



City of

(972) 524-2077 1371 West FM 550
McLendon-Chisholm, Texas 75032

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 _____	
Living: _____	Garage: _____	Porch: _____	Total: _____
			Number of stories: _____

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: _____	Total Fees: _____
Plan Review Fee: _____	Issued Date: _____
Electrical Permit Fee: _____	Issued By: _____
Mechanical Permit Fee: _____	
Plumbing Permit Fee: _____	
OSSF Permit Fee: _____	
Deposit: _____	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 –

- Trash bin, erosion control, sanitation unit required.
- 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 –

- Design engineer's inspection is required. This report is provided at the final C.O.

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

- Form board survey required.
- 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 water service line tested at 50 lbs minimum.

Foundation/piers Inspection -

The city requires a foundation inspection letter from the design engineer on engineers letterhead with State of Texas seal. Must have onsite at final co inspection.

STAGE TWO

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

- The city approved plan set should 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, erosion control in place, trash bin on lot.
- 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 to code standard and or manufacturers specifications.

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, at the inspector's discretion, the inspection may not be conducted.

Energy Insulation rough-

- This inspection is after the placement of wall and required ceiling areas.
- A Third Party Energy code certified inspection report is required

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 (panel board labeling) and all fixtures installed.
- Exterior disconnect is required for panel boards
- Whole house surge protection is required
- The plumber will need to test the gas supply (gauge in kitchen).

STAGE FOUR

Building Final / Electrical, Mechanical, Plumbing, Energy Final (MEP)

- If an OSSF is installed, a 'final inspection form or letter' from the cities designated representative must be on site.
- Please make sure that all trades have finished their installations and the house is ready for occupancy - metered power and heat/ac is operational.
- Final grade must be established and confirmed by final grade survey.
- Foundation letter from engineer approving the foundation installation
- Final Third Party energy code inspection approval statement required

FLATWORK (Drive Approach) INSPECTION - This inspection may be requested at anytime during the construction process. The Drive Approach will require six inches (6") of concrete, 3,000 psi with #4 rebar @ 16" O.C. placed on concrete chairs, supported by a 2" compacted sand base, and either an expansion joint or doweled connection at street. Sidewalks and driveways are to be 4 inches of concrete, 3,000 psi with #4 rebar @16 inches O.C.

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

II. ADOPTED CODE INFORMATION - The following construction codes are adopted in the City of McLendon-Chisholm:

- The 2018 body of ICC codes with amendments.
- The 2018 International Energy Conservation Code (2012 IECC) with amendments.
- The 2020 National Electrical Code with amendments.

III. 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.) builder may be called and inspection may be cancelled. Re-Inspection fees may be issued when projects are not ready for inspection, erosion control, sanitation units, trash containment, and excessive mud/debris in

street or trash blown onto other areas. When work is performed at times before 7:00 am and after 7:00 pm on McLendon Chisholm recognized holidays or on Sundays, there may additional fees assessed where the violation occurs.

Remodels/Additions

__ Where porches/patios are added to a home, attached to existing slab foundation and the addition is 200 square feet or larger, an engineer's design is required for adding the new addition to an existing house including the concrete.