



Village of Jones Creek

7207 Stephen F. Austin Jones Creek, Tx 77541

Phone: (979) 233-2700

Fax: (979) 233-3712

Residential New Home Building Requirements

This document is not meant to modify any Federal or State laws or City Ordinance. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

Building Permit

Before a building permit will be issued, all plans and documents related to the permit application must be approved by the Building Department and Floodplain Administrator. Approved permits must be picked up at the City Hall prior to work beginning and retained on site during construction. Permit becomes void if construction does not commence within 90 days from permit issuance.

A permit fee must be paid upon submission of the building permit application for all new residential construction. All permit fees are non-refundable.

All Contractors performing work within the Village jurisdiction must be registered with the City and provide proof of liability insurance.

Plan Review

The City will verify submittal documents are complete and forward to our city's contracted inspector for Plan Review. The Inspector will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements. You may contact the city's Utility Clerk for the status of your permit at (979) 233-2700.

Inspection requests received by 5:00 p.m. Monday - Friday will be performed the next business day. Inspections related to building construction must be called into City Hall at (979) 233-2700 or faxed to (979) 233-3712. Inspection requests can also be emailed to: trash.jonescreek@gmail.com

Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

The building final inspection must be passed and Certificate of Occupancy issued prior to occupancy of building.

Construction Site

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved.

A trash receptacle constructed to prevent construction trash from blowing or scattering from the jobsite/property shall be maintained until job completion. NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.



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New Residential Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

Site plans (plot plans) drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

Floor plans drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

Exterior elevation plans drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

Structural plans, where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

Foundation plans (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (Reference IRC) drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensioning cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

Engineer's foundation design letters. Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

Masonry on Wood details, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

Electrical plans (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

Plumbing plans (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

Energy Compliance Report- ResCheck, Remrate, or IC3 report accepted. (www.energycodes.gov)

NOTE: A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.



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New Residential Plan Review Checklist

Address: _____

Date Received: _____

The Village of Jones Creek has adopted the 2009 International Building, Residential, Plumbing, Mechanical, Fuel / Gas and Energy Conservation Codes and the 2008 National Electrical Code. Prior to permit issuance, all properties must have an approved plat and site plan released from the Zoning Administrator. Permit Application with an original signature must be complete and submitted with the following information:

- ___ (2) Site Plans to include: (Must submit a filed plat of lot)
Legal Description (lot, block, subdivision)
North arrow and scale
Property Lines and lot dimensions
All easements
Proposed structure and all existing buildings
Driveways and sidewalk dimensions
Setbacks for front, rear and sides of house must be shown on site plan
- ___ OSSF documentation, if applicable
- ___ (2) Residential Energy Code Compliance Report- Rescheck, IC3 report and Energy Star reports accepted. www.energycodes.org
- ___ (2) Foundation Plans - Conventional Rebar Slab Foundation - Regionally Accepted Practices- Foundation Detail (Reference IRC) or Engineered plans or Post Tension Foundation - Engineered Foundation plans and letter. Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the IRC.
- ___ (2) Sets of house plans to include: floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, shear wall details.
- ___ Driveway approaches and drainage culverts - Engineered plans
(Driveways accessing State Highways require a TXDOT permit)
- ___ Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, and Backflow Tester.



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Residential New Home Inspections

Please contact Village of Jones Creek City Hall to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday- Friday will be performed the next business day. Inspection requests can also be faxed to the City Hall.

Phone: (979) 233-2700
Fax: (979) 233-3712

Inspection requests can be emailed to: trash.jonescreek@gmail.com

Inspections for each group below must be called in at the same time.

Plumbing Rough - All inspections in this group must be requested at same time
Water Service

Yard Sewer

Form Survey - Must be in permit packet for inspection to be passed

Foundation • Engineered Foundation letter is acceptable, but must be in packet at time of frame inspection

Electric Rough • All inspections in this group must be requested at same time

Mechanical Rough

Gas Rough Piping /Test

Plumbing Top-out

Frame

Energy Insulation - Third party energy inspection results to be placed in permit packet.

Construction Electric and Gas Final - Meters will be released by city

Electrical Final - All inspections in this group must be requested at same time

Mechanical Final

Plumbing Final

Energy Final - Third party energy inspection results to be placed in permit packet.

Customer Service Inspection Form - Will be completed by inspector
Building Final

Temporary Pole and Flatwork • Can be called in at any time during construction.



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New Residential Energy Inspections

There will be 2 inspections required, one at pre-drywall and one at final. Duct testing must be conducted at finals, but prior to the Building Final.

Pre-drywall inspection to include:

- Insulation R-Value Installed
- Quality of Insulation Installation
- Window Values
- Proper Sealing of Envelope
- Thermal Bypass Enclosure installed in appropriate locations
- Inspection of Duct System Connections for proper sealing techniques

Final Inspection to include:

- Attic Insulation Installed R-Value and Quality
- Space Heating and Cooling Equipment Efficiencies
- Water Heating Equipment Efficiency
- Weather Stripping of all Doors (and Attic Access located within Conditioned Space)
- Duct Leakage Testing
- Blower Door Testing

Third party energy inspectors must have one of the certifications listed below and must be registered with the Village of Jones Creek prior to conducting any inspections.

ICC Certifications
BPI Certification

HERS Certification
Proof of Experience Performing Diagnostic Testing

The third party inspector must leave verification of compliance on site for city inspector. Building finals will not be approved unless all required documentation is received. Contracted City inspectors will acquire the documentation in the field prior to completing any subsequent inspection past the stage of energy approval.



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Residential Permit Application

Building Permit Number: _____ Valuation: _____

Project Address: _____ Zoning District: _____

Lot: _____ Block: _____ Subdivision: _____

Project Description: NEW SFR _____ SFR REMODEL/ADDITION _____ SPECIFY OTHER: _____
 PLUMBING _____ MECHANICAL _____ ELECTRICAL _____ D E M O _____
 ACCESSORY BUILDING _____ LAWN IRRIGATION _____ SWIMMING POOL _____ FENCE _____

Description of Work: _____

Area Square Foot: _____ Covered Porch: _____ Total: _____ Number of Stories: _____

Living: _____ Garage: _____

Is This Property in a Flood Plain: Yes No *If yes, provide Flood Plain Certificate*

Owner Information: _____

Name: _____ Contact Person: _____

Address: _____

Phone: _____ Mobile: _____ Email: _____

General Contractor	Contact Person:	Phone Number:	Contractors License:
Mechanical Contractor	Contact Person:	Phone Number:	Contractors License:
Electrical Contractor	Contact Person:	Phone Number:	Contractors License:
Plumbing Contractor	Contact Person:	Phone Number:	Contractors License:
TPO Energy Provider	Contact Person:	Phone Number:	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

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 compiled with whether specified 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 law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved By: _____ Date approved: _____

Building Permit Fee: _____ Total Permit Fees: _____

Plan Review Fee: _____ Received By: _____

Plumbing Permit Fee: _____ Date: _____

Electric Permit Fee: _____

Mechanical Permit Fee: _____

Permit fees are non-refundable