RESIDENTIAL NEW CONSTRUCTION

SITE AND BUILDING PLAN PACKET

This packet is intended as a basic information tool to acquaint owners and developers with Huntsville's permitting process. It is the owner's/developer's responsibility to be familiar with our rules, which may or may not be similar to what you are accustomed. However, as rules and procedures can sometimes seem complicated it is our intention to make this process as simple and easy as possible. Please review the material included here and direct any questions you may have to the Central Inspection Division at the City Service Center, 448 State Highway 75 North or call 936-294-5717.

This packet includes:

- ☐ Site Plan Checklist
- ☐ Building Plan Checklist
- ☐ Job Site Requirements
- ☐ Description of Material/Specifications Form
- ☐ List of Adopted Building Codes
- ☐ List of Required Inspections
- ☐ Building Permit Application
- ☐ Development Permit Application (attach site plan)

We hope this packet will assist you when designing your project and when you submit your plans and documents for review and permits.

The City of Huntsville is committed to the continued beautification of our hometown through the presentation of trees and green space. We enthusiastically encourage you to use innovative designs to help preserve our natural environment.

SITE PLAN INFORMATION

(The following checklist includes items that must be incorporated on your site plan)

3 copies are needed

1. ☐ Plans must be drawn to scale of not smaller than 1" = 50'.

2. ☐ Plans must show dimensions, bearing of all property lines and total square footage or acreage of site.

3. ☐ North direction arrow must be provided.

4. ☐ All existing and proposed structures must be shown with building dimensions and distances from property lines (setbacks).

5. ☐ Access (driveways) must be shown with dimensions, shape, and location.

6. ☐ All recorded public easements (sewer, water, gas, electrical, etc.) must be shown and properly dimensioned.

7. ☐ Public streets shall be shown with pavement width, curb or ditch location, sidewalk location and width, and right-of-way width.

8. ☐ Septic system and/or water well must be shown with size and location. A design by an engineer or registered sanitarian will be required before septic system location is approved.

9. ☐ Site topography, grading and drainage requirements for Standard Single Family and Duplex Residential construction.
   a. Show existing ground elevation at all property corners, building corners, top of adjacent curb and ditch flowlines, as a minimum.
   b. Show proposed finished floor elevations for house and garage, proposed lot drainage patterns and drainage improvements.
   c. Show total cut and fill quantities for earth work if applicable.

10. ☐ Site landscaping must be shown with dimensions, tree sizes, if applicable, and total square footage of landscaped areas noted.

11. ☐ Parking areas must be clearly shown and dimensioned. Two parking spaces per residential structure (18' x 19').

12. ☐ Culvert application required if site is located on a non-curbed street.

13. ☐ Subdivision Plat or Boundary Line Adjustment required (if tract proposed for this development was created in its current size and shape after June 27, 1972, and was not properly subdivided).

BUILDING PLAN CHECKLIST

(The following checklist includes items that must be incorporated into the construction drawings)
2 sets of construction drawings are needed

1. ☐ Foundation Drawings:

   a. layout showing beam locations and pier (if applicable) locations.
   b. Beam details showing cross-sectional view with beam widths and depths.
   c. Show reinforcement type and size and placement for beams and piers.
   d. Details for the slab which include depth and reinforcement.

   Note: beams must rest a minimum of 12 inches into undisturbed soil, rest on piers, or the building pad must be tested by a testing laboratory to verify 95% modified compaction has been met.

2. ☐ Floor Plan: floor plan must include dimensions of all rooms with notation of what each room will be used for (i.e.; bedroom, kitchen, closet, etc.).

3. ☐ Framing Plan:
   a. show details of roof framing that included size, grade, and proposed spans.

   b. Ceiling and floor joist size, grade and proposed spans must be shown.

   c. If trusses are used, engineered sealed truss drawings with placement plan is required.

4. ☐ Electrical Plan:
   a. Show location of all fixtures and panels.

   b. Show size of service (load calculations may be requested).

5. ☐ Elevation Drawings: front, rear, left and right side elevations of house must be shown.

6. ☐ Energy Requirements: Energy compliance report must be submitted or calculations form plan review must be followed.

