



## Residential Plan Review and Permitting Procedures

Permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance.

**New and Remodel/Addition Residential Permits.** Have applicant submit the following:

1. Permit Application
2. (2) Plot Plans to include Legal Description (Lot, Block, Subdivision) and lot dimensions.
3. (2) Energy reports – Energy Code adopted by City
4. (2) Stamped Engineered foundation letters
5. (2) Stamped Engineered foundation plans
6. (2) Sets of House Plans

**Note: Special departmental requirements conducted prior to permit submittal to Bureau Veritas will help expedite permit issuance.**

**Send complete permit package to Bureau Veritas, Fort Worth office, via Fed Ex #\_\_\_\_\_.**

### **Bureau Veritas Plan Review Staff:**

1. Permit information is entered into BV Application Suite.
2. Verifies if all documents are received and are specific to the legal description of the lot. Reviews plat versus plot plan for building set backs, lot coverage, and masonry requirements according to zoning and ordinance requirements.
3. Reviews plan for building code violations.
4. Reviews energy code for compliance with code adopted by City.
5. If any information is missing or revisions are needed, the applicant will be contacted. If revisions are required, the application will be placed on hold until we receive the corrected documents. A copy of the plan review revision request can be forwarded to the city upon request.
6. When approved, packages permit pack for return to city.

### **Bureau Veritas Courier**

Returns approved permit packet to the city.

### **City Staff**

City issues permit in BV Application Suite.