

City of Maypearl

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. All permits require final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. 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 Fees: _____
 Issued Date: _____
 Issued By: _____

BV Project # _____



Residential Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

Site plans (plot plans) drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

Floor plans drawn to a scale of ¼" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

Exterior elevation plans drawn to a scale of ¼" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

Structural plans, where required, drawn to a scale of ¼" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

Foundation plans (must be sealed by a State of Texas Licensed Engineer) drawn to a scale of ¼" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

Engineer's foundation design letters. Letters must include 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 Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

Masonry on Wood details, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

Electrical plans (may be combined with floor plan) drawn to a scale of ¼" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

Plumbing plans (may be combined with floor plan) drawn to a scale of ¼" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

Energy Compliance Report

NOTE: A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.



Residential Plan Review and Permitting Procedures

Permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance.

New and Remodel/Addition Residential Permits. Have applicant submit the following:

1. Permit Application
2. (2) Plot Plans to include Legal Description (Lot, Block, Subdivision) and lot dimensions.
3. (2) Energy reports – Energy Code adopted by City
4. (2) Stamped Engineered foundation letters
5. (2) Stamped Engineered foundation plans
6. (2) Sets of House Plans

Note: Special departmental requirements conducted prior to permit submittal to Bureau Veritas will help expedite permit issuance.

Bureau Veritas courier will pickup permit packets.

Bureau Veritas Plan Review Staff:

1. Permit information is entered into BV Application Suite.
2. Verifies if all documents are received and are specific to the legal description of the lot. Reviews plat versus plot plan for building set backs, lot coverage, and masonry requirements according to zoning and ordinance requirements.
3. Reviews plan for building code violations.
4. Reviews energy code for compliance with code adopted by City.
5. If any information is missing or revisions are needed, the applicant will be contacted. If revisions are required, the application will be placed on hold until we receive the corrected documents. A copy of the plan review revision request can be forwarded to the city upon request.
6. When approved, packages permit pack for delivery.

Bureau Veritas Courier

Returns approved permit packet to the city.

City Staff

City issues permit in BV Application Suite.



Miscellaneous Permits

Fences

Can be faxed to Bureau Veritas office. When approved, it will be faxed back for issuance.

1. Permit Application
2. (2) Site Plans showing location of fence, height, and fence material.
Bureau Veritas will stamp one site plan "city" and one "contractor" and fax all back to you for issuance.

Sprinklers

Can be faxed to Bureau Veritas office. When approved, it will be faxed back for issuance.

1. Permit Application
2. Backflow device and location on site plan

Pools

We will pick up Pool permit packet for plan review. When approved, we will deliver back to city.

1. Permit Application
2. Site plan showing location of pool and distance from property lines and house.
3. Layout of pool to include depth and stamped approved by local utility service company.



Residential Inspection Procedures

City - Permit Technician:

1. City issues the permit in the BV Application Suite after permit fees are collected.
2. If add-on inspections are needed, the city contacts the Bureau Veritas office with address and type of inspection needed.

Bureau Veritas - Inspection scheduling via BV Application Suite:

1. Before inspections can be scheduled, verifies permit has been issued by city
2. Verify/Enter contact information.
3. Schedule desired type of inspection requested via fax or phone.
4. Contact inspector if questions arise regarding inspection requests or results.

Inspectors:

1. Print out daily inspection schedule report from BV Application Suite.
2. Return voicemail messages and reply to email messages.
3. Picks up tickets at city if requesting back up inspections.
4. Fill out, in detail, inspection tickets upon completion of inspection.
5. Deliver plans, if necessary, and drop off inspection tickets for city records.
6. Release electrical and gas meters to cities.
7. Result inspections in BV Application Suite.

Inspection Procedures:

A contractor should not request an inspection in a new group until inspections in the previous group(s) are approved. Bureau Veritas has grouped inspections according to the inspection system. There may be some inspections that will overlap. BV Application Suite has the ability to add other department approvals to the list of required inspections as requested by the city.

Reports:

BV Application Suite has the ability to generate reports that the city can access. The city also has access to the BV Application Suite database to check the status of plan reviews and inspections.



Typical Residential Inspections

BV Application Suite has the ability to add other department approvals to the list of required inspections, as requested by the city.

- T-pole _____
- Yard Sewer _____
- Water Service _____
- Plumbing Rough _____
- Form Board Survey _____
- Gas Wrap _____
- Customer Svc. Insp. Form _____

- Foundation _____
- Piers _____

- Framing _____
- Plumbing Top-Out _____
- Gas Rough Piping/Test _____
- Mechanical Rough _____
- Electrical Rough _____
- Insulation (energy) _____

- Construction Electric _____
- Gas Final _____

- Mechanical Final _____
- Plumbing Final _____
- Electrical Final _____
- Energy Final _____
- Building Final _____