



## **RESIDENTIAL NEW CONSTRUCTION**

### **SITE AND BUILDING PLAN PACKET**



This packet is intended as a basic information tool to acquaint owners and developers with Palestine's permitting process. It is the owner's/developer's responsibility to be familiar with our rules, which may or may not be similar to what you are accustomed. However, as rules and procedures can sometimes seem complicated it is our intention to make this process as simple and easy as possible. Please review the material included here and direct any questions you may have to Development Services, 504 N. Queen Street Palestine, Tx. 75801 or by calling 903-731-8417.

This packet includes:

- Site Plan Checklist
- Building Plan Checklist
- Description of Material/Specifications Form
- List of Adopted Building Codes
- List of Required Inspections
- Setback Code
- Job Site Requirements

- Building Permit Application
- Development Permit Application (attach site plan)

We hope this packet will assist you when designing your project and when you submit your plans and documents for review and permits.

*The City of Palestine is committed to the continued beautification of our hometown through the presentation of trees and greenspace. We enthusiastically encourage you to use innovative designs to help preserve our natural environment.*

### **SITE PLAN INFORMATION**

(The following checklist includes items that must be incorporated on your site plan)

**5 copies are needed**

1.  Plans must be drawn to scale of not smaller than 1" = 50'.
2.  Plans must show dimensions, bearing of all property lines and total square footage or acreage of site.
3.  North direction arrow must be provided.
4.  All existing and proposed structures must be shown with building dimensions and distances from property lines (setbacks).
5.  Access (driveways) must be shown with dimensions, shape, and location.
6.  All recorded public easements (sewer, water, gas, electrical, etc.) must be shown and properly dimensioned.
7.  Public streets shall be shown with pavement width, curb or ditch location, sidewalk location and width, and right-of-way width.
8.  Septic system and/or water well must be shown with size and location. A design by an engineer or registered sanitarian will be required before septic system location is approved.
9.  Site topography, grading and drainage requirements for Standard Single Family and Duplex Residential construction.
  - a. Show existing ground elevation at all property corners, building corners, top of adjacent curb and ditch flowlines, as a minimum.
  - b. Show proposed finished floor elevations for house and garage, proposed lot drainage patterns and drainage improvements.
  - c. Show total cut and fill quantities for earth work if applicable.
10.  Site landscaping must be shown with dimensions, tree sizes, if applicable, and total square footage of landscaped areas noted.
11.  Parking areas must be clearly shown and dimensioned. Two parking spaces per residential structure (9' x 18').
12.  Culvert application required if site is located on a non-curbed street.

13        Subdivision Plat or Boundary Line Adjustment required (if tract proposed for this development was not properly subdivided).

**BUILDING PLAN CHECKLIST** (The following checklist includes items that must be incorporated into the construction drawings) **5 sets of construction drawings are needed**

1.       Foundation Drawings:

- a.   layout showing beam locations and pier ( if applicable) locations.
- b.   Beam details showing cross-sectional view with beam widths and depths.
- c.   Show reinforcement type and size and placement for beams and piers.
- d.   Details for the slab which include depth and reinforcement.

Note:   beams must rest a minimum of 12 inches into undisturbed soil, rest on piers, or the building pad must be tested by a testing laboratory to verify 95% modified compaction has been met.

2.       Floor Plan:    floor plan must include dimensions of all rooms with notation of what each room will be used for (ie; bedroom, kitchen, closet, etc.).

3.       Framing Plan:

- a.   Show details of roof framing that included size, grade, and proposed spans.
- b.   Ceiling and floor joist size, grade and proposed spans must be shown.
- c.   If trusses are used, engineered sealed truss drawings with placement plan is required.

4.       Electrical Plan:

- a.   Show location of all fixtures and panels.
- b.   Show size of service (load calculations may be requested).

5.       Elevation Drawings:    front, rear, left and right side elevations of house must be shown.

6.       Energy Requirements:    Energy compliance report must be submitted or calculations form plan review must be followed.

**DESCRIPTION OF MATERIALS/SPECIFICATIONS**

(Please submit this completed form or a like completed form with your construction drawings)

**This form must be completed and submitted with plans Foundation**

- A.   Fill Material \_\_\_\_\_    minimum 90% proctor
- Slab Thickness \_\_\_\_\_    minimum 2500 psi
- Water Proofing \_\_\_\_\_
- Termite Protection \_\_\_\_\_
- Beam Thickness and Depth \_\_\_\_\_
- Rebar Size \_\_\_\_\_
- Wire Mesh Gauge # \_\_\_\_\_

