the foundation.
- Safety glazing (tempered glass) shall comply with Sec. R308.4 2015 IRC. Skylights shall comply with Sec. R308.6 2015 IRC. Light, ventilation and heating shall be provided in accordance with Sec. R303 and attic ventilation with Sec R806 2015 IRC.
- **You must have a cut off valve installed between the meter and the house, at least two feet from the meter before your water is turned on.**

*Please be advised all request for inspections shall be made directly to the Permit Clerk at 972-483-7329. All persons in your firm involved with requesting inspections should be advised of this procedure. **DO NOT CONTACT THE INSPECTOR DIRECTLY** for routine inspection requests.*

CITY OF ITALY BUILDING PERMIT SUBMITTAL LIST FOR COMMERCIAL, INDUSTRIAL & INSTITUTIONAL BUILDING

Three (3) complete sets of specifications and drawings, drawn to scale with professional clarity and detail to indicate the nature and character of the work, shall accompany every request for building permit. Such drawings shall include the following:

- **SITE PLAN** Showing location of the proposed building and every existing building or structure on the site or lot. The plan shall include a boundary line survey, easements, right-of-way, streets, front-yard, side-yard and rear-yard setbacks, building foot print, drainage and related site improvements, such as swimming pools, driveways and sidewalks, finished floor and site elevations, lot number, block number, subdivision name and 911 approved street address. Scale: 1" = 20'-0".
- **FLOOR PLAN** State building square feet per floor. Scale: ¼" = 1'-0"
- **FOUNDATION PLAN** Scale: 1/8" = 1' -0" or larger
- **ELEVATIONS** : Scale 1/8" = 1'-0
- **TYPICAL WALL AND FOUNDATION SECTIONS:** Scale ½" = 1'-0"
- **PLUMBING PLAN:** Scale ¼" = 1'-0"
- **ELECTRICAL PLAN:** Scale ¼" = 1'-0"
- **HVAC PLAN:** Scale ¼" = 1'-0"
- **SPECIFICATIONS** may be stated in drawings

NOTES:

- Scales shown are minimum
- All drawings, specifications and accompanying data shall be dated and bear the name and address of the designer. For building or structures three structures or more in height or 5000 sq. ft or more in area, such designer shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his/her official seal to said drawings, specifications and accompanying data.
- One set of drawings and specifications shall be returned to the builder when the building permit is issued. The other set will be returned when the Certificate of Occupancy is issued.

BUILDING PERMIT SUBMITTAL LIST FOR REMODEL, REPAIR, ALTERATION OR ADDITION TO EXISTING ONE- AND TWO-FAMILY DWELLINGS

Three (3) complete sets of drawings, drawn to scale with sufficient clarity and detail to indicate the nature and character of the work, shall accompany every request for a building permit. Such drawings shall include the following:

- **FOR ROOM ADDITIONS** a plot/site plan showing location of the proposed room addition and every existing building or structure on the site or lot. The plan shall include a boundary line survey, easements, rights-of-way, front yard, side yard and rear yard setbacks and building footprint. Existing and proposed driveways and sidewalks shall be shown, as well.
- **FLOOR PLAN** Scale: $\frac{1}{4}'' = 1' - 0''$
- **FOUNDATION PLAN** Scale: $\frac{1}{4}'' = 1' - 0''$
- **TYPICAL WALL AND FOUNDATION SECTION** Scale: $\frac{1}{2}'' = 1' - 0''$
- **PLUMBING PLAN** showing location of all proposed water closets, lavatories, tubs, showers, kitchen sinks, etc.... Scale: $\frac{1}{4}'' = 1' - 0''$
- **ELECTRICAL PAN** showing location of all proposed switches, receptacles, light fixtures, appliances, etc.... Scale: $\frac{1}{4}'' = 1' - 0''$

A written scope of work may be substituted for drawings as approved by Permit Department. All construction shall conform to the adopted building codes in affect at the time permit is issued. All drawings and accompanying data shall be dated and bear the name and address of the designer, builder and/or owner.

INSPECTION LIST

FOUNDATION STEEL WORK:

May be separated from or in conjunction with the inspection of porch slabs, sidewalk and drives/approaches, all steel work to be covered in concrete must be inspected before pour.

FOUNDATION:

Requirements for piers and/or trenches where required; steel work according to filed plans; steel size and spacing, chairs, poly where required; no interference or contact with plumbing, no contact with dirt. If post-tension is inspected by contractor's engineer must provide a letter to the city.

DRIVEWAY:

Proper use of rebar, sand, chairs, width and/or length.