JOB SITE REQUIREMENTS

(1) All permits must be posted on site and must be posted on minimum 4X4 plywood sheathing.

(2) City of Huntsville stamped plans (contractor set) must be kept on site and maintained in a dry and good condition.

(3) The site must have erosion control installed and maintain as soon as the lot is cleared.

(4) A portable restroom must be placed and maintained on site from the beginning of the project until the final plumbing inspection is approved.

(5) The jobsite must be kept clean of trash and debris that may be blown o washed off the site by weather and streets must be kept clean from mud that is tracked by vehicles and machinery.

(6) Safety, in accordance with OSHA standards, must be maintained at all times.

DESCRIPTION OF MATERIALS/SPECIFICATIONS

(Please submit this completed form or a like completed form with your construction drawings)

This form must be completed and submitted with plans

Foundation

A. Fill Material _____ minimum 90% proctor
Slab Thickness _____ minimum 2500 psi
Water Proofing _____
Termite Protection _____
Beam Thickness and Depth _____
Rebar Size _____
Wire Mesh Gauge # _____

B. Concrete block size _____ Spacing _____
Sill size _____ Treated _____

Floor

Joist size _____ Spacing _____
Decking size _____

Exterior Walls

Wood member size _____ Spacing _____
Corner ties _____
Sheathing _____
Siding _____
Wind Bracing _____
Felt _____

Interior Walls

Wood member size _____ Spacing _____
Finish material _____

Ceiling

Joist size _____ Spacing _____
Finish material _____

Rafter

Rafter size _____ Spacing _____
Collar tie size _____ Spacing _____
Purlin size _____ Spacing _____
Decking, exterior grade and size _____

Roof

Roofing material _____

Doors/Windows

Door header size _____ Span of opening _____
Window header size _____ Span of opening _____

Floor plan required showing location and size of the following:

Entrance door size _____
Rear door size _____
Interior door sizes _____
Window sizes _____

Plumbing

Sink _____
Lavatory _____
Bathtub _____
Shower stall _____
Water piping material _____
Water piping size _____
Sewer piping material _____
Sewer piping size _____
Water heater size _____

Heating and A/C

Heating type _____ Total BTU's _____ AMP size _____
A/C type _____ Total BTU's _____ AMP size _____

Electrical wiring

Service size _____ Overhead _____ Underground _____
Location of panel _____ Circuit breaker number _____
Wiring type-minimum #12 _____

Insulation

Ceiling type _____ Size _____ "R" Rate _____
Exterior wall type _____ Size _____ "R" Rate _____

Miscellaneous

Porches _____
Garage _____
Walks _____
Drives _____
Landscaping _____
Finish grade _____

Date: _____ Signature: _____

BUILDING CODES

The City of Huntsville has adopted the following documents related to building and construction (see Chapters 6, 7 and 8, City of Huntsville Code of Ordinances for the latest additions and amendments to these codes):

(1) International Residential Building Code, International Code Council 2003

(2) International Building Code; International Code Council 2003

(3) International Property Maintenance Code 2003

(4) Appendix J-Grading IBC 2003

(5) Appendix G Swimming Pools IRBC 2003

(6) International Mechanical Code, International Code Council 2003

(7) International Gas Code, International Code Council 2003

(8) International Plumbing Code; International Code Council 2003

(9) National Electrical Code; National Fire Protection Association (NFPA) 2005

(10) International Fire Prevention Code; International Code Council 2003

(11) International Energy Code 2003

The Central Inspection Division's approval of plans and specifications does not relieve the owner, designers, and contractors, nor their representatives from their individual or collective responsibility to comply with applicable provisions of the building codes or other ordinances or state laws. This examination is not to be construed as a check of every item in the plans and submitted documents and does not prevent the building official from hereafter requiring corrections of errors in plans or construction.

REQUIRED BUILDING INSPECTIONS

1. A form survey, by a registered surveyor, will be required and must be submitted to the office of Central Inspection prior to a foundation inspection to verify correct location of the proposed structure.

