



## New Residential Plan Submittal Requirements

- Plans and associated documentation to be submitted in pdf format.

### Site Plan

- Drawn to scale
- Drainage directions, with arrows
- Easements
- Driveway location
- All structures on site, including accessory buildings, fences, sidewalks, retaining walls, etc.
- Distances from other structures and property lines
- Legal lot description and address

### Energy Plans

2015 IECC Energy Code Compliance Projects shall comply with one of the following:

#### Prescriptive Approach

- Glazing = U-Factor 0.32 or less
- Solar Heat Gain Coefficient = SHGC 0.25 or less
- Attic Insulation = R-value 38 or greater
- Cathedral ceiling with no attic = R-value 38 or greater
- Wall Insulation – R-value 20 or greater
- Floor Insulation (pier and beam type) = R-value 19 or greater

#### Performance Approach

- Compliance Report – Energy Star, IC3, ResCheck, HERS/Remrate, or other as approved by the Building Official

### Foundation Plans

- Engineered slab/foundation layout
- Engineered foundation letter identifying the applicable building code (IRC) and soil conditions

### Floor Plans

- Drawn to scale
- Dimensions
- Door and window sizes and locations
- Label all rooms

**Elevation plans**

- All sides of home
- Roofing materials
- Roof pitch
- Overhangs, including depth

**Roof, Ceiling & Floor Framing Plans**

- Rafter, joist beams and header sizes, spacing and spans

**Wind Bracing Plans**

- Braced wall panel types and locations
- Hardware specifications
- Alternative Engineered Design if design does not meet minimum code requirements



**BUILDING PERMIT ISSUANCE REQUIREMENTS  
CHECK LIST**

1. Complete all parts of the Building Permit Application Form. Your application will not be accepted if the required documents are not included.

Site Plan     Grading Plan     Floor Plan     Window/door schedules     Energy Plan

Original letter from foundation design engineer with foundation plans contain engineer seal

Septic system plan and approval letter from Tarrant County Health Department.

2. Please list all subcontractors (use a separate piece of paper if needed) you must include:

Company Name     Address     Contact Phone Numbers     Copy of Trade Licenses     Copy of Valid Insurance

Copy of driver's license

Upon receipt of the required paperwork, the application will be reviewed by the Building Inspector. The Building Inspector will check for compliance with the codes of the Town of Lakeside. Permit Payments are due at the time the application is submitted. Staff will send an email when it's time for you to pay the fees online. If approved, a Building Permit will be issued.



**APPLICATION FOR**  
 **RESIDENTIAL**  
**BUILDING PERMIT**

TOWN OF LAKESIDE  
9834 CONFEDERATE PARK ROAD  
LAKESIDE, TEXAS 76108  
817-237-1234 EXT 307  
[permits@lakesidetexas.us](mailto:permits@lakesidetexas.us)

Submittal Requirements: Submit 3 sets of plans as may be necessary to clarify work. Provide a legible copy of the master's license and current insurance with the application. All contractor information will need to be submitted with every permit application.

**PROPERTY INFORMATION**

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

SUBDIVISION: \_\_\_\_\_ ZONING: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

COMPANY NAME: \_\_\_\_\_

HOMEOWNER/AGENT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**CONTRACTOR INFORMATION**

COMPANY NAME: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TRADE LICENSE #: \_\_\_\_\_ DRIVERS LICENSE#: \_\_\_\_\_

**SUBCONTRACTOR INFORMATION**

**ALL SUBCONTRACTORS MUST BE LISTED ON FOLLOWING PAGE. SUBCONTRACTORS MUST PROVIDE COPIES OF TRADE LICENSE, DRIVERS LICENSE AND CERTIFICATE OF LIABILITY INSURANCE WITH TOWN OF LAKESIDE LISTED AS CERTIFICATE HOLDER.**

CHECK ONE:  NEW       ADDITION       REMODEL / ALTERATION       DEMOLITION

**SPECIFIC INFORMATION**

1st Floor Living Area: 2nd \_\_\_\_\_ Or Area of Addition Or Area Being Remodeled: \_\_\_\_\_

Floor Living Area: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_ Number of Garage Bays: \_\_\_\_\_

Total Living Area: \_\_\_\_\_

**SUBCONTRACTOR INFORMATION**

Contractor: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

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Contact: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

**NEW / ADDITION / REMODEL RESIDENTIAL CONSTRUCTION**

TOTAL SQUARE FOOTAGE:

