



Construction Permit Application

144 Wilcox Dr. Bruceville-Eddy, Texas 76524
Phone: 254-859-5700

ALL information is required for submittal (Incomplete application WILL Not be processed)

ALL PERMIT REQUEST MUST BE EMAILED TO: rflores@bruceville-eddy.us

Date Submitted: _____		
Company Name: _____	Contact Person: _____	
Contractor Address: _____		
City: _____	State: _____	Zip: _____
Phone Number: _____	Email: _____	
Job Address _____ Property Owner: _____		
Job Type:	Residential	Commercial
Estimated Cost: _____	Total Building Square Footage: _____	
Job Description: _____		
Plumber: _____	License #: _____	
Electrician: _____	License #: _____	
Mechanical: _____	License #: _____	

ALL RESIDENTIAL MINIMUM PLAN REQUIREMENTS FOR SUBMITTAL AND REVIEW

New House: 1 Complete Digital Set— (including site plan, foundation plan, floor plan, cross section plan, electrical plan, roof & floor framing, elevation & res- check or 3rd party.) Remodel / Addition: 1 Floor Plan (include details, scope of project and energy data if required)

Other Project: Provide detailed drawing and/or measurements as needed

ALL COMMERCIAL MINIMUM PLAN REQUIREMENTS FOR SUBMITTAL AND REVIEW

New Building: 1 digital— (including all site, civil plans, landscape, and drainage)

Interior Finish Out/ Renovations to Existing Building— (no expansion of Facility)- 1 Complete Digital Set

***Per City Ordinance 3.02.004: Permit will be doubled in fees if you start the project before you receive the permit. Permit can take up to 10-15 business days to be approved. ***



The City of Bruceville-Eddy Rising into the Future

144 Wilcox Drive
Eddy, Texas 76524

www.bruceville-eddy.us

Phone: (254) 859-5964
Fax: (254) 859-5779

Permit Information

Please note that it can take **10-15 business days** to get a permit approved by our inspectors' Bureau Veritas. If the inspector has questions or issues regarding your application, this could delay the process and delay approval of your permit.

During the waiting process to get your permit approved, **NO** work can be done until it is approved by Bureau Veritas. If work begins before you receive your approved permit, the permit fees will be **doubled** per the city ordinance listed below:

§ 3.02.004 Permits required; fees required.

Permits are required for all installations, repairs, alterations or work to be done within the corporate limits of the city as set out in the city's permit schedule and must be paid for before the work commences. The fees shall be doubled for any permit for which the work began before the fees were paid.

- (1) Permits for electrical installations, repairs or alteration shall be required and all the fees for such permits must be paid before work commences.
- (2) Electrical permits shall only be issued to a master electrician or master sign electrician; or
- (3) Except in new construction, a person applying for a permit for electrical work to be performed on one homestead; when:
 - (A) The person is listed as the property owner with a homestead exemption on the tax roll of county; and
 - (B) The work is to be performed by the owner of the property.

(Ordinance 08-13-2009-01 adopted 8/13/09; Ordinance 7-28-2022-02 adopted 8/25/2022)

Please sign below that you have read, understood, and received this information.

Signature

Date



Bureau Veritas Contact Information (Fort Worth)

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Fort Worth Plan Review Department for the status of your permit at (817) 335-8111 / toll free (877) 837-8775.

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 4:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be emailed to the Bureau Veritas office.

Email Inspection requests to: inspectionstx@us.bureauveritas.com

Inspection Request line: (817) 335-8111 OR Toll Free: (877) 837-8775

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 / toll free (877) 837-8775 for your inspector's name and number.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.



New Residential Plan Review Checklist

Project Address: _____ Date: _____

City: _____ State: _____ Zip Code: _____

Note: Incomplete permit applications will delay the plan review and permit approval processes.

