



TEXAS CITY BUILDING DEPARTMENT
 928 5TH Ave NORTH, TEXAS CITY, TX 77590
 Phone: 409-643-5946 FAX:

New Residential Construction Document Submittal Form

Note: If requesting a plan review or building permit you must complete a document submittal form & a permit application.

Contractor or Business Name _____

Business Address: _____

Work Site street Address: _____

Documents Submitted By: _____  **Print**

Documents Submitted: _____

Phone: _____ - _____ - _____ Cell Phone: _____ - _____ - _____

Email: _____

 Applicant Signature

 Date

Minimum Plan submittal requirements:

Note: All items listed below must be included with submittal in order to be accepted and reviewed. Plans missing any of the following items will not be reviewed by the City of Texas City.

2 SETS OF ALL PLANS ARE REQUIRED

	Included	Not Included
Site Plan	_____	_____
Elevation Certificate	_____	_____
Form Board Survey	_____	_____
MEC or Energy Check	_____	_____
Masonry Percentage (if new subdivision)	_____	_____
Engineered Set of Architectural Plans	_____	_____
Electrical Plans	_____	_____
Plumbing Plans	_____	_____
Floor Plan	_____	_____



TEXAS CITY BUILDING DEPARTMENT

928 5TH Ave NORTH, TEXAS CITY, TX 77590

Phone: 409-643-5946 FAX:

Commercial Project Document Submittal Form

Note: If requesting a plan review or building permit you must complete a document submittal form & a permit application.

Contractor or Business Name _____

Business Address: _____

Work Site street Address: _____

Documents Submitted By: _____  Print

Documents Submitted: _____

Phone: _____ - _____ - _____ Cell Phone: _____ - _____ - _____

Email: _____

Applicant Signature _____

_____ Date

Minimum Plan submittal requirements:

Note: All items listed below must be included with submittal in order to be accepted and reviewed. Plans missing any of the following items will not be reviewed by the City of Texas City.

	Included	Not Included
Thumb drive with complete set of plans in pdf. format	_____	_____
Total building square footage & floor plan:	_____	_____
Occupant load calculation:	_____	_____
Construction type:	_____	_____
All Occupancy types within structure listed:	_____	_____
Code edition plans are designed to comply:	_____	_____
Site Plan	_____	_____
Drainage plan	_____	_____
Parking plan	_____	_____
Lighting plan	_____	_____
Signage plan	_____	_____
Masonry content noted on plan	_____	_____
Landscaping Plan	_____	_____
Structural Plans	_____	_____
Plumbing plans	_____	_____
Mechanical plans	_____	_____
Energy check	_____	_____
Electrical load analysis and service recommendation	_____	_____
Electrical plans	_____	_____
Backflow	_____	_____



City of Texas City Building Inspection Department Guidelines

REQUIREMENTS FOR SUBMITTING PLANS

RESIDENTIAL

New Residential Construction:

1. Two (2) complete sets of plans with engineers stamp on plans. Plans must include structural, electrical, plumbing, etc.
2. Site plan showing house location on the lot with all setbacks from property line indicated.
3. Res ✓ OR MEC Check (ENERGY)

Carports or patio cover

1. Plot plan of the entire property showing placement of new structure.
2. Roof detail (if pre-fab, need engineering on all components)
3. Elevation (or side view)
4. Foundation (or support)
5. Engineered stamped drawings per windstorm, International Building Code and International Residential Code.

Interior Remodel

1. Floor plan with notes concerning all work that is to be done.

Room Addition, Patio Enclosure

1. Plot plan of the entire property.
2. Floor plan of addition and the immediate adjacent areas of the house. Label all room usages and denote all openings and all work to be done.
3. Typical wall section.
4. Roof plan and details. Show how new roof is to tie into existing roof.
5. Foundation plan and details of addition. If existing, note as such. Also note what type of foundation the existing structure has.
6. Elevations (or side view) of each side of the house where there is a change. Elevations are to show the entire existing house and the new addition as it will appear once the addition is complete.
7. Engineered stamped drawings per windstorm, IBC and IRC.