2. Temporary electrical pole

3. Pier, foundation, and ground plumbing

4. Framing, electrical rough-in, plumbing top-out, HVAC duct, and energy

5. Drive approach, and grading

6. Final building, plumbing, electrical, and HVAC

7. Job check inspections will be performed by an inspector to verify compliance of codes that the contractor is not required to call specific inspections for. These would include but not be limited to: erosion control, brick-ties, portable restroom, posting of permits, address posting, site cleanliness and safety, etc.

This is a list of **minimum inspections required for standard construction. Multi-family residential, commercial or industrial construction may require additional or different inspections. The contractor must arrange for such special inspections with a building inspector.

( ) - Development Permit Application Submitted
( ) - Not Applicable

Applications will not be accepted unless COMPLETED

CITY OF HUNTSVILLE

ONE & TWO FAMILY RESIDENTIAL BUILDING PERMIT APPLICATION

Date Submitted: _____

Applicant: _____
Project Address: _____
Owner Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Owner Occupied Homestead ( ) Yes ( ) No
Contractor: _____
Email Address: _____
Address: _____
City, State, Zip: _____
Phone: _____

Engineer: _____
Architect: _____
Cost of Project: $_____

ENERGY CODE INFORMATION

( ) See energy compliance report or

Foundation type _____
Total Wall Area _____
Total glazed area _____
% Glazed Area ÷ Wall Area = _____
U Factor of Windows _____

SHGC of Windows _____
R-Factor Walls _____
R-Factor Ceilings _____
R-Factor Floors _____
Gas Furnace AFUE _____
Heat Pump Brand _____
Heat Pump HSPF _____
Cooling System Brand _____
Cooling System SEER _____