Permit Application shall be completed in full and include applicant's name, phone number and email address with an original signature and submitted electronically with the following information:

- **Site Plans to include:**
 - Legal Description (lot, block, subdivision)
 - North arrow and scale
 - Property lines and lot dimensions
 - All easements
 - Proposed structure and all existing buildings
 - Driveways and sidewalk dimensions
 - Setbacks for front, rear and sides of house must be shown on site plan
- **Residential Energy Code Compliance Report – Rescheck, IC3 report and Energy Star reports accepted. www.energycodes.org**
- **Foundation Plans – Conventional Rebar Slab Foundation, Regionally Accepted Practices, Foundation Detail (Reference IRC) or Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter. Engineered plans must state that the foundation was designed for the soil conditions on that particular lot and that the foundation meets the design criteria of the IRC.**
- **Construction plans to include floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, sheer wall details (engineered if required by the city).**
- **Driveway approaches and drainage culverts – Engineered plans (Driveways accessing State Highways require TXDOT permit)**

Submittal Guidelines for Residential Permits

Provide (2) copies of all documents: (1) For City Retention and (1) For Contractor

New Single Family Residence

- Application
- Site Plan
- Building Plans
- Energy Compliance Report



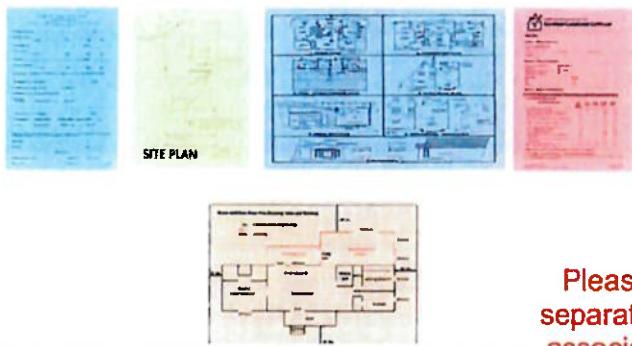
New Residential Detached Accessory Building

- Application
- Site Plan
- Building Plans



New Single Family Addition

- Application
- Site Plan
- Building Plans
- Energy Compliance Report
- Floor Plan Showing Existing and New Addition



Pool and Spas

- Application
- Site Plan
- Pool Detail



Trade Permits / Minor / No Review

- Application / Note: **Inspection Only**

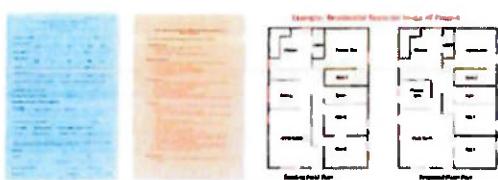


Note:

Please do not submit separate "Trade Permits" associated to residential additions - remodels or alterations.