Second Story Addition

1. Same plans as required for room addition with the additional requirement of a floor framing plan and foundation details.

Detached Buildings - Under 100 Square Feet

1. Plot plan showing location of structure in relation to property lines and other buildings.

Storage Buildings -225 square feet or less

1. Plot plan of entire property.
2. Composition shingles are required to be nailed and nails must penetrate through sheath three quarters (3/4) of an inch. Six nails per 3 tab shingle or manufacturers recommended installation. **Staples and staple guns are not allowed.** To prevent warping, hurricane clips must be installed three (3) per long side of roof decking and two (2) per short end.
3. Composition roof shingles shall not be install on roofs with less than a 4 in 12 pitch.
4. Roof decking will be 1/2" minimum plywood or OSB nailed 12" on center minimum and 4" from corners.
5. Anchor bolts must be 5/8" x 9" with 6" embedment and be on 4' centers with full nut of thread and 2 x 2 x 1/8" square galvanized washer. Anchor bolts much be within 12" of all ends and corners.
6. Storage building with 8' or larger doors are considered garages and must have a designed anchor bolt layout per windstorm.
7. Wall studs must be on sixteen (16) inch centers. All headers and studs shall be #3 utility or stud grade lumber or equivalent.
8. All studs, joists, and rafters from ridge to bottom plate must have hurricane clips.
9. All storage buildings must have collar ties on every other rafter.
10. Wood skid storage buildings must be anchored into ground with a minimum 2' long screw anchor on all corners and every six (6) feet. They must be wrapped around building or nailed to outer floor joist and sill.
11. Exterior of storage building must be wrapped entirely with 7/16" plywood or OSB
12. Final inspection of building is required to meet building code.

Decks - over 35" high only

1. Plot plan of entire property.
2. Foundation plan with details.
3. Construction and flooring details.

COMMERCIAL

New Commercial:

1. Two (2) complete sets of plans with P.E. and/or Texas registered architect stamp.
2. One (1) complete set of plans in pdf. Format on a CD or thumb drive.
Plans are to include:
 - a. Drawing index
 - b. Graphic legend and scale
 - c. Construction type
 - d. List of all occupancy types within structure and description of use
 - e. Total building area
 - f. Site plan with north arrow to include:
 1. Lot size
 2. Building footprint area
 3. Impervious cover area
 4. Fire protection features (hydrants, FDC, Fire lanes)
 5. Landscaping
 6. Parking
 - g. Structural plans ((MUST HAVE DECLARATION STATEMENT THAT BUILDING MEETS THE 140 MPH WINDLOAD AS PER THE IBC 2015.))
 - h. Electrical (to include electrical load analysis and service recommendation)
 - i. Plumbing
 - j. Mechanical
3. Signed Affidavit by contractor for receipt of Inspection Department Guidelines and acknowledgement of viewing of TCEQ storm water video available on city website.

MASONRY SHOWN - 80% - 100% ON GATEWAY COORIDOR
MASONRY INCLUDES STONE, STUCCO, BLOCK, BRICK

CONTACT LIST OF PHONE NUMBERS AND E-MAILS: ARCHITECT, STRUCTURAL ENGINEER, MEP ENGINEER, CIVIL, OWNER/DEVELOPER.

NEED ELEVATION FOR FOUNDATION - ESTABLISHED AND CITED ON PLAN

TDLR # FOR APPLICATION SHOWING APPROVAL FOR PROJECTS VALUED AT \$50,000 OR MORE.

Commercial Occupancy Permit:

EXISTING COMMERCIAL BUILDINGS AND LEASE SPACES REQUIRE THE FOLLOWING FOR APPROVAL OF A PERMIT APPLICATION.

