



## **Bureau Veritas Contact Information**

### **Permit Submittal**

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

### **Plan Review**

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775.

### **Inspection Requests**

Please contact Bureau Veritas 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 Bureau Veritas office.

Inspection Request line: (817) 335-8111 Toll Free number: (877) 837-8775

Inspection FAX line: (817) 335-8110 Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

### **Field Inspections**

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775 for your inspector's name and number.

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**



## CONTRACTOR REGISTRATION FORM

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### TYPE OF CONTRACTOR LICENSE

\_\_\_\_\_ ELECTRICAL CONTRACTOR  
\_\_\_\_\_ MASTER ELECTRICIAN  
\_\_\_\_\_ JOURNEYMAN ELECTRICIAN  
\_\_\_\_\_ MASTER SIGN ELECTRICIAN

\_\_\_\_\_ MECHANICAL (HVAC)  
\_\_\_\_\_ IRRIGATOR (LANDSCAPE)  
\_\_\_\_\_ BACKFLOW (*special form required*)

\_\_\_\_\_ MASTER PLUMBER  
\_\_\_\_\_ JOURNEYMAN PLUMBER

\_\_\_\_\_ OTHER  
\_\_\_\_\_ Third Party Energy Provider

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### CONTRACTOR INFORMATION

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_

LICENSEE NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE**



## **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 City of Gunter 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. Bureau Veritas inspectors will acquire the documentation in the field prior to completing any subsequent inspection past the stage of energy approval.



## Residential New Home Inspections

Please contact Bureau Veritas 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 Bureau Veritas office.

Phone: (817) 335-8111 / toll free (877) 837-8775

Fax: (817) 335-8110 / toll free (877) 837-8859

Inspection requests can be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

**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 Pre-drywall** – Third party energy provider green tag must be 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 provider green tag must be 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.



## Residential Permit Submittal Requirements

### Notes:

- All plans must be drawn to a scale of  $\frac{1}{4}'' = 1' 0''$ , unless otherwise specified below.
- A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the rough plumbing inspection.

**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)** may be drawn to a minimum scale of  $\frac{1}{8}'' = 1' 0''$ . Site plans must show all lot dimensions, all setbacks, footprint of building and distance from property line to building, platted building lines, driveways, all easements, the address and legal description of the lot. All streets (front, side and alley) must be shown. Show Flood Plains if applicable.

**Floor Plans** must show all dimensions, room names, ceiling heights, size and type of windows, size and types of doors, and cabinets and fixtures. The square footage of the living area, garage, porches, and structure total must be shown.

**Exterior Elevation Plans** must show all exterior materials, windows and doors, roof slopes, chimneys, patio covers, decks, and overhangs.

**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. (Refer to IRC for additional requirements). Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and size of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes required by the engineer, and the address and legal description of the lot. All details must be cross referenced to the foundation plans. Indicate the slopes to exterior slabs.

**Engineer's Foundation Design Letters** Letter 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.

**Shear Walls** Provide engineered shear wall details.

**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. The electrical plans must show locations of receptacles and other outlets, exhaust fans, smoke and carbon monoxide detectors, light switches and fixtures, service equipment and panels.

**Plumbing Plans** may be combined with floor plan. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

**Energy Compliance Report or Energy Compliance Form** ([www.energycodes.gov](http://www.energycodes.gov))



## New Residential Plan Review Checklist

Address: \_\_\_\_\_ Date Received: \_\_\_\_\_

The City of West has adopted the 2012 versions of the International Codes (Building, Residential, Mechanical, Plumbing, Energy, Fuel Gas, Fire) and the 2011 National Electric Code. Permit Application with an original signature must be complete and submitted with the following information:

- \_\_\_\_\_ **(2) Site Plans to include:**
  - Legal Description (lot, block, subdivision)
  - North area and scale
  - Property lines and lot dimensions
  - All easements
  - Proposed structure and all existing buildings
  - Setbacks for front, rear and sides of house must be shown on site plan
  
- \_\_\_\_\_ **(2) Residential Energy Code Compliance Report (2012 IECC). Rescheck, IC3 report and Energy Star reports accepted.**
  
- \_\_\_\_\_ **(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 2012 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 detail.
  
- \_\_\_\_\_ **Driveway approaches and drainage culverts** - Engineered plans (Driveways accessing State Highways require a TXDOT permit)
  
- \_\_\_\_\_ **Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Backflow Tester, Third Party Energy Provider**



# Residential Permit Application

110 N. Regan St.  
West, Texas 76691  
Phone: (254) 826-5351  
Fax: (254) 826-5969

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning District: _____	
Lot: _____	Block: _____	Subdivision: _____	
Project Description:	NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: _____
	PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/> FENCE <input type="checkbox"/>
Description of Work:			
Area Square Feet: _____	Covered <input type="checkbox"/>	Porch: _____	Total: _____
Living: _____	Garage: _____	Number of stories: _____	
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, provide Flood Plain Certificate	

Owner Information: _____		
Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Fax Number: _____	Mobile Number: _____

<b>General Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Plumber/Irrigator</b>	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.

**It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official.**

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: _____	
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Application Fee: \_\_\_\_\_  
 Building Permit Fee: \_\_\_\_\_  
 Water Tap Fee: \_\_\_\_\_  
 Sewer Tap Fee: \_\_\_\_\_  
 Water Impact Fee: \_\_\_\_\_  
 Sewer Impact Fee: \_\_\_\_\_

Total Permit Fees: \_\_\_\_\_  
 Received By: \_\_\_\_\_  
 Date: \_\_\_\_\_

BV Project #: \_\_\_\_\_