



# *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 preformed 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 aproved.

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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## Submittal Requirements:

- **CONSTRUCTION DOCUMENT SUBMITTALS:** Two (2) copies of complete sets 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 the building property lines, driveways, platted building lines, 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-tension 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 plans) 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 plans) 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](http://www.energycodes.gov))

**NOTE:** A form survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Rough Plumbing 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 the front, rear and sides of house must be shown on site plan.

\_\_\_\_ **OSSF Documentation, if applicable**

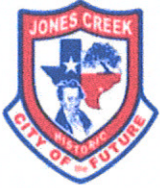
\_\_\_\_ (2) **Residential Energy Code Compliance Report-ResCheck, IC3 report and Energy Star reports accepted.** [www.energycodes.org](http://www.energycodes.org)

\_\_\_\_ (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 plans, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, sheer 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 Test.**



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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 Bulding 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 prper 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 ☐

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/IRRIGATOR</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. All permits are non-refundable.

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

Mechanical Fee: \_\_\_\_\_ Date: \_\_\_\_\_