_____
Applicant Signature Date

** Application not complete without construction documents**

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

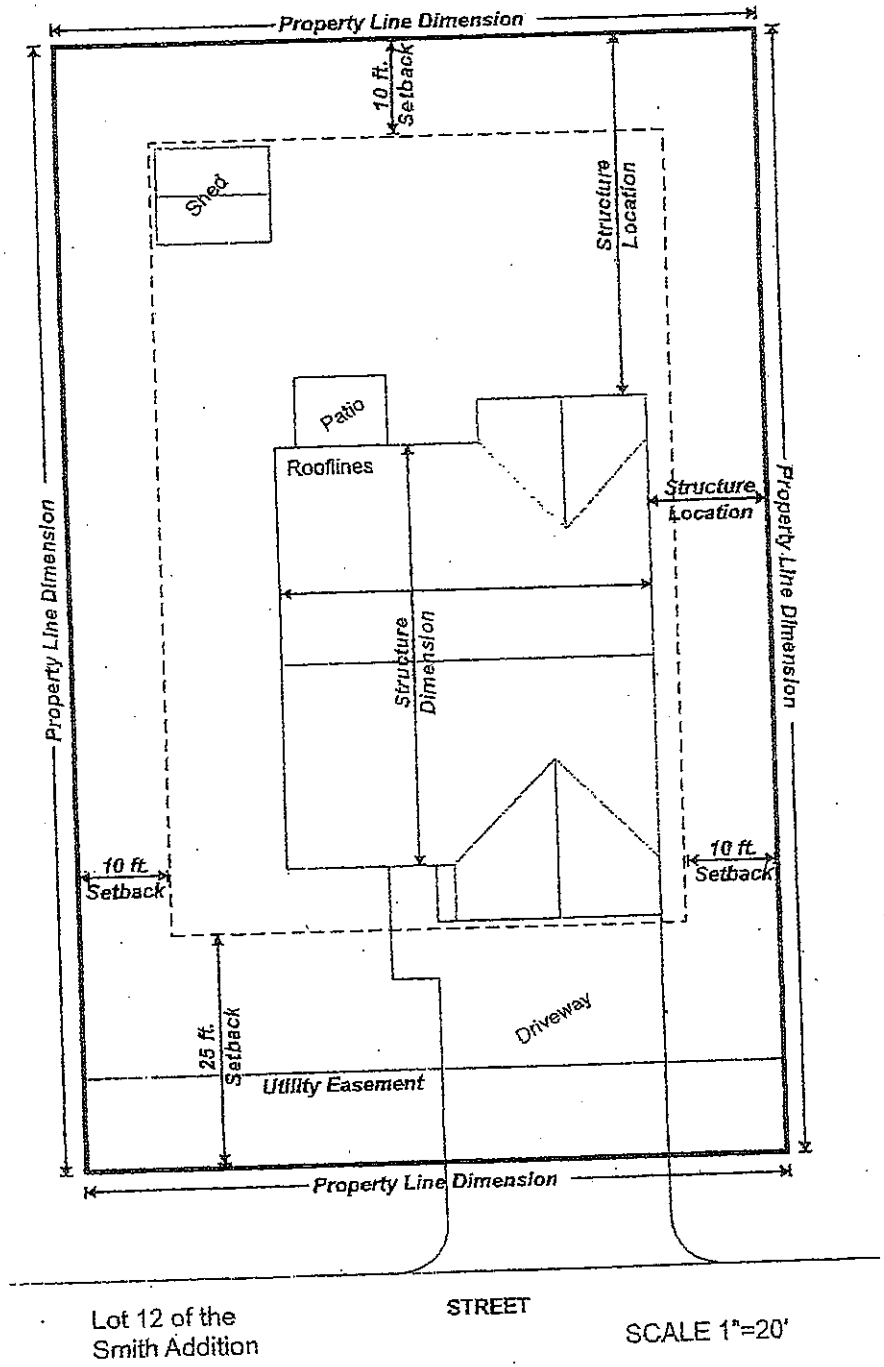
FOR OFFICE USE ONLY

Use of Building: _____

Describe Work: _____

Special Conditions: _____

Type of Construction: _____
Occupancy Group: _____
Size of Building: _____
Number of Stories: _____
Maximum Occupancy: _____
Fire Sprinkler: _____
Number of Dwelling Units: _____



Typical Site Plan

Site Plans are scaled documents that show the development site and all existing and proposed improvements. Some of the items that may be included on a site plan are:

- legal description and dimensions of the lot
- existing structures
- proposed improvements
- distance of structures from lot lines
- setbacks as required by codes
- existing or proposed easements
- flood areas and/or elevations
- existing and/or proposed grades

Site plans should be drawn in accordance with an accurate boundary line survey.

Development Permit Application

City of Huntsville | 448 State Highway 75 North| Huntsville, TX 77320 | 936-294-5700

Subject Property Information - This is for information pertaining to the exact site the development is to take place

Address or General Location _____

Tax ID / Geo ID # _____

Located in (Choose One) ☐ City Limits ☐ Extra-Territorial Jurisdiction (ETJ)

Development Type – Attach one (1) site plan. See Page 2 for site plan instructions.

☐ **Building Construction**
Will you need a:
☐ Sewer Tap ☐ Water Tap ☐ Driveway Culvert

☐ **Manufactured Home Connection/Placement**
Will you need a:
☐ Sewer Tap ☐ Water Tap ☐ Driveway Culvert

☐ **Sign Placement**
☐ Ground ☐ Marquee ☐ Projecting ☐ Roof ☐ Wall

☐ **Storage Building/Garage**

☐ **911 Address for Utility Purposes Only**

☐ **Access/Driveway Construction**
Access is to a:
☐ City Street
☐ County Road
☐ State Highway

☐ **On-Site Sanitary Sewer Facility**
(You must submit a design by a Registered Sanitarian)

☐ **Change of Use**

☐ **Other** _____

Description of proposed development: _____

_____

Property Owner Information – By signing below, I acknowledge that I am the rightful owner of the property proposed for development; and, if different, I authorize the applicant to serve as my agent to file and execute this CoC on my behalf.

Name _____

_____ _____ _____ _____
Mailing Address City State Zip Code

Phone Number _____ Alternate Phone Number _____

E-mail: _____

_____ _____
Owner's Signature Date

Applicant Information - As authorized by the property owner or write in "Same as above"

Name _____ Company _____

_____ _____ _____ _____
Mailing Address City State Zip Code

Phone Number _____ Alternate Phone Number _____

E-mail: _____

_____ _____
Applicant's Signature Date