APPROACH:

Rebar spacing, required thickness of concrete

PATIO:

Determined mostly from plans

SIDEWALKS:

Proper use of sand, width and thickness

POOLS:

Rebar size and spacing (Tags will be on the steel).

PLUMBING:

Requirements outlined in City Code Book, look for leaks, use level to check fall, check for correct pipe size, right material and good workmanship. (Tags on main vent standpipe).

GAS:

Requirements outlined in the city code book, check for proper materials, size and proper practices, pressure test close to 20 PSI. (Tags near the gauge).

HVAC:

Ducts properly supported at plenum, at drops 3 screw at joints, tape-work. Tags at plenum or low duct outlet.

ELECTRICAL:

Conformance with intent of the NEC. Equipment and wire properly supported and insulated in accordance with good workmanship, conformance with the intent and direction by inspector, look for good connections, proper wire size, proper imparity of wire and equipment, conformance to Oncor's requirement book, shock and fire safety and proper conduit. Tags at breaker box or other prominent equipment.

FIREWALL:

Where required conformance with plans, number of layers of firebrick and thickness, coverage, nail pattern, penetration and sealing. Tags on water heater pipe or main vent.

PLUMBING STACK-OUT:

Conformance to plumbing code book, completed with roof on. Tags on water heater pipe or main vent.

FRAMING ROUGH:

Conformance with plans, sturdiness, spacing of members, proper wind bracing, bowing lumber, proper bracing, treated wood and types of lumber. Inspected after other trades are completed and approved. Tags on stud near front door.

PLUMBING FINAL:

All faucets and shower heads checked for flow and leaks, all sinks checked, water heater pop-off valve tested, water closets tested and tanks lids opened and completed. Tags on the left side of water heater.

HVAC FINAL:

Completeness, proper clearance of units, proper hookup and proper ventilation. Tags on unit in closet within sight of attic door on or in electrical cut off box.

ELECTRICAL FINAL:

Work completed to meet NEC and other codes, changes in rough-in and safety from fire and shock hazard. Tags on meter base or on obvious equipment. Electrical code is 2014.

GAS SERVICE FINAL:

All stopcocks on all parts of line tested with at least 5 PSI. Tags at gauge.

FRAMING FINAL:

When request, good general practices.

CERTIFICATE OF OCCUPANCY:

After all finals are complete, attic and underneath of structure looked at and passed inspections. All light fixtures with bulbs turned on. All 3-prong, 110 outlets tested hot, outside checked for water heater blow off line and properly completed sewer cleanouts and properly completed water meter box. Fire alarms tested, draft stops and fire walls checked for completion. Project must be ready to move in.

POOL ELECTRIC:

Proper grounding of deck, ground wire around and outside of pool, equipment properly grounded, proper use of conduct and breakers, ground fault receptacles, proper installation as defined by the NEC, proper materials and use.

POOL FINAL:

Conformance with NEC and Oncor's standards. Tags on some part of pool equipment.

TEMPORARY POLE:

Conformance with NEC and Oncor's standards. Tag on meter base.

SIGN FINAL:

Conformance to NEC and plans on file. Check any outside outlets, conduits, wire and connection to power source. Tags on sign support or electrical box.

IRRIGATION:

Proper use of backflow preventer and good plumbing practices. Tags in box for backflow preventer.

MOBILE HOME GAS FINAL:

Proper materials, stopcock at trailer, entire line tested with at least 5 PSI. Tag on pipe at meter location.

MOBILE HOME WATER FINAL:

Proper materials, stop valve at trailer.

MOBILE HOME SEWER FINAL:

Proper materials and no leaks. Tags on meter cover or exposed pipe on trailer near line.

MOBILE HOME ELECTRICAL FINAL:

Conformance to NEC, city and Oncor's standards, no dangerous exposed wire, 100-amp service minimum, proper AC breaker or cut-off switch when and where needed, proper grounding and tags on meter base.

ACCESSORY BUILDING REGULATIONS:

In a residence or apartment district, an accessory building is a subordinate or incidental building, attached to or detached from the main building without separate bath or kitchen facilities, not used for commercial purposes and not rented.