- A. SITE PLAN
 1. Lot size
 2. Building footprint area

3. Impervious Cover area
 4. Fire protection features (Hydrants, FDC, Fire lanes)
 5. Landscaping
 6. Parking
- B. FLOOR PLAN

BUILDING REQUIREMENTS FOR CONSTRUCTION IN TEXAS CITY, TEXAS

1. Contractors must register and furnish either a certificate of liability insurance (minimum \$300,000) with City of Texas City as certificate holder or Contractor's Bond in the amount of \$5,000.
2. Wind speed for the City of Texas City is 140 mph, 3 second gust. Classified as an Inland 1 Zone.
3. The city has adopted the following model codes:
 - 2015 International Building Code
 - 2015 International Mechanical Code
 - 2015 International Plumbing Code
 - 2015 International Energy Conservation Code
 - 2015 International Residential Code
 - 2014 National Electrical Code
4. Engineered drawings are required for new residential, commercial, accessory building and building additions. Drawings will include structural, foundations, plumbing, electrical, mechanical and energy requirements.
5. All BMP's must be maintained through the duration of the project. They will be checked at every inspection.
6. All new construction sites, commercial and residential, must have port-o-lets on job site and a trash bin.
7. **New construction: An elevation certificate on the top of form is required prior to inspection of the foundation.** Elevation certificates for buildings on piers should be on top of lowest floor. Minimum elevation is 7 feet above MSL or 18" above curb (or crown if no curb) of street; whichever is greater.
8. Final inspections on building, electrical, plumbing and heating and air conditioning are required per code. Energy Certification and drainage survey must be on file prior to a Certificate of Occupancy being issued. **Certificate of Occupancy must be issued on all new construction prior to buildings being occupied.**
9. **Must contact Galveston County Health Department if a permit is needed for the sale of food.**

******* NOTE: CHECK WITH STATE BOARD OF INSURANCE CONCERNING
WINDSTORM REQUIREMENTS BEFORE JOB BEGINS. *******

**CITY OF TEXAS CITY
BUILDING INSPECTION DEPARTMENT
CONSTRUCTION GUIDELINES**

All construction is to be in conformance with the 2015 Edition of the International Building Code, City amendments and ordinances. The following is a general guideline of the procedures and building codes, but it is not intended to be considered as inclusive of all requirements.

1. Building permits are to be approved prior to any work commencing. Two (2) copies of applicable plans are to be submitted for approval. Sub-contractors (electrical, plumbing, and heating/air conditioning) are required to take out permits as required for their work. All electrical, plumbing and heating/air conditioning are to be accomplished by licensed contractors. Appropriate permits are available at the Building Inspection Department office. **Once permit is issued, construction must begin within 6 months or permit is invalid.**

2. Various inspections are required during construction as follows:

Erosion Inspection – to be inspected to initiate the project. Trash bin, BMP's and port-o-let must be in place to receive green tag. This inspection can be called in simultaneously with first building inspection.

Foundation Inspection - to be inspected prior to concrete being poured.

Elevation certificates on new construction must be approved prior to inspection of the foundation. Trenches are to be prepared, forms erected, all exposed plumbing pipes to be tar coated, steel tied in place and properly supported.

Framing Inspection - to be made after the building is roofed, all framing completed and all bracing is in place and all pipes and vents are in place, all electrical, plumbing and heating/air conditioning is installed and inspected. The framing inspection is made at the same time as all the other mechanical covers (plumbing, electrical, a/c).

Plumbing Inspections - The licensed plumbing contractor is to request all appropriate inspections prior to covering.

Electrical Inspections - the licensed electrical contractor is to request all appropriate inspections prior to covering.

Heating/air conditioning Inspection - the licensed heating/air conditioning contractor is to request all appropriate inspections prior to covering.

Final Inspection - to be made after the building is completed and prior to occupancy. Building final is made at the same time as all mechanical finals (electrical, plumbing, a/c, etc).

Complete final inspections on all phases of the work are required before occupying the structure, energizing electrical circuits, placing plumbing into service, etc. No work is to be done on any part of a building or structure beyond the point indicated in each successive inspection without first obtaining the approval of such work. Approval shall be made in the form of a "green" tag issued by the proper inspector and will be left on the site.

All inspections are to be called in to the Inspection Department at (409) 643-5946 or placed in person at the Inspection Department. Inspections are made during the hours of 8:00 a.m. thru 4:00 p.m. Monday through Friday.