



CITY OF HAMILTON  
 BUILDING & PLANNING DEPARTMENT  
 200 EAST MAIN HAMILTON, TX  
 76531 TEL: 254-386-8116 EXT 4  
 BLDG@CI.HAMILTON.TX.US

## RESIDENTIAL BUILDING PERMIT APPLICATION

NEW SUBMITTAL

NEW CONSTRUCTION, ADDITION, REMODEL OR REPAIR

RESUBMITTAL

Please complete applicable portions. Note: An incomplete application will delay the review process or cause denial of the application.

PERMIT NO. \_\_\_\_\_ - \_\_\_\_\_

PROJECT ADDRESS:			
PROPERTY DESCRIPTION:	LEGAL DESCRIPTION (Subdivision, Block & Lot)	PARCEL ID	ZONING
			<input type="checkbox"/> RS - 1 <input type="checkbox"/> GENERAL RESIDENTIAL <input type="checkbox"/> RS - 2 <input type="checkbox"/> OTHER _____
OWNER:	NAME:		EMAIL:
	ADDRESS:		TELEPHONE:
COMPANY NAME & CONTACT PERSON:		EMAIL:	
GENERAL CONTRACTOR:	ADDRESS:		TELEPHONE:
	COMPANY NAME & CONTACT PERSON:		REGISTRATION NUMBER:
MECHANICAL CONTRACTOR:	ADDRESS:	EMAIL:	TELEPHONE:
	COMPANY NAME & CONTACT PERSON:		REGISTRATION NUMBER:
ELECTRICAL CONTRACTOR:	ADDRESS:	EMAIL:	TELEPHONE:
	COMPANY NAME & CONTACT PERSON:		REGISTRATION NUMBER:
PLUMBING CONTRACTOR:	ADDRESS:	EMAIL:	TELEPHONE:

CLASS OF WORK*: (Check all that apply)	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> REMODEL <input type="checkbox"/> REPAIR <input type="checkbox"/> FENCE <input type="checkbox"/> ACCESSORY BUILDING <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> PLUMBING <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> MECHANICAL <input type="checkbox"/> LAWN IRRIGATION <input type="checkbox"/> OTHER _____		
DESCRIPTION OF WORK:			
ELECTRICAL PROVIDER:	<input type="checkbox"/> TNMP <input type="checkbox"/> HAMILTON COOP	GAS PROVIDER:	<input type="checkbox"/> ATMOS <input type="checkbox"/> OTHER
LIVING AREA IN SQ FEET		GARAGE IN SQ FEET:	
COVERED PORCH IN SQ FEET		NUMBER OF STORIES:	
TOTAL COVERED BLDG AREA:		PLAN NUMBER	
WATER SERVICE:	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	SEWER SERVICE:	<input type="checkbox"/> NEW <input type="checkbox"/> EXISTING
IS THIS PROPERTY IN A FLOODPLAIN?	<input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, provide Flood Plain Certificate)		
LOCATION OF LEGAL CONSTRUCTION WASTE DISPOSAL:			

NOTES:

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I hereby certify that I have read and examined this application and know the same to be true and correct. I certify that the project described herein will be built in accordance with the plans and specifications submitted at the time of application. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any local or state law regulating construction or the performance of construction. A PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED. ALL PERMITS REQUIRE FINAL INSPECTION. A Certificate of Occupancy must be issued before any building is occupied. Permit Application must be presented with applicant's original signature. All submittals sent by mail or delivered by courier should be presented to the attention of the Building Official at the City of Hamilton, 200 East Main, Hamilton, Texas 76531.

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant Name (Please Print Legibly)

**OFFICE USE ONLY:**  
**RESIDENTIAL PERMIT FEES – NEW, ADDITION OR REMODEL**

PERMIT NO. B \_\_\_\_ - \_\_\_\_\_

APPROVED:	DATE:
Building Permit Fee:	
Mechanical Fee:	
Electrical Fee:	
Plumbing Fee:	
Irrigation Fee:	
Other (Specify):	

Total Fees: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Issued Date: \_\_\_\_\_

Issued By: \_\_\_\_\_

BV Project #: \_\_\_\_\_

# RESIDENTIAL PERMIT APPLICATION CHECKLIST

THIS PAGE IS FOR NEW CONSTRUCTION (OR ADDITION / REMODEL AS APPLICABLE)

Incomplete applications/submittals will not be accepted. **New homes** to be constructed must have an **approved final plat** prior to submitting for any building permit.