- In a residence or apartment district, an accessory building is a subordinate or incidental building, attached to or detached from the main building without separate bath or kitchen facilities, not used for commercial purposes and not rented.
- In other districts, an accessory building is a subordinate building, the use of which is incidental and used on in conjunction with the main building.
- Accessory dwelling units in RE District shall be allowed as an incidental residential use of a building on the same lot as the main dwelling unit and used by the same person and meets the following standards:
 - A. Accessory buildings must be designed and constructed so they are in keeping with the general architecture of the development.
 - B. Buildings with corrugated metal siding shall not be permitted, but “DELTA” type metal siding is acceptable. Corrugated metal roofing is acceptable.
 - C. The accessory dwelling unit must be constructed to the rear of the main dwelling, separate from the main dwelling. Each lot must have a minimum of ½ acre per dwelling unit constructed.
 - D. An accessory dwelling unit must be constructed to a minimum of SF-3 construction standards.
 - E. The accessory dwelling unit may be constructed only with issuance of a Specific Use Permit.
 - F. The accessory dwelling unit may not be sold separately from sale of the entire property, including the main dwelling unit and shall not be rented or leased.
 - G. Accessory unit shall be at least 25’ from any side property line and 20’ from rear property line unless the rear property line is adjacent to a railroad track, then no setback is required.

AREA REGULATIONS FOR ACCESSORY BUILDINGS IN RESIDENTIAL AND APARTMENT DISTRICTS

SIZE OF YARD:

- **FRONT YARD**-Attached front accessory buildings shall have a front yard not less than the main building or as specified in the particular district. Detached accessory buildings shall be located in the area defined as the rear yard, with a minimum setback of 60' from the property line.
- **SIDE YARD**-There shall be a side yard not less than 5' from any side lot line or alley line for any accessory building provided that such building is separated from the main building by a minimum distance of 15'. In case of an accessory building being closer than 15' to the main building, the minimum side yard requirements for the main building shall be observed. Accessory buildings adjacent to a side street shall have a side yard not less than 15'. Garages located and arranged so as to be entered from the side yard shall have a minimum distance of 20' from the side lot line or alley line. Carports arranged to be entered from the side yard, whether adjacent to an alley or street, shall have a minimum distance equal to the required side yard for the main building.
- **REAR YARD**-There shall be a rear yard not less than 5' from any lot line or alley line, except that if no alley exists, the rear yard shall be not less than 10' as measured from the rear lot line. Where apartments are permitted, the main building and all accessory buildings shall not cover more than 50% of that portion of the lot lying to the rear of a line erected joining the midpoint of one side lot line with the midpoint of the opposite side lot line. Carports, garages or other accessory buildings, located within the rear portion of a lot as heretofore described, constructed closer than 15' to the main building, shall have a rear yard equivalent to the rear yard requirement for the main building, except that a carport may be constructed within 3' of the rear property line if there is an alley adjacent to the rear. If an accessory building is located within 3' of a rear lot line, the height of the building shall be no greater than 8' and a solid fence or wall of the same height shall be built on the rear lot line to screen the building from property located to the rear. Garages arranged so as to be entered by a motor vehicle from an alley or rear alley easement shall be set back from the rear yard or alley easement line a minimum distance of 20'.
- The maximum size of any accessory building shall be 600' sq. ft unless approved by specific use permit.

ACCESSORY BUILDINGS IN MH DISTRICT:

In the MH District, no carport, garage, storage building, office or caretaker's dwelling, laundry house or other permitted structure may be located nearer than 10' to any side or rear line of a plot or tract except that structure may be located within 5' of the side or rear line of a plot. Such structures shall also be subject to front yard requirements.

SCREENING STANDARDS

Purpose: *To encourage the most appropriate use of land and conserve and protect the privacy and value of adjacent permitted uses. Regulations are prescribed for the location and type of various screening devices to be used when required in the various zoning districts or in this section in accordance with the following standards.*

LOCATION OF REQUIRED SCREENING:

- In the event that a multi-family or non-residential Zoning District sides or backs upon an RE, SF or SF2 District, or in the event that any nonresidential district sides or backs to a multi-family district, a solid screening wall or fence of not less than 6' no more than 8' in height shall be erected on the property line separating these districts. The purpose of the screening wall is to provide a visual barrier between the properties. The owner of such property shall be responsible for and shall build the required wall on his property line dividing his property from the residential district. In cases where the Planning and Zoning Commission finds the requirement too impractical for immediate construction, it may grant a temporary or permanent waiver of the required screening wall. Or, in some cases the Zoning Commission may find this requirement to be better met by an irrigated living screen, a landscape plan must be prepared to demonstrate equal visual screening.
- Any screen wall or fence required under the provisions of this section, a Specific Use Permit shall be constructed of masonry or reinforced concrete. Screening walls shall not contain openings constituting more than 40 sq. inches in each one square foot of was surface. All wall openings shall be equipped with gates equal in height and screening characteristics to the wall or fence.
- Where the rear or service area of a nonresidential use is adjacent to or faces a public thoroughfare with greater than 60' of right-of-way, screening a minimum of 6' in height shall be provided. The screening fence shall be constructed to conceal the loading areas from the public traffic.
- In all districts where screening of loading areas facing a street is required, a screening shall be provided not less than 6' in height adjacent to the loading area at the property line. Said screening shall be required along all streets except where such use was in existence at the date of adoption of this ordinance. Screening adjacent to a street shall be masonry. Other materials may be approved by the Planning and Zoning Commission.
- In all districts where screening of open storage is required, such screening shall be required only for those areas used for open storage. A 6' high fence shall be provided and maintained at the property line adjacent to the area to be screened. Screening of open storage areas may be of materials other than masonry, if approved by the Planning and Zoning Commission.
- Refuse storage areas not adjacent to an alley or rear service area for all uses other than a single-family and duplex dwelling shall be visually screened by a 6' high solid fence on all sides except the side used for pickup service.

