



# 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 Ordinances. 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 Permitting 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 Permitting Department and Inspector reviewing the Plan Review. Approved permits must be picked up at City Hall before work begins 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 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 insurance.

### **Plan Review**

The city will verify submittal documents are completed and ready for Plan Review. The Permitting Department will contact the applicant directly if any 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 Permitting Department for the status of your permit at (979) 233-2700.

### **Inspections**

Inspections requests received by 5:00 p.m. Monday-Friday will be performed within the next 1-2 business days. Inspection requests may also be emailed to the Utilities Clerk at

[utilities@jonescreektx.gov](mailto:utilities@jonescreektx.gov)

The building final inspection must be passed and the 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 the 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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### **Residential New Home Inspections**

Please contact Jones Creek City Hall to request inspection(s). Inspections requested by 5:00 p.m. Monday-Friday will be performed within 1-2 business days. Inspection requests may also be emailed to [trash.jonescreek@gmail.com](mailto: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 the 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 the same time.

**Mechanical Rough**

**Gas Rough Piping/Test**

**Plumbing Topout**

**Frame**

**Energy Isulation-** Third party inspection results to be placed in permit packet.

**Construction Electric/Gas Final-** Meters will be released by city.

**Electrical Final-** All inspections in this group must be requested at the 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.

**Temporary Pole and Flatwork-** Inspection can be called in to the city and requested at any time during construction.



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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:**

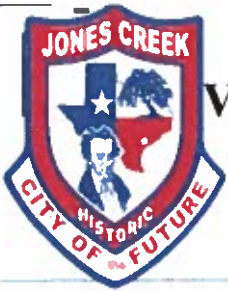
- Attic Insulation Installed R-Value and Quality
- Space Heater and Cooling Equipment Efficiencies
- Water Heating Equipment Efficiency
- Weather Stripping of all doors (and attic access located within conditioned space)
- Duct Leakage Testing
- Blower Door Testing

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.



# Village of Jones Creek Texas

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## Residential Permit Application

Building Permit Number: \_\_\_\_\_ Valuation: \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
 Project Description: NEW BUILD  REMODEL/ADDITION  SPECIFY OTHER: \_\_\_\_\_  
 PLUMBING  MECHANICAL  ELECTRICAL  DEMO   
 ACCESSORY BUILDING  LAWN IRRIGATION  SWIMMING POOL  FENCE

Owner Information: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of Work: \_\_\_\_\_  
 Area Square Feet: \_\_\_\_\_  
 Living: \_\_\_\_\_ Garage: \_\_\_\_\_ Covered Porch: \_\_\_\_\_ Total: \_\_\_\_\_ Number of Stories: - -  
 IS THIS PROPERTY IN A FLOODPLAIN: YES NO If yes please provide Flood Plain Certificate

<u>GENERAL CONTRACTOR</u>	<u>CONTACT PERSON</u>	<u>PHONE NO:</u>	<u>CONTRACTOR LICENSE NO:</u>
<u>MECHANICAL CONTRACTOR</u>			
<u>ELECTRICAL CONTRACTOR</u>			
<u>PLUMBER/IRR/GATOR</u>			
<u>TPO ENERGY PROVIDER</u>			

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 has commenced. All permits require a 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 complied 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: \_\_\_\_\_  
 Plumbing Fee: \_\_\_\_\_ Received By: \_\_\_\_\_  
 Electrical Fee: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mechanical Fee: \_\_\_\_\_