

Residential Permit Application

Building Permit Number: _____	Valuation: _____
Subject Address: _____	Zoning: _____
Lot: _____ Block: _____ Subdivision: _____	
Project Description: NEW SFR <input type="checkbox"/> SFR REMODEL/ADDITION <input type="checkbox"/> PLUMBING <input type="checkbox"/> MECHANICAL <input type="checkbox"/> SPECIFY OTHER: _____ 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: _____ # of stores: _____
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide Flood Plain Certificate	

Owner Name: _____	Address: _____
Phone Number: _____	Fax: _____ Email: _____
Contact Person: _____	Phone Number: _____

General Contractor	Contact Person	Phone #	License #
_____	_____	_____	_____

Mechanical Contractor	Contact Person	Phone #	License #
_____	_____	_____	_____

Electrical Contractor	Contact Person	Phone #	License #
_____	_____	_____	_____

Plumber/Irrigator	Contact Person	Phone #	License #
_____	_____	_____	_____

TPO Energy Provider	Contact Person	Phone #	License #
_____	_____	_____	_____

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.

A certificate of occupancy must be issued before any building is occupied.

Signature of Applicant: _____ Date: _____
OFFICE USE ONLY:
Approved: _____ Date: _____

Building Permit Fee: _____ Meter Deposit Fee: _____ **Total Fees:** _____

Plan Review Fee: _____ **Receipt #:** _____

Water Tap Fee: _____ **Issued Date:** _____

Sewer Tap Fee: _____ **Issued By:** _____

The City of Teague is an equal opportunity provider and employer.

BV Project #: _____



Residential Inspection Procedures

City - Permit Technician:

1. City issues the permit in the BV Task Management System after permit fees are collected.
2. If city performs the plan review, a copy of the issued permit application should be Emailed to our BV office for data entry into the BV Task Management System for tracking of inspections required.
3. If add-on inspections are needed, the city contacts the BV office with address and type of inspection needed.

Bureau Veritas - Inspection scheduling via BV Task Management System:

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 email, fax or phone.
4. Contact inspector if questions arise regarding inspection requests or results.

Inspectors:

1. Print out daily inspection schedule report from BV Task Management System.
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 Task Management System.

Inspection Procedures:

A contractor should not request an inspection in a new group until inspections in the previous group(s) are approved. BV 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 Task Management System has the ability to generate reports that the city can access. The city also has access to the BV Task Management System database to check the status of plan reviews and inspections.



Residential Inspection Request

For Questions: 817-335-8111 / toll free 877-837-8775



Inspection requests can be emailed to: inspectionstx@us.bureauveritas.com
REQUESTS MUST BE RECEIVED BY 5:00 P.M. FOR NEXT DAY INSPECTION

Please be sure all subcontractors have obtained their permits prior to scheduling an inspection, if applicable.

Today's Date _____

Requestor's Phone _____

Company _____

Requestor's Email Address _____

Requestor's Name _____

City & County of Project(s) _____

Address _____

Subdivision _____

Permit # _____

Date Needed _____

- | | | |
|---|--|--|
| <input type="checkbox"/> T-Pole | <input type="checkbox"/> Framing | <input type="checkbox"/> Construction Electric |
| <input type="checkbox"/> Yard Sewer | <input type="checkbox"/> Plumbing Top-Out | <input type="checkbox"/> Gas Final |
| <input type="checkbox"/> Water Service | <input type="checkbox"/> Rough Gas Test | <input type="checkbox"/> Fireplace Final |
| <input type="checkbox"/> Plumbing Rough | <input type="checkbox"/> Mechanical Rough | <input type="checkbox"/> Plumbing Final |
| <input type="checkbox"/> Gas Wrap (Underground Gas) | <input type="checkbox"/> Electrical Rough | <input type="checkbox"/> Electrical Final |
| <input type="checkbox"/> Form Board Survey | <input type="checkbox"/> Fireplace (metal/masonry) | <input type="checkbox"/> Mechanical Final |
| <input type="checkbox"/> Underground Electrical | <input type="checkbox"/> Energy Insulation | <input type="checkbox"/> Energy Final |
| <input type="checkbox"/> Underground Mechanical | <input type="checkbox"/> Flatwork | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Piers | | |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> All Seconds | <input type="checkbox"/> All Finals |

Comments _____

Address _____

Subdivision _____

Permit # _____

Date Needed _____

- | | | |
|---|--|--|
| <input type="checkbox"/> T-Pole | <input type="checkbox"/> Framing | <input type="checkbox"/> Construction Electric |
| <input type="checkbox"/> Yard Sewer | <input type="checkbox"/> Plumbing Top-Out | <input type="checkbox"/> Gas Final |
| <input type="checkbox"/> Water Service | <input type="checkbox"/> Rough Gas Test | <input type="checkbox"/> Fireplace Final |
| <input type="checkbox"/> Plumbing Rough | <input type="checkbox"/> Mechanical Rough | <input type="checkbox"/> Plumbing Final |
| <input type="checkbox"/> Gas Wrap (Underground Gas) | <input type="checkbox"/> Electrical Rough | <input type="checkbox"/> Electrical Final |
| <input type="checkbox"/> Form Board Survey | <input type="checkbox"/> Fireplace (metal/masonry) | <input type="checkbox"/> Mechanical Final |
| <input type="checkbox"/> Underground Electrical | <input type="checkbox"/> Energy Insulation | <input type="checkbox"/> Energy Final |
| <input type="checkbox"/> Underground Mechanical | <input type="checkbox"/> Flatwork | <input type="checkbox"/> Building Final |
| <input type="checkbox"/> Piers | | |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> All Seconds | <input type="checkbox"/> All Finals |

Comments _____



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
7. (2) Sets Engineered Wind Bracing Plans

Electronic Submittals: PDF of the above documents. Plans MUST be readable. Only one copy of plans required

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

Example: Copy of Variance, special City approvals

**Send complete permit package to BV either by Email, FedEx
fwplanreview@us.bureauveritas.com**

Bureau Veritas Email, FedEx

Returns approved permit packet to the city.

City Staff

City staff notifies BV that permit has been issued. (BV Task Management System can be used for this purpose.)



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. ***If submitted electronically one copy is sufficient.***

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 1/4" = 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 1/4" = 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 1/4" = 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 or Foundation Detail (Refer to IRC for additional requirements) drawn to a scale of 1/4" = 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.

Engineered Wind Bracing Plans – comply with current adopted City Codes

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 1/4" = 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 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

Energy Compliance Report (www.energycodes.gov) (IC3 reports: <http://ic3.tamu.edu>)

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