Interior Residential Remodel

- Application
- Scope of Work Description Sheet
- Floor Plan / Before and After

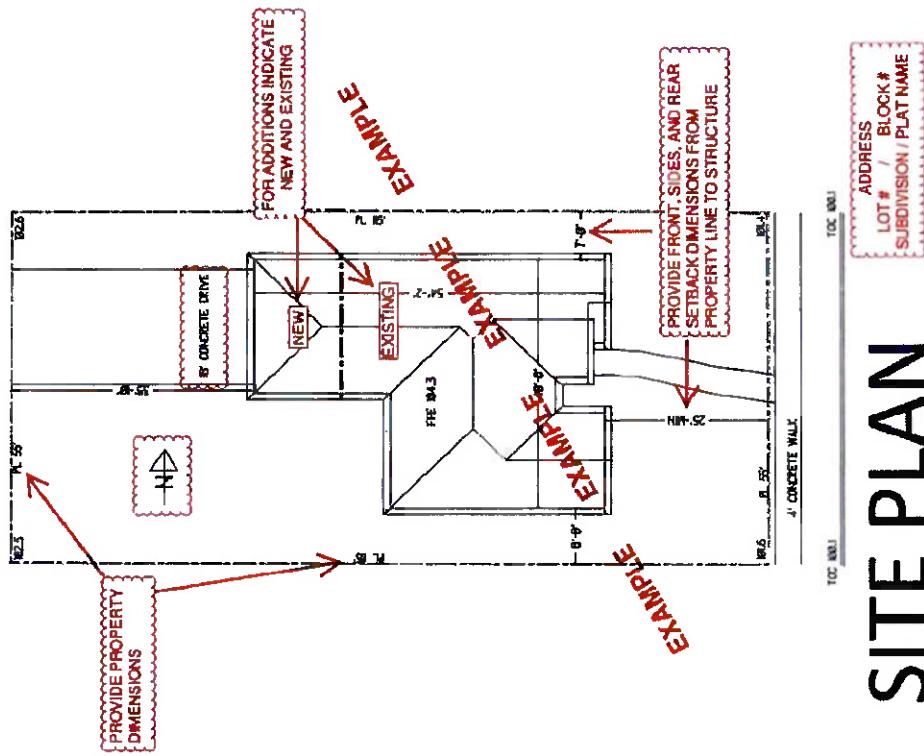


Trades are all included under the residential addition - remodel and alteration permit projects.

Electrical Repair
Plumbing Repair
Mechanical Repair
Electrical Service Upgrade
Siding / Veneer
Re-Roof
Irrigation System
Concrete Deck / Slabs
Foundation Repair

Site Plan should provide the following information

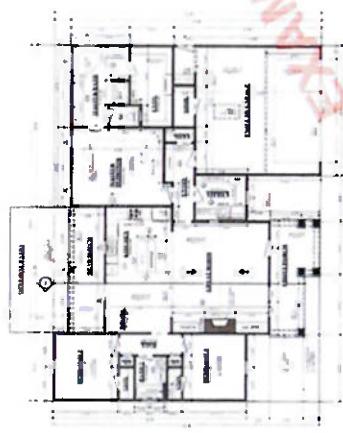
- North Arrow
- Address / Subdivision / Lot Number / Block Number
- Scale: (i.e. $1'' = 10'$ / $1'' = 20'$ / $1'' = 30'$) Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example $1'' = 26.5$ or $1'' = 16'$)
- Parcel / Property Dimensions all sides.
- Show setback dimensions to all structures from property line and distances between buildings .
- Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
- Dedicated driveway access to property showing street name and or alley where applicable.
- Driveway must be labeled Driveway or "DW"
- Show Easements (ingress / egress easements, public utility easements, etc.
- Square footage of all structures / existing and new



Construction plans should include the following details

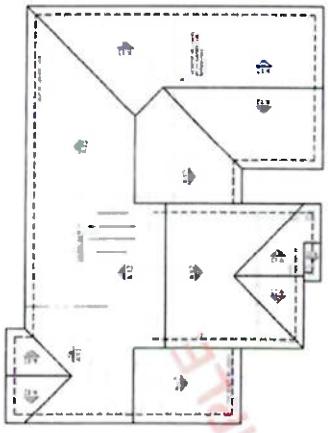
1. Floor Plan

- Dimensions, room titles, and ceiling heights
- Location and labeling of all appliances
- Square footage summary (Livable, garage, patios, and total under roof)
- Door and window type and size (ex: single hung, French, etc.)
- All adjacent rooms to an addition in its entirety showing the door and window sizes



2. Roof / Floor Framing Plan

- Size of all individual header and beam sizes
- Label all structural members such as rafters, joist, trusses, over framing, and their spacing

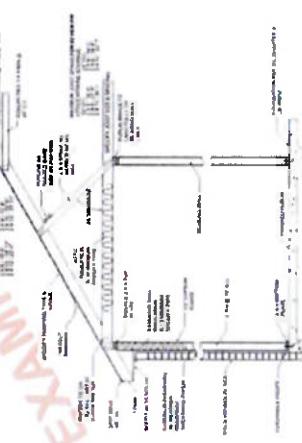


3. Cross Sections

- All connection details keyed in
- Basic outline of all structural members including beams, trusses, hardware, blocking, footings, post, concrete slab, insulation, over framing, etc.

