



# City of Aubrey

## New Residential Building Permit Application

Building permit #:	Valuation:
Project Address:	
Lot:                      Block:	Subdivision:
Project Description:	
Square Footage:	Stories:

Owner:	Phone #:
Address:	
Contact Person:	Phone #:

Contractor	Name	Contact Person	Phone #	License #
<b>General</b>				
<b>Plumbing</b>				
<b>Electrical</b>				
<b>Mechanical</b>				
<b>OSSF</b>				

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 has commenced. Separate permits are required for electrical, plumbing, and hvac.

Applicant Signature:	Date:
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### OFFICE USE ONLY BELOW

Approved by:		Date Approved:	
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Building Permit Fee:		Water Connection Fee:		Total Fees:	
Plumbing Permit Fee:		Sewer Connection Fee		Issued Date:	
Mechanical Permit Fee:				Issued By:	
Electrical Permit Fee:					
Plan Review Fee:				Project #	



**CITY OF AUBREY**  
107 S. Main Street  
Aubrey, TX 76227  
940-440-9343

**New Construction Submittal Checklist**

This checklist must be completed and returned with the application.

**Address:** \_\_\_\_\_

(1) Permit Application

\_\_\_\_\_

(3) Site Plans

\_\_\_\_\_

(3) Energy Compliance Report

\_\_\_\_\_

(3) Foundation Plans

\_\_\_\_\_

(3) Sets of Plans

\_\_\_\_\_

OSSF Permit Application, if applicable

\_\_\_\_\_

Site Evaluation

\_\_\_\_\_

Permit Fee must be paid prior to release of permit for construction.

**Note:** *General, Plumbing, Electrical, Mechanical, and OSSF Contractor registration is required at time of submittal unless already registered with city. All Commercial Projects over 5,000 Square Feet must have all MEPs as well as Structural's drawn and stamped by a professional engineer licensed in the state of Texas.*



**Aubrey, Texas**  
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## Residential Permit Summary of Submittal Requirements

**Construction Document Submittals:** Digital PDF set of construction documents are needed for plan review, along with a completed permit application.

**Site plans** are to be drawn to a scale of 1" = 20'. Plans must show lot dimensions, footprint of new building and its dimensions from property lines, existing structures and easements. Site plan must also include address and legal description of lot.

**Floor plans** are to be drawn to a scale of 1/4" to 1'. Plans must show all dimensions, room types, size and type of windows and doors, cabinets & fixtures, and ceiling heights. Plans shall also show plumbing and electrical fixtures, appliances, water heaters, receptacles and size of proposed electrical service.

**Exterior elevation plans** are to be drawn to a scale of 1/4" to 1'. Plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

**Foundation plans** are to be drawn to a scale of 1/4" to 1'. Plans must show size and location of rebar, beam placement and dimensions. Post-tension foundations shall be stamped by a professional engineer licensed in the state of Texas and shall include all engineers' comments. Plans shall also have address and legal lot description.

**Energy compliance report** recheck is required.

**Note:** A form board sealed by a Texas licensed surveyor will be required no later than the plumbing rough inspection.



## Commercial and Residential Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Digital PDF of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form.

- An additional set of plans will be required for fire sprinklered buildings
- An additional set of plans will be required for projects which require a health review

**Note:** Drawings containing a label such as "not for construction" or "for pricing only" will not be accepted for permit application.

**PROFESSIONAL LICENSE:** Each drawing and document shall be sealed, signed, dated, and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

**REQUIRED DRAWINGS AND DOCUMENTS:** (City Building Inspection Department may request additional information if necessary).

Drawings must be drawn to scale, dimensioned and of sufficient clarity.

1. Site plan <sup>(a)</sup>
2. Floor plans and roof plans
3. Exterior elevation
4. Door schedules, window schedules, hardware schedules
5. Construction details; interior elevations and interior finish schedules
6. Structural plans must include: foundation plans, roof and floor framing plans, wall sections and details
7. Mechanical, electrical, and plumbing site plans and schedules
8. Plumbing plans (including riser diagram)
9. Mechanical plans
10. Electrical plans (including riser diagrams)
11. Certified Energy Compliance Report<sup>(b)</sup>
12. Asbestos Survey (for renovation or demolition permits) <sup>(c)</sup>
13. Texas Department of Licensing and Regulation architectural barriers project registration information<sup>(d)</sup>

**NOTE:**

- a. The Plat must be approved, and the Site plan must be released by the Planning/Engineering Department before a permit will be issued.
- b. U.S. Department of Energy, [www.energycodes.gov](http://www.energycodes.gov)
- c. Texas Department of Health, Asbestos Program Branch [1-512-834-6600, [www.dshs.state.tx.us/asbestos](http://www.dshs.state.tx.us/asbestos)]
- d. Texas Department of Licensing and Regulation [1-800-803-9202, [www.license.state.tx.us](http://www.license.state.tx.us)]

