



McLendon-Chisholm

Residential Building Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____			
Lot: _____	Block: _____	Subdivision: _____	
Project Description:	NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: _____
	PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
Description of Work:			
Area Square Feet: _____	Covered Porch: _____	Total: _____	Number of stories: _____
Living: _____	Garage: _____		

Owner Information: _____		
Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Fax Number: _____	Mobile Number: _____

General Contractor	Contact Person	Phone Number	Contractor License Number
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number
Electrical Contractor	Contact Person	Phone Number	Contractor License Number
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number

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. Separate permits may be required for electrical, plumbing, and heating/air condition. **All permits require final inspection. Applicants pay actual cost for all inspections plus a percentage of valuation. Permit fees assume an estimated number of inspections required for a typical project. An applicant may be invoiced for any inspections performed over the number estimated at the time the permit was issued. No utilities will be released until all monies owed to the City are paid in full once a final inspection is performed.**

I hereby certify that I have read and examined this application and know the same to be true and correct. I will comply with all provisions of laws and ordinances governing this type of work whether specified or not and I agree to pay all fees as described above. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved by: _____	Date approved: _____
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Building Permit Fee: _____
 Plan Review Fee: _____
 Electrical Permit Fee: _____
 Mechanical Permit Fee: _____
 Plumbing Permit Fee: _____
 OSSF Permit Fee: _____
 Deposit: _____

Total Fees: _____
 Issued Date: _____
 Issued By: _____

Permit # _____



The Following is a Permit and Inspection Procedure Checklist for Residential Construction (new & remodels) within the City Limits of McLendon-Chisholm.

PERMIT APPLICATION - the following items need to be submitted in order for the permit application to be processed:

1. Completed Permit Application –

____ Contractor information must be completed and the subcontractors registered with the city.

____ Completed Residential Energy Code Compliance Form, with attachments for other than the Simplified Prescriptive Approach. (2 COPIES)

____ Completed On Site Sewage Facility Permit (OSSF), if applicable.

2. Two (2) sets of plan drawings and documents that include –

____ A scaled site plan (survey plat) that shows the house on the lot.

____ Floor plan - exterior elevations, roof design, mep design, construction details, window/door schedule, and masonry on wood details.

____ Engineered foundation design (including engineer design letter).

____ Second floor and roof truss design, if applicable to the construction.

3. A Plan Review Fee of \$125 is required for new residential construction and is not applied toward building permit fees. A separate OSSF Permit Fees of \$500.00 is required for all new single-family construction and other projects as applicable.

HOA Note – For construction within subdivisions with deed restrictions, a copy of the permit (or other document) and approved construction plans issued by the homeowners association review committee, must be provided.

Construction Site Note – The permit packet (with city inspection reports) will need to be on site and visible for each requested inspection. The builder is responsible for installing and maintaining the portable sanitation unit, the erosion control/trash control system, beginning at the Stage One Procedure.

INSPECTION PROCEDURE - the following items of concern are noted per type of inspection and are not inclusive of all code requirements:

STAGE ONE

Temporary Pole -

- Mark the address on the pole with double bracing for pole.
- The panel is rain tight and grounded and all circuits GFCI protected.

Slab Piers / Pier & Beam -

- Slab Piers - steel on site, pier locations marked and drilling in process. The city will accept an engineer's pier log instead of the city inspection.

Very Important – before drilling piers, make sure form survey matches site plan!!

- Pier & Beam / Floor Joist - Engineered beam and floor joist plan on site (do not install flooring until the plumbing rough inspection is approved).

Form Survey / Yard Sewer / Water Service / Plumbing Rough -

- Form survey in the permit packet with approved site plan.
- Public sewer and tap connection (with required cleanouts) or OSSF installation to the building 'two way' cleanout.
- The building drain & sewer must have a minimum five-foot (5') water test at the uppermost fixture branch, with water level visible in the stack.
- The under-slab copper and water service line tested at supply pressure.

Foundation Inspection -

- The city approved complete plan set must be onsite.
 - All service line ditches and tap excavation must be backfilled.
 - All interior plumbing has been rechecked by the plumbing contractor.
 - Piers are visible in grade beams, if applicable.
- Optional - The city will accept a foundation inspection letter from the design engineer (state seal on letter), and submitted at Frame / MEP inspection.

STAGE TWO

Framing / Electrical Rough / Mechanical Rough (HVAC) / Plumbing Top Out / Rough Gas Test / Rough Fireplace -

- The city approved plan set must be on site (including the engineer floor frame/roof truss design and brick on wood design, if applicable).
- The structure needs to have a visible street address posted.
- Duct and piping insulation is visible and installed per code standard.
- The framing penetrations (plumbing, electrical, HVAC, etc.) must be sealed at the point of contact to the unconditioned area or outside of building.
- The factory built fireplace (including chimney cap) installed per code standard. If installing a masonry fireplace - rough in to the second flue.

Very Important - please make sure that all trades have finished their installations and the structure is ready for this inspection. If it appears that the structure is not ready for this inspection (inspector discretion), the inspection will not be conducted.

Energy Insulation -

- __ This inspection is after the placement of wall and some ceiling / floor insulation.
- __ The energy code plan review sheet must be on site, with the approved plans.

STAGE THREE

Construction Electric / Gas Final (temporary utility release) -

- __ The address must be posted on the structure.
- __ The electrician must show indication of having performed a continuity test on the circuits (panelboard labeling) and all fixtures installed.
- __ The plumber will need to test the gas supply (gauge at supply points).

Very Important - the only time that the panelboard is allowed to be 'hot temped' is when the electrician is preparing for this inspection.

STAGE FOUR

Building Final / Electrical Final / Mechanical Final / Plumbing Final / Fireplace Final / Energy Final -

- If an OSSF is installed, a 'final inspection form or letter' from the cities designated representative must be on site in the permit packet.

- __ Please make sure that all trades have finished their installations and the house is ready for occupancy - metered power and heat/ac is working.
- __ Final grade must be established.

FLATWORK (Drive Approach) INSPECTION - This inspection may be requested at anytime during the construction process. The building contractor is responsible for installing the drive approach in accordance with the public or private regulations. Unless otherwise noted, the Drive Approach will require six inches (6") of concrete at 3,000 psi with #4 rebar @ 16" O.C., supported by a 2" compacted sand base, and either an expansion joint or doweled connection at street.

AN INSPECTION REQUEST PROCEDURE AND REQUIRED INSPECTION CHECKLIST IS ATTACHED TO THIS HANDOUT.

ADOPTED CODE INFORMATION - The following construction codes have been adopted in the City of McLendon-Chisholm:

- The 2012 International Residential Code (2012 IRC) with amendments.
- The 2012 International Energy Conservation Code (2012 IECC) with amendments.
- The 2014 National Electrical Code (14 NEC) with amendments.

CONSTRUCTION SITE REQUIREMENTS - The City of McLendon-Chisholm has established the following construction site requirements:

STAGE INSPECTION - A minor construction site violation will be noted as a red tag item and must be corrected before requesting a subsequent inspection. If the violation is severe (blowing trash / no erosion control / mud in street, etc.), an attempt will be made to contact the builder for immediate (same day) clean up and the inspection will be conducted.

COMPLAINT INVESTIGATION - The city will make an attempt to contact the builder for immediate (same day) clean up. If the builder cannot be reached or fails to comply with the cleanup request, a stop work order will be issued by either the building inspector or code enforcement officer. This event will require the builder to pay the city an investigation fee in the amount prescribed by the contract third party company (building inspector or code enforcement officer). The builder will be required to request a stop work follow-up inspection after the construction site violation is corrected.