4. Foundation Plan

- Post sizes at all columns supporting concentrated loads
- Footing size dimensions, and depth

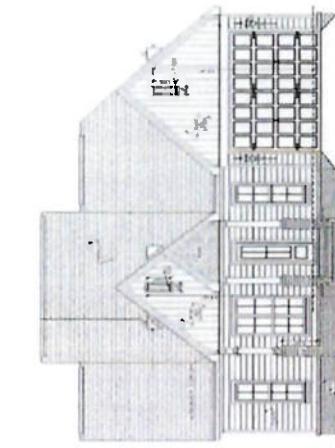


5. Electrical Plan

- Receptacle and lighting placement
- Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI outlets, meter and sub-panel locations, etc.
- Location of smoke and carbon detectors
- Location of all appliances such as air conditioners and air handlers

6. Elevations

- Masonry Percentage calculations
- Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
- Slope of roof and floor elevation heights need to be represented correctly.
- Exterior finishes for roofs and walls



6. Elevation



5. Electrical Plan

Stair and Guardrail Details (If applicable)

7. Other Documents

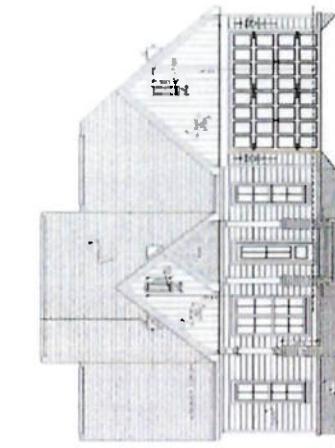
- Energy Report
- Engineering
- Other Documents