## **Permit Requirements & General Provisions**

1. Contractor/building owner must complete an application for building permit.
2. Contractor/building owner must supply digital pdf plans. Plans must be complete and detailed, drawn to scale and scale indicated on drawings. The plans must include:
  - a. Foundation plan
  - b. Floor plan
  - c. Electrical service plan, number of circuits and smoke detector location as required by the International Building Code. (Commercial Only)
  - d. Plumbing, size of trunk line, gas (if any), grease traps (if any), backflow preventer (if any), & size of water line service to structure.
  - e. Elevations
  - f. Location and access to central heat & water heating units.
  - g. Window & door schedule
  - h. Drawings for fire alarm & information on sprinkler system.
3. Contractor to supply digital pdf of plot plans drawn to scale. Plot plans to include:
  - a. Property lines and dimensions
  - b. Easements (if any)
  - c. Building locations
  - d. Driveway locations and widths
  - e. Front, side and rear setbacks
  - f. Lot, block and abstract number
  - g. Name of street fronting property
  - h. North arrow and scale
4. Permit expires by limitation unless actual work has begun within 180 days from date of issuance. Permit must be renewed if construction not completed within 6 months from date of issuance.
5. Plan review is required to be complete prior to issuance of a permit. Plan review may take ten to fourteen business days, dependent on the type and quantity of revisions necessary.
6. For all commercial – new construction, a pre-construction conference will be set up to discuss the building application & plans with all parties involved.
7. The City of Aubrey is under the 2018 International Building Code, 2018 International Residential Code, 2018 International Plumbing Code, 2020 National Electric Code, 2018 International Mechanical Code, 2018 International Fuel Gas Code, 2018 International Energy Conservation Code & 2018 International Fire Code. Amendments to these codes have been made & are available for review upon request.
8. Knox boxes must be installed on all commercial buildings, at the owner's expense.
9. If any plans are submitted to the City Engineer for review, all costs associated with the review must be paid for by the contractor/developer. These costs must be paid prior to being issued a certificate of occupancy.
10. A fire inspection is required for commercial structures before a certificate of occupancy is issued.

11. Fire sprinkler systems are required in all buildings over 6,000 square feet. A fire monitoring system is also required in buildings over 6,000 square feet or in buildings that have an HVAC unit bigger than 2,000 CFM. The fire department may answer any questions you may have concerning these requirements.
12. A RPZ assembly is required on all commercial buildings, preferably located inside where it can be easily tested.
13. The building must be tied into City sewer prior to the rough in inspection. If this is not feasible, the contractor must be able to verify grade of the proposed sewer line.
14. Trash boxes shall be placed on the construction site for proper disposal of construction debris. Homemade boxes or commercial receptacles may be used. Receptacle must be in place before or at the inspection for plumbing rough-in. If not, ALL inspections will cease.
15. Below is a list of items that will be checked during the respective plumbing inspections. This list does not take place of the Uniform Plumbing Code but is merely an aid to the contractor.

#### Rough-In

1. All plumbing will be stacked plumbing.
2. Sewer yard line must be sized according to the number of fixtures in the structure.
3. All water and sewer piping will be complete and tied into City taps before inspection called for.
4. Service lines can be made of PVC.
5. Water test will be required on sewer piping from tie-in to end of line.
6. Double clean out with 18" clearance will be required.
7. A 3" sewer under slab is good for up to 3 water closets.
8. All sewer piping will have ¼" per foot fall toward tap.
9. All water and sewer piping will be isolated from concrete in beams and through slab.
10. Water supply will be tied into meter with cut off valve between meter and building.
11. No stop and waste type valves will be allowed below ground level.
12. Water and sewer yard line will have a minimum of 12" cover over top of pipe.
13. No joints will be allowed on water lines under slab.
14. Only lead-free solder will be used.
15. Cold and hot water will be looped together for testing.
16. Water and sewer line ditches will be covered within 24 hours after inspection.

#### Top-Out

1. All water and gas lines will be anchored in walls.
2. Water lines will have a minimum of ½" wall insulation in outside of walls with heat on one side. In attics or areas with no heat ¾" wall insulation will be required.
3. Icemaker & washer boxes will be secured with washer box between 32" to 36" above floor.

4. Showers will have pans and be full of water for leak test.
5. Condensate drains will be provided for air conditioning units.
6. Tubs will be full of water for leak test of drains.
7. Water heater blow-off line will be installed and graded downward to outside with no traps.
8. All water lines will have full water system pressure for inspection.
9. All gas piping will be air tested.
10. Gas water heaters will have combustion air supply and double wall vent piping through roof.
11. **ALL** water heaters in garage must be elevated 18" above floor.
12. Water heaters in attics will have a pan with drain line to outside.