<input type="checkbox"/>	<p><b>Residential Permit Application COMPLETELY filled out and signed with:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project address provided on application.</li> <li><input type="checkbox"/> Legal Description provided on application.</li> <li><input type="checkbox"/> Class, description of work, living space, total space and number of stories.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Owner name, address, city, state, zip code, phone, fax, email address(es).</li> <li><input type="checkbox"/> General Contractor name, address, city, state, zip code, phone, fax, email address(es).</li> </ul>
<input type="checkbox"/>	<p><b>Contractor / subcontractor(s) information COMPLETELY filled out with:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Valid Registration Number.</li> <li><input type="checkbox"/> Proof of liability insurance.</li> <li><input type="checkbox"/> Valid driver's license with photograph.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plumbing subcontractor registered.</li> <li><input type="checkbox"/> Mechanical subcontractor registered.</li> <li><input type="checkbox"/> Gas and electric providers.</li> </ul>
<input type="checkbox"/>	<p><b>Submittal is compliant with the following codes and amendments:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2018 International Residential Code (IRC).</li> <li><input type="checkbox"/> 2018 International Energy Conservation Code (IECC).</li> <li><input type="checkbox"/> 2018 International Fire Code</li> </ul>
<input type="checkbox"/>	<p><b>Two (2) sets of Building Plans / Construction Documents with:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover Sheet containing Location Address, Project Description, Applicant's Printed Name, Applicant's Signature, and Date.</li> <li><input type="checkbox"/> Completed set of architectural plans / floor plans drawn to scale of 1/4" = 1' showing all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.</li> <li><input type="checkbox"/> Electrical plans (may be combined with floor plans) drawn to scale of 1/4" = 1' showing location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.</li> <li><input type="checkbox"/> Plumbing Plans (may be combined with floor plans) drawn to scale of 1/4" = 1' showing location of fixtures, water heaters, and gas outlets.</li> <li><input type="checkbox"/> Stamped Engineered foundation plans and details, drawn to scale of 1/4" = 1', showing all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and size of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensioning cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.</li> <li><input type="checkbox"/> Exterior elevation plans drawn to scale of 1/4" = 1' showing exterior materials, windows and doors, roof slopes, chimneys, and overhangs.</li> <li><input type="checkbox"/> Structural plans, where required, drawn to a scale of 1/4" = 1', showing second floor framing, ceiling framing, roof framing, headers, and beams.</li> <li><input type="checkbox"/> Stamped Engineered foundation letters, including a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code; must be sealed by the State of Texas Engineer that designed the foundation plans, and must show the address and legal description of the lot.</li> <li><input type="checkbox"/> Masonry on wood details (if applicable) sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.</li> <li><input type="checkbox"/> Engineered Wind Bracing Plans – comply with current adopted City codes.</li> <li><input type="checkbox"/> Energy Code Compliance Report – (<a href="http://www.energycodes.gov">www.energycodes.gov</a>) (IC3 reports: <a href="https://ic3.tamu.edu">https://ic3.tamu.edu</a>).</li> </ul>
<input type="checkbox"/>	<p><b>Two (2) copies of the plot plan to include the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Address &amp; Legal description of the lot (Subdivision, Block &amp; Lot).</li> <li><input type="checkbox"/> Drainage arrows.</li> <li><input type="checkbox"/> Lot size, lot dimensions &amp; % of lot coverage.</li> <li><input type="checkbox"/> Building footprint.</li> <li><input type="checkbox"/> Platted building lines.</li> <li><input type="checkbox"/> Easements.</li> <li><input type="checkbox"/> Driveways.</li> <li><input type="checkbox"/> Finished floor elevation.</li> <li><input type="checkbox"/> Garage floor elevation (used for driveway slope).</li> <li><input type="checkbox"/> Plan number.</li> <li><input type="checkbox"/> Scaled layout 1"-20'.</li> </ul>
<input type="checkbox"/>	<p><b>Fences, Accessory Buildings, Irrigation Systems &amp; Private Swimming Pools (if applicable)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fences - (2) Site plans showing location of fences, height, and fence materials.</li> <li><input type="checkbox"/> Accessory Buildings - (2) Site plans showing location of accessory building and distance from property lines and house. Structural plans if built on site; brochure of proposed building if prebuilt.</li> <li><input type="checkbox"/> Irrigation systems – Inspection only.</li> <li><input type="checkbox"/> Private Swimming Pools - (2) Site plans showing location of pool and distance from property lines and house. Layout of pool to include depth and stamped approval by local utility service company or DIG TESS Number.</li> </ul>
<input type="checkbox"/>	<p><b>NOTE: A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.</b></p>
<input type="checkbox"/>	<p><b>Deliver plans and documents to the Building &amp; Planning Department at 200 East Main Street, Hamilton, Texas 76531.</b></p>