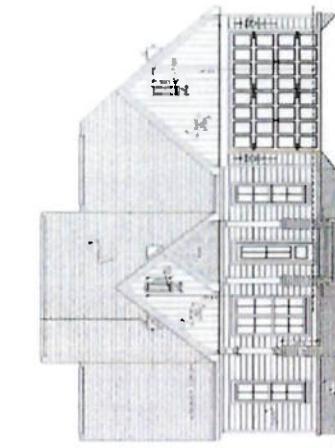
4. Foundation Plan



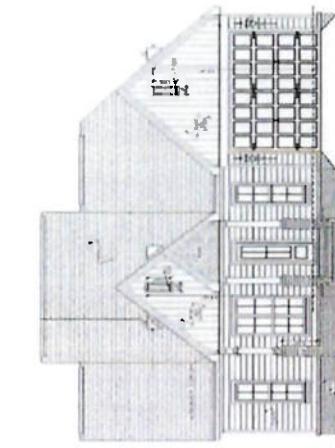
3. Cross Section Plan



2. Roof / Floor Framing Plan

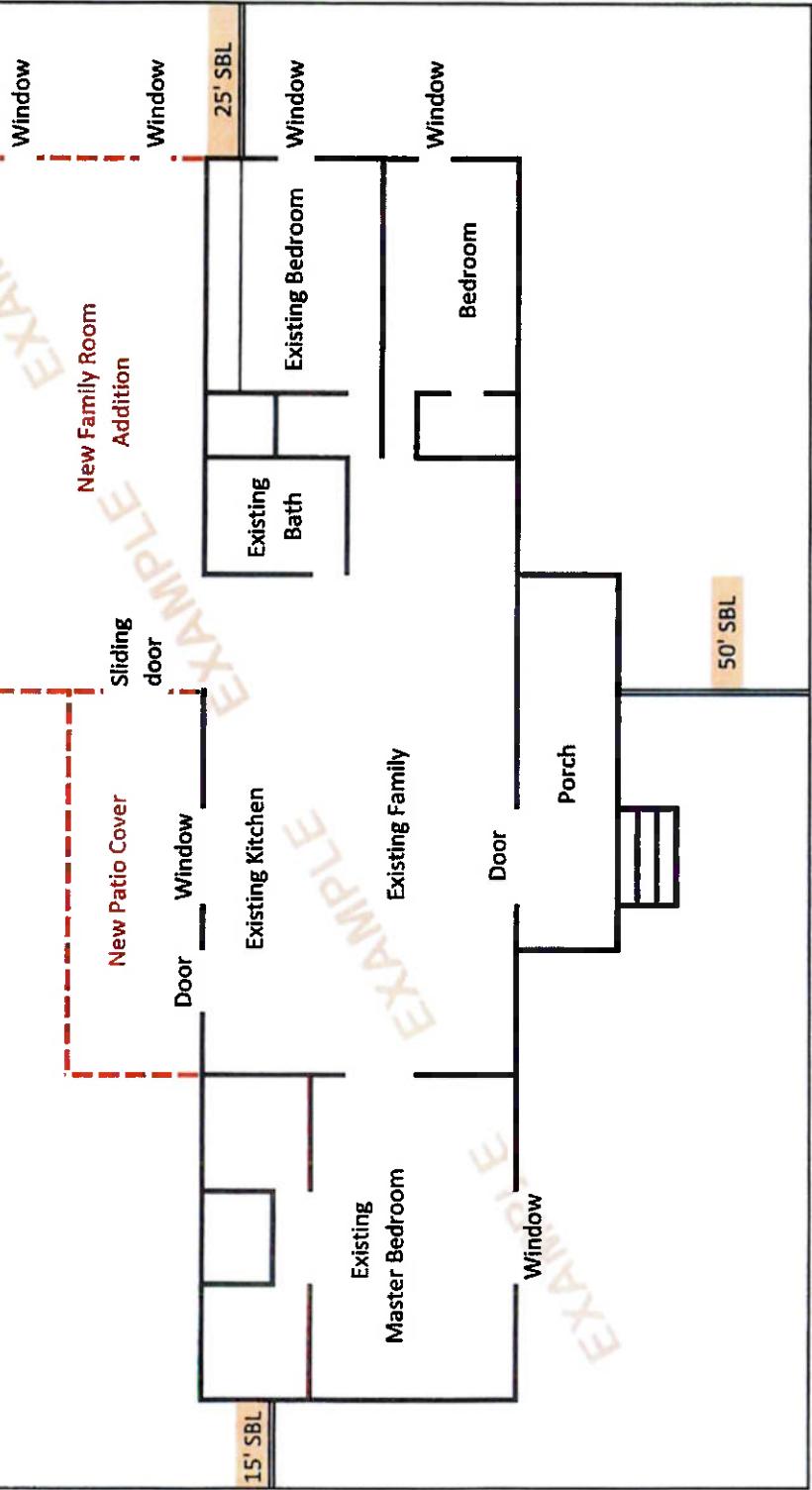


1. Floor Plan

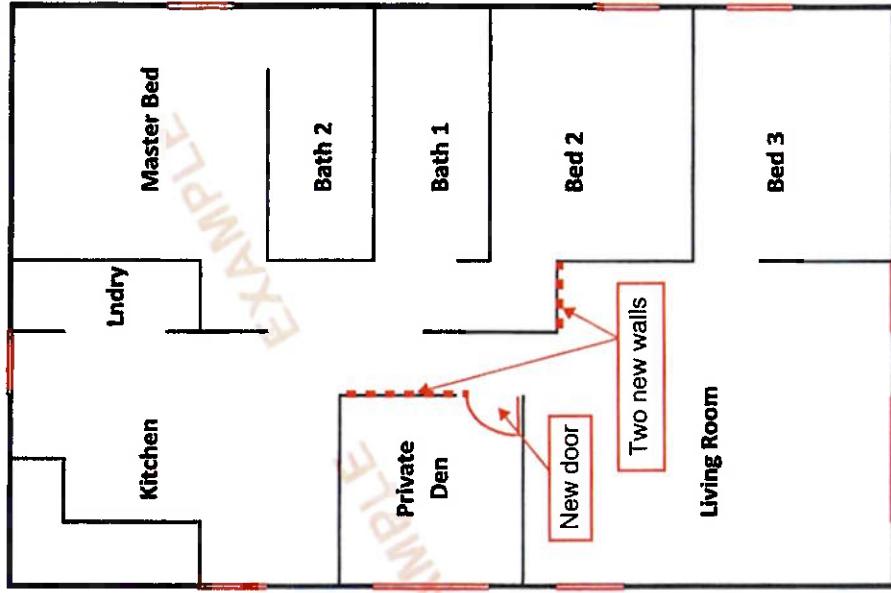


Room Addition Floor Plan Showing New and Existing

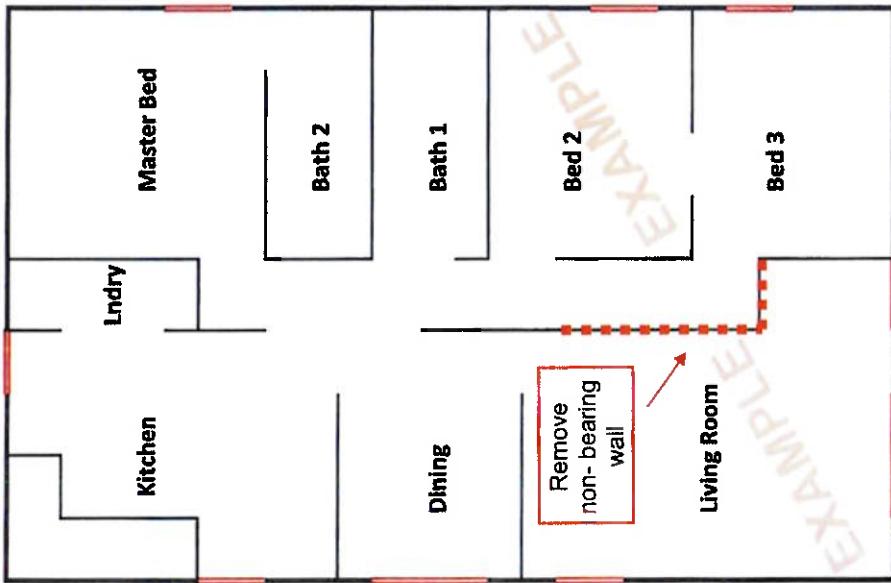
SBL = Set Back From Property Lines
Red ---- = New
Black--- = Existing



Example: Residential Remodel Scope of Project



Proposed Floor Plan



Existing Floor Plan

Page 2 of 2 for interior remodel

Remodel / Scope of Project

For

The Smith Residence Remodel / 1234 Central Avenue, Anywhere USA 12345

Living Room:

- Shorten hallway and increase living room area by removing section of non-bearing wall that separates the hall from the living room (see floor plan)
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

Dining Room:

- Convert Dining room into Private Den by adding a wall and passage door
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

Kitchen and Laundry area

- Install new cabinets and counter tops
- Install new plumbing fixtures
- Install new appliances
- Replace all electrical receptacles and switches with new (GFCI)
- Install ceiling fan over sitting area
- Replace all trim / molding
- Paint
- Install tile flooring

Page 1 of 2 for interior remodel

Master Bedroom / Bedroom 2 / Bedroom 3

- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

Bath 1 and 2

- Replace all electrical receptacles and switches with new (GFCI)
- Install exhaust fan
- Replace all trim / molding
- Paint
- Install tile flooring

If removing a bearing wall:

- Indicate / Highlight location of wall
- Provide detail of beam size and support system including spread footing size.

Energy Compliance Report

An Energy Compliance report is a document that verifies the structure meets and or exceeds the minimum requirements of the International Energy Conservation Code or IECC. The report will include the address / location of the structure along with other information specific to the structure. It will state that the structure meets, exceeds or PASSES the energy efficiency requirements. The following three types are most common in calculating and generating an energy report and are acceptable. In addition an Energy Specialist Company may also provide a report.





**BUREAU
VERITAS**

Typical Residential Inspections

BV Task Management System has the ability to add other department approvals to the list of required inspections, as requested by the city.

- Plumbing Rough
- Water Service
- Yard Sewer
- Form Board Survey

- Foundation

- Electric Rough
- Mechanical Rough
- Gas Rough Piping/Test
- Plumbing Top-Out
- Framing

- Energy Insulation

- Construction Electric
- Gas Final

- Electrical Final
- Mechanical Final
- Plumbing Final
- Energy Final
- Building Final
- Customer Svc. Insp. Form

- T-Pole
- Flatwork / Approach
