



# Residential Building / Construction Permit

|   |   |                  |                      |
|---|---|------------------|----------------------|
| Job Construction Address:   |   |                  |                      |
| Block:  | Lot:  | Property ID:     | Subdivision:         |
| Owner:  |   |                  | Phone:               |
| Contractor:   |   |                  | Phone:               |
| Electrical:   |   |                  | Phone:               |
| Plumbing/Irrigation:  |   |                  | Phone:               |
| Mechanical:   |   |                  | Phone:               |
| Use of Building:  |   |                  |                      |
| Type of Permit: New <input type="checkbox"/> Remodel/Addition <input type="checkbox"/> Manufactured Home (new/used) <input type="checkbox"/>  |   |                  |                      |
| Describe Work: _____  |   |                  |                      |
| Flood Zone: Yes <input type="checkbox"/> No <input type="checkbox"/><br>(If "Yes", Flood Plain permit required)   | Square Feet   |                  | # Stories:           |
| Asbestos Survey : Yes <input type="checkbox"/> No <input type="checkbox"/>  | Air Conditioned _____<br>Non-A/C _____<br>Total Square Ft. _____  |                  | Foundation:          |
| Type of Construction:   | # of Baths:   |                  | # Bedrooms:          |
| Roof:   | Sprinkler Req'd? Yes <input type="checkbox"/> No <input type="checkbox"/>   |                  | # of Parking Spaces: |
| Masonry Required: Yes <input type="checkbox"/> No <input type="checkbox"/>  | Smoke Alarm? Yes <input type="checkbox"/> No <input type="checkbox"/>   |                  |                      |
| # of Dwelling Units:  | Zoning:   | Occupancy Group: |                      |
| <p style="text-align: center;"><b>NOTICE</b></p> <p>SEPARATE PERMITS MAY BE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATION OR A/C. THIS PERMIT BECOMES NULL AND VOID IF AUTHORIZED WORK OR CONSTRUCTION IS NOT COMPLETED WITHIN 12 MONTHS ANYTIME AFTER WORK IS COMMENCED, UNLESS OTHERWISE STATED IN SPECIAL CONDITIONS.</p> <p><b>BEFORE THE BUILDING CAN BE OCCUPIED, A CERTIFICATE OF COMPLETION MUST BE ISSUED CONTINGENT ON SUBMISSION OF ALL REQUIRED INSPECTION FORMS.</b></p> | <ul style="list-style-type: none"> <li>Incomplete plans or applications will not be accepted for review.</li> <li>Plans must include any electrical, mechanical, and plumbing drawings.</li> <li>With Application, submit 1 digital copy</li> </ul>   |                  |                      |
|   | <p style="text-align: center;">I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE PROVIDED INFORMATION TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN 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.</p> |                  |                      |
|   | Printed Name:   |                  |                      |
|   | Signature:  |                  |                      |
| Permit Fee:   |   |                  |                      |
| <b>FOR OFFICE USE ONLY</b>  |   |                  |                      |
| APPROVED FOR ISSUACE BY:  |   | Date:            |                      |
| <u>Special Conditions:</u>  |   |                  |                      |

\*\*\* Submit this application with permitting fee (CHECK, MONEY ORDER OR CASH (exact change only, non-refundable) with proof of ownership of the property by copy of contract or warranty deed and valid photo ID.



**Navarro County Planning & Development  
601 N. 13<sup>th</sup> Street Suite 1  
Corsicana, Texas 75110**

**The Richland Chambers Lakeshore Area Zoning Ordinance will only allow for the issuance of an address for a permanent residence through a Building Permit.**

The following items are required to complete the Building Permit:

1. Completed Application (see attached document)
2. Proof of Ownership (Deed or Contract for Deed)
3. Construction plans
4. Site/Survey Plan (indicate locations of structure and driveway)
5. Permit fee (based on the HVAC area of the residence, see Fee Schedule)
6. In accordance with Section 233.154(a), Texas Local Government Code, a minimum of three inspections must be performed to ensure substantial building code compliance of a new single-family residence or duplex or the construction of an addition to an existing single-family residence or duplex begun after the effective date of this order in the unincorporated areas of Navarro County.

The three inspections during the construction project, as applicable must be performed at;

- (1) The foundation stage, before the placement of concrete;
- (2) The framing stage and mechanical systems stage, before covering with drywall or other interior wall covering; and
- (3) Completion of construction of the residence.

For remodeling construction to an existing residence in which the structure's square footage or value will increase by more than fifty percent, the inspection requirements must be performed as necessary based on the scope of work on the construction project.

The Builder is responsible for contracting to perform the required inspections with;

- (1) Licensed Engineer;
- (2) Registered Architect;
- (3) Professional Inspector licensed by the Texas Real Estate Commission;
- (4) Plumbing Inspector employed by a municipality and licensed by the Texas State Board of Plumbing Examiners;
- (5) Building Inspector employed by a political subdivision; or
- (6) An individual certified as a residential combination inspector by the International Code Council.

A Builder may use the same inspector for all the required inspections or a different inspector for each required inspection.

**An offense under Section 233.157, Texas Local Government Code is a Class C Misdemeanor.**



## Residential Building Permit Submittal Checklist

Please include all items listed on the checklist when submitting a Residential Building Permit. Permits will not be accepted or reviewed until checklist is complete. Drawings must be drawn to scale, dimensioned and of sufficient clarity.

### Required Drawings and Documents:

\_\_\_\_\_ 1. **Complete Permit Application**

\_\_\_\_\_ 2. **Construction Document Submittals:** One Paper Copy and One (1) Digital copy of complete set of construction documents are required for plan review

\_\_\_\_\_ 3. **Site Plan:** drawn to 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 legal description of the lot.

