



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:

- 2015 International Building Code (IBC)
- 2015 International Existing Building Code (IEBC)
- 2015 International Fire Code (IFC)
- 2015 International Plumbing Code (IPC)
- 2015 International Residential Code for One and Two-Family Dwellings (IRC)
- 2015 International Energy Conservation Code (IECC)
- 2014 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 include 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

Engineering, Planning and Development Department
150 S.E. 1st Street Paris, Texas 75460
Revised: January 2019

- will be from the platted lot lines and/or any other existing buildings
 - 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.
 - Engineered Design 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

PERMIT# _____
 FEE \$ _____

City of Paris

Building Permit Application

Inspection Request Line # (903) 784-9234

CONSTRUCTION ADDRESS			TYPE OF PERMIT		
SUBDIVISION	ZONING	HISTORIC ___Y___N	LOT	CORNER ___Y___N	BLOCK
BUILDING OWNER		MAILING ADDRESS		PHONE #	
CONTACT PERSON		E-MAIL ADDRESS		PHONE #	
GENERAL CONTRACTOR		PHONE #		COA # (IF APPLICABLE)	
ELECTRICAL CONTRACTOR		PHONE #		DISPOSAL SITE (IF APPLICABLE)	
PLUMBING CONTRACTOR		PHONE #		FENCE MATERIAL AND HEIGHT (IF APPLICABLE)	
MECHANICAL CONTRACTOR		PHONE #		ROOF MATERIAL TEAR OFF ___Y___N (IF APPLICABLE)	

BUILDING INFORMATION								
1 st floor SF	2 nd floor SF	Garage	Covered Porch	Covered Patio	Total SF	Height	Lot Size	Lot Coverage %

PERMIT DESCRIPTION:

CITY REMARKS/DESC:

NOTICE TO APPLICANT: THIS PERMIT IS ISSUED ON THE BASIS OF INFORMATION FURNISHED IN THIS APPLICATION AND ON ANY SUBMITTED PLANS, AND IS SUBJECT TO THE PROVISIONS AND REQUIREMENTS OF THE CITY OF PARIS CODE OF ORDINANCES AND ANY OTHER APPLICABLE ORDINANCE. THIS PERMIT IS ISSUED ONLY FOR THE PURPOSE OF ALLOWING CONSTRUCTION OF A BUILDING OR STRUCTURE, CONFORMING TO THE CODES AND ORDINANCES OF THE CITY, REGARDLESS OF INFORMATION AND/OR PLANS SUBMITTED.

SCOPE OF PERMIT: FOR NEW BUILDINGS AND FOR ADDITIONS TO EXISTING BUILDINGS, THIS PERMIT AUTHORIZES ALL STRUCTURAL, PLUMBING, ELECTRICAL, MECHANICAL, WORK TO BE PERFORMED IN THE CONSTRUCTION OF THE BUILDING OR STRUCTURE AT THIS ADDRESS, IF DONE AT THE SAME TIME OF INITIAL CONSTRUCTION. NO SEPARATE SUBCONTRACTOR PERMITS ARE NEEDED FOR THOSE TRADES. HOWEVER, THE PERMIT HOLDER IS REQUIRED TO USE ONLY SUBCONTRACTORS LICENSED, REGISTERED, OR BONDED BY THE CITY OF PARIS WHERE SUCH REQUIREMENT IS APPLICABLE.