- No fence, screen wall or other visual barrier shall be so located or placed that it obstructs the vision of a motor vehicle driver approaching any street or drive intersection.
- Where any alley intersects with a street, no fence or plant taller than 30" may be placed within a sight visibility triangle defined by measuring 10' to a point along the property lines and joining said points to form the hypotenuse of the triangle.
- All required screening walls shall be equally finished on both sides of the wall.
- In any residential district or along the common boundary between any residential and nonresidential district where a wall, fence or screening separation is erected, the following standards for height, location and design shall be observed:

- A. Any required fence located to the rear of the minimum required front yard line shall not exceed 8' in height above the grade of adjacent property.
- B. The maximum height of a fence in a required front yard of a single-family, duplex, patio home or single-family attached district shall not exceed 30". Combinations of berms and fences shall not exceed 30" in height.
- C. Where a corner lot is platted with two front yards, a house is constructed facing one of the front yards, the second front yard shall be deemed to be a side yard, which may be fenced in the same manner as other other side yard adjacent to a street, except that the fence shall be constructed on an angle beginning at the intersection of the building line with the lot line and ending a point on the street right-of-way located 10' from the lot line.

APPLICATION FOR BUILDING PERMIT

DATE _____ PROJECT ADDRESS _____

NAME OF APPLICANT _____

NAME AND ADDRESS OF OWNER _____

ZONING _____

PHONE INFORMATION _____

EMAIL OF APPLICANT _____

DESCRIBE YOUR PROJECT-SCOPE OF WORK

SQUARE FOOTAGE OF PROJECT _____

VALUATION OF WORK \$ _____

(valuation of work, cost of construction, includes design/engineering fees, contractor's overhead, structural, electrical, plumbing and mechanical work. DO NOT INCLUDE COST OF LAND).

IF YOU HAVE PLANS TO BE STAMPED, YOU CANNOT BEGIN WORK ON YOUR PROJECT UNTIL THE PLANS HAVE BEEN STAMPED, APPROVED AND RETURNED. YOU WILL BE CONTACTED AS SOON AS THE PLANS ARE RETURNED TO THE PERMIT DEPARTMENT.

PAYMENT IS DUE UPON RECEIPT OF APPLICATION.

PLEASE CALL THE PERMIT DEPARTMENT WHEN READY FOR AN INSPECTION (972-483-7329). PLAN ON THE NEXT BUSINESS DAY FOR INSPECTION. FAX NUMBER IS 833-311-1634; EMAIL IS ASUTHERLAND@ITALYCITYHALL.ORG

WEBSITE: Please check our website for all ordinances listed under GOVERNMENT

<https://ci.italy.tx.us/>

SIGNATURE _____

THANK YOU FOR YOUR BUSINESS!

REGISTRATION FOR CONTRACTORS

(required for all permits & repairs; payment is due upon receipt of application)

DATE _____

1. GENERAL CONTRACTOR _____

COMPLETE ADDRESS _____

PHONE _____

EMAIL _____

LICENSE # _____

2. PLUMBING CONTRACTOR _____

COMPLETE ADDRESS _____

PHONE _____

EMAIL _____

LICENSE# _____

3. ELECTRICAL CONTRACTOR _____

COMPLETE ADDRESS _____

PHONE _____

EMAIL _____

LICENSE# _____

4. HVAC CONTRACTOR _____

COMPLETE ADDRESS _____

PHONE _____

EMAIL _____

LICENSE # _____

THIS REGISTRATION REQUIRES A COPY OF \$1 MILLION INSURANCE POLICY WITH THE CITY OF ITALY AS THE CERTIFICATE HOLDER, COPIES OF CURRENT PROFESSIONAL LICENSE AND DRIVERS LICENSE. THERE IS NO FEE TO REGISTER WITH THE CITY.

ADDRESS: ITALY CITY HALL, PO BOX 840, ITALY, TX 76651 PHONE: 972-483-7329 FAX: 833-311-1632

EMAIL: ASutherland@italycityhall.org