\_\_\_\_\_ 4. **Exterior elevations**

\_\_\_\_\_ 5. **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, roof slopes, chimneys, and overhangs.

\_\_\_\_\_ 6. **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.

\_\_\_\_\_ 7. **Foundation plans:** must be sealed by a state of Texas Licensed Engineer or Foundation Detail (Refer to the 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.

\_\_\_\_\_ 8. **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.

\_\_\_\_\_ 9. **Engineered Wind Bracing Plans:** comply with the current adopted IRC regulations

\_\_\_\_\_ 10. **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

\_\_\_\_\_ 11. **Electrical Plans:** (may be combined with the 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.

\_\_\_\_\_ 12. **Plumbing plans:** (may be combined with the floor plan) drawn to a scale of 1/4" = 1'. Plumbing plans show location of fixtures, water heaters, and gas outlets.

\_\_\_\_\_ 13. **Mechanical plans:** (may be combined with the floor plan) drawn to a scale of 1/4" = 1'. Mechanical plans show location of A/C and heating units, appliances and duct work.



**NAVARRO COUNTY**  
**INSPECTION INFORMATION**  
**TO BE FILED BY INSPECTOR**  
**(ATTACH ALL INSPECTION REPORTS)**

Permit #: \_\_\_\_\_

Builder IRC #: \_\_\_\_\_

Home Owners Name: \_\_\_\_\_

Address of Inspected Home: \_\_\_\_\_

*NOTE; If a property lies in an ETJ it is required to contact the City Hall for appropriate building codes.*

- 1) **FOUNDATION STAGE** (before placement of concrete)
- a) **IN COMPLIANCE** with the Residential Code used in construction. [ ]
- b) **NOT IN COMPLIANCE** with the Residential Code used in construction. [ ]

**INSPECTION INFORMATION:**

Name: \_\_\_\_\_ REGISTRATION #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE (REQUIRED)**

\_\_\_\_\_  
**DATE**

- 2) **FRAMING AND MECHANICAL SYSTEMS STAGE**  
(before covering with drywall or another interior wall covering)
- a) **IN COMPLIANCE** with the Residential Code used in construction. [ ]
- b) **NOT IN COMPLIANCE** with the Residential Code used in construction. [ ]

**INSPECTION INFORMATION:**

Name: \_\_\_\_\_ REGISTRATION #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE (REQUIRED)**

\_\_\_\_\_  
**DATE**

- 3) **COMPLETION**
- a) **IN COMPLIANCE** with the Residential Code used in construction. [ ]
- b) **NOT IN COMPLIANCE** with the Residential Code used in construction. [ ]

**INSPECTION INFORMATION:**

Name: \_\_\_\_\_ REGISTRATION #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE (REQUIRED)**

\_\_\_\_\_  
**DATE**



**NAVARRO COUNTY OFFICE  
OF PLANNING & DEVELOPMENT**

(903) 875-3311  
601 N. 13th St. Suite 1  
Corsicana, TX 75110

**This form must be submitted with your 911 APPLICATION before an address request will be processed.**

**Este formulario debe presentarse junto con su SOLICITUD del 911 para que se procese la solicitud de dirección.**

**Please read each statement, initial each box, and sign and date below.**

**Por favor, lea cada declaración, ponga sus iniciales en cada casilla, y firme y feche a continuación.**

\_\_\_\_\_ I am aware that septic systems in Navarro County require a permit. This includes new, modified, or repaired septic systems.

\_\_\_\_\_ Soy consciente de que los sistemas sépticos en el condado de Navarro requieren un permiso. Esto incluye los sistemas sépticos nuevos, modificados o reparados.

\_\_\_\_\_ I am aware that if I am connecting to an existing septic system, I need to contact the environmental office regarding transferring the ownership of that system.

\_\_\_\_\_ Soy consciente de que, si me conecto a un sistema séptico existente, debo contactar a la oficina de medio ambiente con respecto a la transferencia de la titularidad de dicho sistema.

\_\_\_\_\_ I am aware that for the construction of driveways and culverts on county easements and rights-of way must submit the ACCESS PERMIT for DRIVEWAY ON COUNTY RIGHT-OF-WAY.

\_\_\_\_\_ Soy consciente de que, para la construcción de entradas de vehículos y alcantarillas en servidumbres y derechos de vía del condado, debo presentar el PERMISO DE ACCESO PARA ENTRADA DE VEHÍCULOS EN DERECHO DE VÍA DEL CONDADO.

\_\_\_\_\_ I aware that development in a floodplain requires a floodplain permit.

\_\_\_\_\_ Soy consciente de que cualquier desarrollo en una llanura aluvial requiere un permiso para llanuras aluviales.

\_\_\_\_\_ I am aware that failure to acquire the correct permits could result in penalties as regulated by the permitting authority.

\_\_\_\_\_ Soy consciente de que la falta de obtención de los permisos correctos podría resultar en sanciones, tal como lo regula la autoridad emisora de permisos.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**NAVARRO COUNTY  
PLANNING & DEVELOPMENT**

601 N. 13<sup>th</sup> STREET, SUITE 1  
CORNICANA, TEXAS 75110

**INFORMATION FOR THE NAVARRO COUNTY APPRAISAL DISTRICT  
FOR MANUFACTURED HOUSING**

911 EMERGENCY ADDRESS: \_\_\_\_\_

CITY & ZIP CODE: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_

DATE OF MANUFACTURE: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

LENGTH (do not include tongue): \_\_\_\_\_ WIDTH: \_\_\_\_\_

COLOR: \_\_\_\_\_

**SHALL INCLUDE PHOTOGRAPH OF PURCHASED HOME**

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\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

DATE: \_\_\_\_\_