Building Permit Fee	Square Footage X \$1.00	\$ _____
Electrical Permit Fee	Square Footage X \$0.06	\$ _____
Plumbing Permit Fee	Square Footage X \$0.06	\$ _____
Mechanical Permit Fee	Square Footage X \$0.03	\$ _____
Plan Review 50% of Building Permit Fee		\$ _____
Energy Code		\$ _____
	Total Permit Cost	\$ _____
Water Meter Deposit		\$ 150.00
Water Tap Fee (3/4")		\$ 2000.00
Service Fee (Processing Meter Deposits)		\$ 30.00
Total Utility Cost (Must Be Paid with a Separate Check)		\$ _____
Re-Inspection Fee (if required, after 2 <sup>nd</sup> red tag)		\$ 100.00
Inspection –After Hours– Minimum 2 Hours (if required)		\$ 50.00 per hour

**You will be charged a Plan Review Fee of 50% of the Building Permit Fee for this type of permit.**

**DESCRIPTION OF WORK TO BE PERFORMED**


**NOTICE**

This permit becomes null and void if work or construction authorized is not commenced within 90 days, or if construction of work is suspended or abandoned for a period of 90 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same 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 laws regulating construction or the performance of construction. The issuance of a permit neither exempts nor modifies any covenants, deed restrictions, Town ordinances or State or Federal Laws, whether herein specified or not.

APPLICANT IS RESPONSIBLE FOR CALLING INTO SCHEDULE INSPECTIONS AND MAKING ARRANGEMENTS FOR THE WORK TO BE ACCESSIBLE TO BE INSPECTED.

I understand that if work began before a permit was APPROVED, I will be charged twice the permit fee, in accordance with Town of Lakeside Code of Ordinance.

Signature of Applicant:

Date:

**OFFICE USE ONLY**

DATE RECEIVED:

PERMIT FEE: \$

PERMIT NUMBER:

DATE ISSUED:

REVIEWED BY:

APPROVED:  YES  NO\*

\* COMMENTS ATTACHED

**TO BE COMPLETED BY THE BUILDING INSPECTOR OR PLANNING & ZONING COMMISSION**

Construction Type:		Set Backs	Approval to Issue:
Occupancy Group:	Fire Sprinkler: <input type="checkbox"/> YES <input type="checkbox"/> NO	Front:	Electrical:
Division:	Building Depth:	Left:	Plumbing:
Zoning:	Building Width:	Rear:	Mechanical:
Occupancy Load:		Right:	
Plan Review Approval:	Date:	Building Permit Fee:	
Site Plan Approval:	Date:	Plan Review Fee:	
Approval For Permit:	Date:	Total Fees:	

## Storm Water Permit

Dear Building Permit Applicant:

The Texas Commission on Environmental Quality requires that any construction activities that disturb one acre or more have a Storm Water Permit.

The website for information on obtaining a permit is [www.sblga.info](http://www.sblga.info). Then go to "See Special Topics".

For help with applying for this permit contact the TCEQ Small Business Assistance Office at 817-588- 5800 and ask for Storm Water Permit help.

Any construction activity in the Town of Lakeside must have the required documents from the TCEQ before any work can be done.

## Common Inspection Types

**Stakeout/Form Survey:** This is normally the first inspection. This inspection is to verify the location or footprint of the project. A form board survey is required on New Residences and New Commercial buildings.

**Temporary Pole:** To be made after temporary electric pole if any is set. T-Pole must meet the requirements of 2006 NEC, which includes proper grounding and 110/120-volt outlets must be GFCI protected and any requirements required by the utility supplier.

**Plumbing Rough-In:** To be made after all underground sewer and water piping is installed and tested as per 2003 I.P.C., which will include a water or air test on the sewer and water. If gas is supplied to the project it must be tested also before being covered.

**Foundation:** This inspection is made prior to placement of concrete. All slabs require this inspection, except flatwork- which is the common term for sidewalks and driveways. However, drive approaches and sidewalks in the city right-of-way do require permits and inspections prior to placement of concrete. An engineer's letter of inspection can be submitted in lieu of city inspection on residential new construction.

**Plumbing Top out-Commercial:** Inspection of plumbing in the walls before walls are closed. Plumbing must meet the requirements of the 2003 I.P.C., no intermittent valves are allowed without prior approval from the Building Official.

**Electrical Rough-Commercial:** Inspection of wiring before walls and ceilings are covered. Electrical work must meet the 2006 NEC.

**Mechanical Rough-Commercial:** This covers all the ductwork and equipment installed and also must be done before walls can be covered. 2003 I.M.C.

**Framing-Commercial:** This is done after all roughs are complete & inspected. 2003 I.B.C.

**Framing-Residential:** This inspection is done after all trades are ready for rough inspection. An 8ft. x 8ft. x 4ft. deep trash bin must be on site. 2003 I.R.C.

**Temporary Electric/Gas:** This inspection is made so utilities can be turned on before a project is finished. After all electrical work and gas piping is safely capped or covered pending inspector's approval. Electric and gas utilities will be released pending final inspection. A letter that we provide must be signed and submitted prior to utilities being released.

**Finals:** A final inspection will be made on Building, Plumbing, Electrical, and HVAC.

Please do not hesitate to call if we can be of assistance.