



The **CITY OF PARIS**

P. O. Box 9037 • Paris, Texas 75461 • 903-784-9234

BUILDING PERMIT - RESIDENTIAL APPLICATION PACKET

WHEN IS A BUILDING PERMIT REQUIRED?

A building permit is required to erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, or maintain any structure or building. This includes accessory buildings such as storage sheds, garages or car ports, etc.

WHICH BUILDING CODES ARE REQUIRED TO BE FOLLOWED?

All construction work must conform to the requirements of the following codes:

- 2006 International Building Code (IBC)
- 2006 International Existing Building Code (IEBC)
- 2006 International Fire Code (IFC)
- 2006 International Plumbing Code (IPC)
- 2006 International Residential Code for One and Two-Family Dwellings (IRC)
- 2008 National Electrical Code (NEC)

HOW DO I APPLY FOR A BUILDING PERMIT?

1. **VERIFY ZONING:** Check the official Zoning Map to verify that the proposed use of the property is permitted. A copy of the zoning map and zoning ordinance is available at the Community Development Office at 150 1st Street S.E. Community Department Staff are available to assist you in locating current zoning and determining whether the proposed use is permitted.
2. **VERIFY PLATTING:** Zoning Ordinance No. 1710 provides that a building permit may not be issued unless a property has been platted or the plot, tract, or lot faces upon a dedicated street and was separately owned prior to April 12, 1965, prior to annexation to the city. If the latter does not apply, confirm that the lot on which the proposed construction will take place has been platted and obtain a copy from the Lamar County Clerk. If the property is not platted, you will be required to complete the platting process before applying for a building permit. (Applies to new construction only.)
3. **COMPLETE THE APPLICATION FOR A BUILDING PERMIT - RESIDENTIAL:** After reviewing the building permit application, prepare all the information requested on the application. A complete application must including the following:
 - Copy of plat of property
 - Two (2) copies of site plan (minimum 1/8" = 1 sf) showing the following information:
 - Size, shape, and dimensions of the platted lot
 - Location and dimension of all existing buildings (if any)
 - Location and dimensions of all existing and/or proposed driveways
 - Location and dimensions of proposed buildings, including exact distance the proposed building will be from the platted lot lines and/or any other existing buildings

Engineering, Planning and Development Department
150 S.E. 1st Street Paris, Texas 75460
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- Location and circumference of existing trees
 - Location of nearest fire hydrant
 - Location of water/sewer taps
- Two (2) set of building plans. Construction documents must be drawn to scale and include sufficient clarity and detail to indicate the nature and character of the work. All drawings and specifications must bear the name, address, phone number, and fax number of the person responsible for the design. Building plans should include, as a minimum, the following information:
 - Building plan should include a complete structural detail plan, (exterior/interior wall, roof design).
 - Plumbing plan should include fixture schedule indicating the type of material and the service line size. Sewer line diagram (denote clean outs), water line diagram (denote hot vs. cold lines).
 - Gas schedule indicating the appliance BTU and service line size, including a gas riser.
 - Electrical schedule and panel details. Include electric wiring details, and branch circuits.
 - HVAC plan, indicating unit sizes, air intake, unit location, vent locations and condensation line.
 - Foundation Plan
 - Energy Code Verification
 - List of contractors
4. **SUBMIT APPLICATION:** Submit all the required application materials to the Planning and Development Department at 150 1st Street S.E. The Planning and Development Department Staff cannot accept an incomplete application.

HOW LONG DOES IT TAKE TO REVIEW AND APPROVE A BUILDING PERMIT?

Upon receiving a complete application, City Staff will review the application for compliance with applicable City codes. If changes to the plans or additional information are required, City Staff will notify the project manager. A building permit will be issued when all plan review requirements have been addressed. Work on the project cannot commence until a building permit is issued.

HOW MUCH DOES A BUILDING PERMIT COST?

The following fees apply to all building permit applications:

<u>Total Project Valuation (dollars)</u>	<u>Fee</u>
\$1,000.00 and less	\$20.00
\$1,001.00 to \$50,000.00	\$20.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$265.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$465.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, up to and including \$500,000.00
\$500,001.00 and up	\$1,665.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof



The CITY OF PARIS

APPLICATION FOR BUILDING PERMIT

Residential

Permit Number: _____

Total Fees Due: _____

PROPERTY INFORMATION:

Type of Project:

- New Construction
- New Addition
- Remodel
- Accessory Building

Address: _____

Lot _____ Block _____ Subdivision _____ Current Zoning: _____

Is this property located on a corner lot? Yes No

Is this property located in a historic district? Yes No

OWNER/APPLICANT INFORMATION:

Applicant's Name: _____ Email: _____

Applicant's Address: _____ Phone: _____

Property Owner's Name: _____

Property Owner's Address: _____ Phone: _____

DESCRIPTION OF PROPOSED PROJECT: _____

What is the proposed square footage? _____ SF

What is the total cost of the project (fair market value of labor and materials)? \$ _____

REQUIRED SUBMITTALS: Applications will not be accepted without all required submittals

- Copy of plat of property (copies can be obtained from the official plat records of the Lamar County Clerk)
- Two (2) copies of site plans (Minimum 1/8" = 1 sf) showing the following information:
 - Size, shape, and dimensions of the platted lot
 - Location and dimension of all existing buildings (if any)
 - Location and dimensions of all existing and/or proposed driveways
 - Location and dimensions of proposed buildings, including exact distance the proposed building will be from the platted lot lines and/or any other existing buildings
 - Location and circumference of existing trees
 - Location of nearest fire hydrant
- Two (2) set of building plans.
- IECC compliance report (REScheck can be downloaded free at www.energycodes.gov.)
- List of contractors

NOTICE TO APPLICANT:

I have carefully read the complete application and know the same is true and correct. I hereby agree to comply with all provisions of local, State, and Federal Laws will be complied with, whether herein specified or not. As the owner of the above property or a duly authorized agent, I hereby grant permission to enter the premises and make all necessary inspections.

Signed: _____ Address: _____

Print Name: _____ Phone Number: _____

Date: _____ Fax #: _____

LIST OF CONTRACTORS

Bldg. Contractor _____ Email _____

Company Name _____

Address _____ Phone _____

City _____ State _____ Zip _____

Master Electrician _____ License # _____ State _____

Company Name _____

Address _____ Phone _____

City _____ State _____ Zip _____

Master Plumber _____ License # _____ State _____

Company Name _____

Address _____ Phone _____

City _____ State _____ Zip _____

Mechanical Contractor _____ License # _____ State _____

Company Name _____

Address _____ Phone _____

City _____ State _____ Zip _____

Driveway Contractor _____

Company Name _____

Address _____ Phone _____

City _____ State _____ Zip _____