<p>I HEREBY ACCEPT ALL CONDITIONS HEREIN ABOVE MENTIONED AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE:</p> <p>AGENT OR APPLICANT _____</p> <p>(DATE) _____</p> <p>Subject property is _____ or is not _____ within the flood hazard area. Required lowest floor elevation is _____.</p> <p>CITY APPROVAL _____</p> <p>(DATE) _____</p>	<p>ESTIMATED VALUE: \$</p> <table style="width: 100%;"> <tr> <td style="width: 70%;">Building Permit Fee</td> <td style="width: 30%;">\$ _____</td> </tr> <tr> <td>Sewer Service Tap</td> <td>\$ _____</td> </tr> <tr> <td>Water Service Tap</td> <td>\$ _____</td> </tr> <tr> <td>Driveway Installation Fees</td> <td>\$ _____</td> </tr> <tr> <td> </td> <td>\$ _____</td> </tr> <tr> <td> </td> <td>\$ _____</td> </tr> <tr> <td> </td> <td>\$ _____</td> </tr> <tr> <td>Total Fees</td> <td>\$ _____</td> </tr> <tr> <td> </td> <td>\$ _____</td> </tr> </table>	Building Permit Fee	\$ _____	Sewer Service Tap	\$ _____	Water Service Tap	\$ _____	Driveway Installation Fees	\$ _____		\$ _____		\$ _____		\$ _____	Total Fees	\$ _____		\$ _____
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Residential Submittal Requirements

Construction Code

2015 International Residential Code with local amendments.

2015 International Energy Conservation Code with local amendments.

Permit Requirements

The City of Paris currently uses a 'Permit Validation System', which allows the General Contractor to validate (or list) the sub-contractors (plumbing, mechanical, and electrical) on the Building Permit. Licensed Contractor Permits are also available, for other than the validation type permit. **VERY IMPORTANT:** A building permit or contractor permit will not be accepted if the application is not properly completed. This means that all required information must be submitted and all '**validated**' contractors must be licensed and currently registered with the City of Paris. The following items must be submitted at the time of the permit application.

- ☐ Completed building permit application
- ☐ Two (2) Copies of the plot plan.
- ☐ Completed Residential plan review checklist
- ☐ Two (2) complete sets of floor plans require. Minimum scale of plans $\frac{1}{8}$ " or $\frac{1}{4}$ " = 1" on sheets between 11"X17" to 24"X36" folded. Prepared by an Architect or 'approved' designer.
- ☐ Plumbing, mechanical, and electrical design. The mechanical design can be limited to the location and size of HVAC units with location of exhaust fans. The plumbing design can be limited to the location of fixtures and sizing of the water and gas supply lines. Electrical outlet location and service size and location. Location of smoke detectors in accordance with section 314 of the 2015 IRC. Location of carbon monoxide alarms in accordance with section 315 of the 2015 IRC.
- ☐ An engineered foundation plan prepared by a Texas licensed engineer.
- ☐ Original letter from the engineer stating that the foundation was designed for the soil conditions of the lot. The letter must also state that the foundation design criteria comply with the requirements of the 2015 International Residential Code.
- ☐ Energy Code compliance certificate
- ☐ Grading plan

*This form must be completed and turned in with your permit

Signature _____

Date _____



**FOUNDATION INSPECTION ACCEPTANCE FORM
BUILDING INSPECTION DEPARTMENT**

Project Address		Permit Number		

Contractor Name				

Mailing Address	City	State	Zip	Phone Number

Engineering Firm (please print)		Engineers Name (please print)		

Mailing Address	City	State	Zip	Phone Number

STATE OF INSPECTION

On _____, and inspector representing this firm inspected the preparation and installation of the foundation at the above referenced project and address and found that it had been installed and prepared as specified in the city approved engineered drawings. The plumbing, mechanical, and electrical items within the foundation were also found to be compatible, and do not adversely affect or cause damage to one another.

TEXAS ENGINEER SIGNATURE

SEAL



PROTECTION AGAINST TERMITES

Permit No: _____ Address: _____

Builder: _____

The residential address above meets or exceed the requirements for protection against termites as set forth in Section 318 of the 2015 International Residential Code

Name of Protection Provide (Company) _____

Address _____

City _____ State _____ Zip Code _____

State License Number _____

STATE OF TEXAS

I, _____, being duly sworn both depose and say the information contained in the above application is true and correct to the best of my knowledge and belief.

Signature

Date

Subscribed and sworn to before me the _____ day of _____, _____, A.D.

Notary Public in and for the State of Texas