



NEW SF PERMIT SUBMITTAL REQUIREMENTS

A building permit is required for new residential construction or for any renovation or addition to an existing residential structure. Building permits may be obtained from the Building Inspection Department.

No construction, including setting of forms, may begin until a building permit or grading permit has been issued.

To apply for a building permit, a complete submittal must include the following items:

1. **Application** – One (1) copy of the completed permit application indicating the names of the general, concrete, plumbing, electrical and mechanical contractors. The permit application form may be downloaded from the City of Colleyville website www.colleyville.com or is available at the Building Inspections.
2. **Site Plan** – One (1) copy of a plot plan showing all structures, existing and proposed, and where these structures are or are to be placed in relation to property lines and each other.
3. **Erosion Control Plan** – One (1) copy of a plan showing the location of all erosion control measures. This information may be shown on the plot plan. (An example of an erosion control plan is shown in Section O of this brochure).
4. **Energy Compliance Documentation** – The International Energy Conservation Code adopted by the City of Colleyville requires the submittal of documentation at time of building permit application that the proposed structure complies with the minimum energy conservation requirements. Builders can download the necessary computer software at www.energycodes.gov to perform their own energy calculations.

Additions to residential buildings that will be heated and/or cooled must comply with the International Energy Conservation Code. For example, all new ductwork to an addition from an existing heating system must be insulated and sealed in accordance with the code. Additions that are not heated and/or cooled, such as an unconditioned garage, need not comply.

Contractors must contract with a third-party inspection company for the required Energy Code inspections. A certificate of compliance must be forwarded to the Building Inspections prior to Building Final inspection.

NEW SF PERMIT SUBMITTAL REQUIREMENTS (cont.)

5. **Construction Plans** – One (1) set of construction plans on maximum 11"X17" sheets. The construction plans shall include the following items:
 - a. Floor plans with all rooms/areas labeled for their intended use.
 - b. Framing and truss plans.
 - c. Electrical plans identifying all fixtures, receptacles, and switches.
 - d. Elevation drawings showing exterior wall construction
 - e. Window and door sizes shall be identified on the floor plan or separate schedule.
 - f. Foundation drawings stamped by a professional engineer licensed by the State of Texas.
 - g. Original letter from the same engineer that designed and sealed the foundation plans stating that the foundation was designed for the soil conditions on that particular lot. The letter must also state that the foundation design criteria comply with the minimum standards required by the 2012 International Residential Code.
 - h. Wall bracing plans designed and sealed by a professional engineer with the state of Texas.
6. **Automatic Fire Sprinkler Systems** –
 - a. Required when the total living area or conditioned space equals 6,000 square feet or greater **OR**:
 - b. Required when the total area under roof equals 7,500 square feet or greater.

APPLICABLE CODES AND ORDINANCES

The City of Colleyville has adopted and enforces the following codes that are applicable to building construction activities within the corporate limits of the community.

1. International Residential Code – 2012 edition
2. International Building Code – 2012 edition
3. International Plumbing Code – 2012 edition
4. International Mechanical Code – 2012 edition
5. International Fire Code – 2012 edition
6. International Energy Conservation Code – 2012 edition
7. National Electric Code – 2014 edition

Local amendments to the above codes can be viewed on the Colleyville web site or can be obtained from the Building Inspection Department.