B. Concrete block size \_\_\_\_\_ Spacing \_\_\_\_\_  
Sill Size \_\_\_\_\_ Treated \_\_\_\_\_

**Floor**

Joist size \_\_\_\_\_ Spacing \_\_\_\_\_

Decking size \_\_\_\_\_

**Exterior Walls**

Wood member size \_\_\_\_\_ Spacing \_\_\_\_\_

Corner ties \_\_\_\_\_

Sheathing \_\_\_\_\_

Siding \_\_\_\_\_

Wind Bracing \_\_\_\_\_

Felt \_\_\_\_\_

**Interior Walls**

Wood member size \_\_\_\_\_ Spacing \_\_\_\_\_

Finish material \_\_\_\_\_

**Ceiling**

Joist size \_\_\_\_\_ Spacing \_\_\_\_\_

Finish material \_\_\_\_\_

**Rafter**

Rafter size \_\_\_\_\_ Spacing \_\_\_\_\_

Collar tie size \_\_\_\_\_ Spacing \_\_\_\_\_

Purlin size \_\_\_\_\_ Spacing \_\_\_\_\_

Decking, exterior grade and size \_\_\_\_\_

**Roof**

Roofing material \_\_\_\_\_

**Doors/Windows**

Door header size \_\_\_\_\_ Span of opening \_\_\_\_\_

Window header size \_\_\_\_\_ Span of opening \_\_\_\_\_

**Floor plan required showing location and size of the following:**

Entrance door size \_\_\_\_\_

Rear door size \_\_\_\_\_

Interior door sizes \_\_\_\_\_

Window sizes \_\_\_\_\_

**Plumbing**

Sink \_\_\_\_\_

Lavatory \_\_\_\_\_

Bathtub \_\_\_\_\_

Shower stall \_\_\_\_\_

Water piping material \_\_\_\_\_

Water piping size \_\_\_\_\_

Sewer piping material \_\_\_\_\_

Sewer piping size \_\_\_\_\_

Water heater size \_\_\_\_\_

**Heating and A/C**

Heating type \_\_\_\_\_ Total BTU's \_\_\_\_\_ AMP size \_\_\_\_\_

A/C type \_\_\_\_\_ Total BTU's \_\_\_\_\_ AMP size \_\_\_\_\_

**Electrical wiring**

Service size \_\_\_\_\_ Overhead \_\_\_\_\_ Underground \_\_\_\_\_

Location of panel \_\_\_\_\_ Circuit breaker number \_\_\_\_\_

Wiring type \_\_\_\_\_

**Insulation**

Ceiling type \_\_\_\_\_ Size \_\_\_\_\_ "R" Rate \_\_\_\_\_

Exterior wall type \_\_\_\_\_ Size \_\_\_\_\_ "R" Rate \_\_\_\_\_

**Miscellaneous**

Porches \_\_\_\_\_

Garage \_\_\_\_\_

Walks \_\_\_\_\_

Drives \_\_\_\_\_

Finish Grade \_\_\_\_\_

Landscaping \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**BUILDING CODES**

The City of Palestine has adopted the following documents related to building and construction:

- (1) International Residential Building Code, International Code Council 2003
- (2) International Building Code; International Code Council 2003
- (3) International Existing Building Code 2003
- (4) International Property Maintenance Code 2003
- (5) Appendix J-Grading IBC 2003
- (6) Appendix G Swimming Pools IRBC 2003
- (7) International Mechanical Code, International Code Council 2003

- (8) International Gas Code, International Code Council 2003
- (9) International Plumbing Code; International Code Council 2003
- (10) National Electrical Code; National Fire Protection Association (NFPA) 2005
- (11) International Fire Prevention Code; International Code Council 2003
- (12) International Energy Code 2003

**The Development Service's approval of plans and specifications does not relieve the owner, designers, and contractors, nor their representatives from their individual or collective responsibility to comply with applicable provisions of the building codes or other ordinances or state laws. This examination is not to be construed as a check of every item in the plans and submitted documents and does not prevent the building official from hereafter requiring corrections of errors in plans or construction.**

### **REQUIRED BUILDING INSPECTIONS\***

- 1 Setback inspection (to be performed simultaneously with ground plumbing or pier inspection).
- 2 Temporary electrical pole
- 3 Pier, foundation, ground plumbing
- 4 Framing, electrical rough-in, plumbing top-out, HVAC duct, energy
- 5 Drive approach, grading (performed simultaneously with the building final).
- 6 Final building, plumbing, electrical, HVAC
- 7 Job check inspections will be performed by an inspector to verify compliance of codes that the contractor is not required to call specific inspections for. These would include but not be limited to: erosion control, brick-ties, portable restroom, posting of permits, address posting, site cleanliness and safety, etc.

- This is a list of minimum inspections required for standard construction. Multi-family residential, commercial or industrial construction may require additional or different inspections. The contractor must arrange for such special inspection with a building inspector.

- A form survey, by a registered surveyor, will be required and must be submitted to the office of Development Services prior to a foundation inspection to verify correct location of the proposed structure.

### **JOB SITE REQUIREMENTS**

- (1) All permits must be posted on site.
- (2) City of Palestine stamped plans (contractor set) must be kept on site and maintained in a dry and good condition.
- (3) The site must have erosion control installed and maintain as soon as the lot is cleared.
- (4) A portable restroom must be placed and maintained on site from the beginning of the project until the final plumbing inspection is approved.
- (5) The jobsite must be kept clean of trash and debris that may be blown or washed off the site by weather and streets must be kept clean from mud that is tracked by vehicles and machinery.
- (6) Safety, in accordance with OSHA standards, must be maintained at all times.

**( ) – Development Permit Application Submitted**

**( ) – Not Applicable**

**Applications will not be accepted  
unless COMPLETED**

**CITY OF PALESTINE  
ONE & TWO FAMILY RESIDENTIAL BUILDING PERMIT APPLICATION**

**Date Submitted:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

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

**Legal Description:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

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

**City, State, Zip:** \_\_\_\_\_

**ENERGY CODE INFORMATION**

**( ) See energy compliance report or**

**Foundation type** \_\_\_\_\_

**Total Wall Area** \_\_\_\_\_

**Total glazed area** \_\_\_\_\_