#### Final

1. Water cut off valve will be boxed.
2. Sewer clean outs will be graded and have threaded caps or plugs.
3. Water heater blow-off will be turned down and between 6" and 18" above ground.
4. Hose bibb vacuum breakers will be installed on all hose bibbs.
5. Sewer vents on roof will be completed.
6. Water heater and furnace vents will be completed.
7. All gas piping will have final air test.
8. All fixtures will be hooked up completely.
9. Access with catwalks will be provided for furnace or water heaters in attic.

16. The following is the City's Utility Extension Policy:

#### **INDIVIDUAL**

It is the policy of the City of Aubrey to make available to individual property owners and consumers access to the City's water and wastewater services. "To make available" means the City shall lay no more than 100 linear feet of water and/or sewer line for the price of one tap fee within the city limits of the City of Aubrey. Any additional length of pipe required roadway bores, lift-stations, force mains, aerial crossings, or similar construction expense shall be the full responsibility of the individual customer. All construction for water/sewer lines shall meet the specifications adopted by the City of Aubrey.

#### **DEVELOPERS**

It is the policy of the City of Aubrey to make available to developers and commercial consumers access to the City's water and wastewater services. "To make available" means the City shall allow the developer to connect to the City's systems at the Developer's cost. The Developer shall be required to install all necessary water and sanitary sewer lines, services, valves, fittings, and any other required appurtenances. All construction for water/sewer lines shall meet the specifications adopted by the City of Aubrey.

Any person developing a subdivision, apartment or commercial site or development is required to extend water mains to the extent of his property and make connections to existing lines when, in the opinion of the City, such extensions or connections would enhance the City's ability to provide water service to its customers. The city may require

and participate in the cost of over-sizing mains or lift-stations, if deemed to be in the best interest of the city.

If the Developer so desires, he/she may enter into a Pro Rata agreement with the city to recoup a portion of the cost of the off-site utilities in the event someone taps/connects/or ties into the water/sewer lines or appurtenances which the developer constructed.

Plans for extension of water and/or sewer lines must be prepared under the direction and bear the seal of a licensed engineer in the State of Texas.

Once construction is complete, "Construction Record Set of Drawings" must be submitted in order to provide the exact location of the newly constructed water and/or sewer lines. The Developer must also submit a one-year warranty agreement for workmanship and materials, and a sworn affidavit of all bills paid to the City prior to the acceptance of the water and/or sewer improvements.

Note: These Permit Requirements & General Provisions are not all inclusive, they provide only a reference to assist the builder.

- 17. **Water Tap / Connection** – see Code of Ordinance for applicable fees.
- 18. **Sewer Tap / Connection** – see Code of Ordinance for applicable fees.
- 19. **Impact Fees** – see Code of Ordinance for applicable fees.
- 20. **Inspections**

\*\*\*Note: Please allow 48 hours for an inspection to be completed once it is called in.

\*\*\*Note: Permit Number must be given when inspections are called in.

\*\*\*Note: Permits must be posted, approved plans are required to be onsite for ALL inspections.

## 21. **Water Service Deposit**

Upon building final approval, sewer will be added to all builder accounts. Water and sewer charges will remain in effect until the new homeowner takes occupancy and switches the account to their name.

Residential – A water deposit of \$90.00 is required before permanent water service is initiated.

Commercial – A water deposit of \$250.00 is required before permanent water service is initiated.

A Certificate of Occupancy fee of \$100.00 for inspection is required on all commercial businesses that have new tenants.



## **Responsibility for Construction Waste**

The City of Aubrey has entered into an exclusive franchise agreement for waste management within the city limits with Rhino Removal (469-607-4466). No other dumpster services are allowed at this time. A contractor performing work on a new, renovation, addition, or repair of a commercial or residential building project within the city limits of Aubrey has the option of using a job-built waste container, or may choose to have a dumpster installed by Rhino Removal. Either type of container is at the expense of the contractor and will not be furnished by the City of Aubrey. The contractor is responsible for maintaining the jobsite by making certain that all construction waste materials are placed in the container, and that the container is emptied on a regular basis. The following ordinances pertain to jobsite cleanliness:

### **Sec. 13.02.014 Waste from building operations**

Rock, dirt, concrete, brick, tile, plaster, waste, scrap building materials, or other trash resulting from construction or major remodeling, resulting from a general cleanup of vacant or improved property just prior to its occupancy, or resulting from sizable amounts of trees, brush, and debris cleared from property in preparation for construction, will not be removed by the city as regular service. The owner will have such debris removed at his expense. (Ordinance 53-67, sec. IX, adopted 7/3/67)

### **Sec. 13.02.017 Duty of owner and occupant to see that containers are emptied**

Every owner, occupant, tenant, or lessee of a house or building used for residential, public, business, or commercial purposes is required to maintain constant supervision and surveillance over the garbage and trash cans and receptacles servicing his premises. (Ordinance 53-67, sec. XII, adopted 7/3/67)

## **Acknowledgement of Responsibility for Construction Waste**

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Signed