



**APPLICATION FOR RESIDENTIAL BUILDING PERMIT**

**PROJECT INFORMATION**

Date: \_\_\_\_\_ Permit No. \_\_\_\_\_

The undersigned in accordance with the Palestine City Code, hereby applies for a permit for the construction, alteration or addition of a building/structure at:

Project Address: \_\_\_\_\_ Palestine, Texas 758 \_\_\_\_\_

Estimated Cost of Project: \$ \_\_\_\_\_ Sq. Ft under roof \_\_\_\_\_ # of Stories \_\_\_\_\_

**TYPE OF CONSTRUCTION:**

**New Construction**

- New Single Family
- New Duplex
- New Multi-Family (# of units \_\_\_\_\_)
- Mobile Home
- Swimming Pool

**Addition / Remodel**

- Addition
- Remodel **\*See Note**
- Driveway Permit (Driveway Permit required)
- Other \_\_\_\_\_

**\*Note: If residence was built prior to 1978 and work is being done by anyone other than the homeowner, on their own homestead, the Lead PRE Rule, governed by Environmental Protection Agency, must be complied with. Have you provided the owner and/or tenant with the EPA-approved lead information pamphlet? Yes \_\_\_ No \_\_\_**  
<http://www.epa.gov/oppt/lead/pubs/interiorfinal2.pdf>

Please describe the project briefly:

\_\_\_\_\_  
\_\_\_\_\_

Will any fill material be used under footings? Yes \_\_\_\_\_ No \_\_\_\_\_

If answer is yes, has a soil & compaction test been done? Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\*\*SOIL COMPACTION TEST RESULTS MUST BE PROVIDED TO THE CITY\*\*\*  
PRIOR TO ANY INSPECTIONS BEING DONE.**

**OWNER/CONTRACTOR INFORMATION**

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

Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Registration No. \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Applicant shall comply with the provisions of all Building, Zoning, Fire and Health Laws governing the construction of the above described building, whether specified herein or not.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## RESIDENTIAL PLAN REVIEW CHECKLIST

To process and expedite your Residential Building Permit, the following items are required to be provided with your Permit Application. If any of the items below are incomplete or missing, the application **will not be accepted** for review. Please mark appropriate box for each line:

New	Addition	Remodel	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current and valid address of property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two full sets of plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Front, back and side elevation drawings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation and wall construction details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan (see attached sample and requirements below)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Palestine Simplified Energy Code Compliance Form (New home construction only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door and window schedule (show size and placement)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans must be minimum 11" by 17" and drawn to scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retaining walls over 4', wall details requires a P.E stamp and signature
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spans over 24' require P.E. stamp and signature

Plans will not be processed until submittals are complete. This sheet is intended as a guide and may not be inclusive of all requirements of the City of Palestine. Your design professional in charge may need additional items based on your site and proposed improvements.

**Include All Site Plan Requirements Below:**

- Must show address of property
- Property lines and their dimensions - Property lines can be verified with a certified boundary survey. It is the home owner's responsibility to know the property line location. (Existing fences do not always constitute actual property lines.)
- Square footage of proposed building
- Plans must be drawn to scale on minimum 11" x 17" paper.
- Plans must show building dimensions, bearing to property lines and total square footage or acreage of site.
- North direction arrow must be provided.
- All existing and proposed structures must be shown with building dimensions and distances from property lines.
- Access driveways and sidewalks must be shown with dimensions, shape and location
- All recorded public easements; (sewer, water, gas, electrical, etc.) must be shown and properly dimensioned.
- Public streets shall be shown with pavement width, curb or ditch location, sidewalk location and width, and right-of-way width.

**FOR OFFICE USE ONLY**

Located in Designated Historical District? Yes \_\_\_ No \_\_\_ What District? \_\_\_\_\_

Designated Palestine Historical Landmark? Yes \_\_\_ No \_\_\_

Is structure located in a flood plain? Yes \_\_\_ No \_\_\_

Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Building Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_



**SIMPLIFIED RESIDENTIAL ENERGY CODE COMPLIANCE FORM**

**PROJECT INFORMATION**

*(for office use only)*

Building Address: \_\_\_\_\_ Permit No. \_\_\_\_\_

Subdivision: \_\_\_\_\_ Checked By: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Builder Phone: \_\_\_\_\_ Builder Fax: \_\_\_\_\_

*Choose one method of Compliance:*

- Simplified Prescriptive Approach**  
*(fill out remainder of form)*
- Participation in an approved Energy Performance Testing Program**  
*(attach documentation)*
- Component Performance Approach**  
*(attach documentation such as current RES Check report)*

**Simplified Prescriptive Approach For City of Palestine Simplified Prescriptive**

**● Insulation**

Ceiling-Attic	R-38
Ceiling-Roof	R-22
Walls	R-13
Floors	R-19
Crawl Space	R-19

\*If participating in an **Energy Performance Testing Program**, list the name of the program:

\_\_\_\_\_  
\_\_\_\_\_

**● Doors**

U-Factor 0.35

**● Glazing Options**

U-Factor	Max	0.55
Solar Heat Gain	Max	0.30

**● HVAC**

Split System	13.0 SEER
Single Package	13.0 SEER

The proposed building represented in these documents is consistent with the building plans, specifications, and other calculations submitted with the permit application. The proposed building has been designed to meet the requirements of the Energy Code in the jurisdiction in which it was built.

Builder/Designer: \_\_\_\_\_ Date: \_\_\_\_\_

Insulation must maintain the 1-inch ventilation area without compressing the insulation. May require a larger framing member. Area of all rough openings for windows and doors is measured using the inside dimensions of the rough framing for the unit. Exception: Doors with less than 50% glass. This shall be measured from the inside cut opening within the door itself.