



# RESIDENTIAL CONSTRUCTION PERMIT APPLICATION

**REVIEW TIME: (OF 10 WORKING DAYS)**

Permits Department  
400 N. Travis St.  
San Benito, Texas 78586

**PERMIT # ASSIGNED:** \_\_\_\_\_ **Time-In** \_\_\_\_\_

**Type of Construction:** \_\_\_ New Construction \_\_\_ Addition \_\_\_ Renovation \_\_\_ Foundation Only

**Project Site Address:** \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Block** \_\_\_\_\_

**PLATTED:** Yes \_\_\_ No \_\_\_ \*\*\*\*\*Building Permits **CANNOT** Be Issued On Property That Is **NOT** Platted

**Type of Occupancy: (Select one)**

Single Family \_\_\_\_\_ Group Home \_\_\_\_\_ Duplex \_\_\_\_\_

**CHECKLIST: (Minimum Required)**

\_\_\_ 2 Sets of Signed Engineered Plans (IRC 2015) \_\_\_ 2015 Res-Check \_\_\_ Windstorm (WPI-1)  
 \_\_\_ Construction Plans \_\_\_ NEC 2014  
 \_\_\_ PDF(CD, USB, or Email) Separate Plans and Permits **ARE** required for: swimming pools, sheds, fencing...

| Name                        | Address, City, Zip | Phone #'s | E-mail |
|-----------------------------|--------------------|-----------|--------|
| <b>Contractor:</b>          |                    |           |        |
| <b>Property/Home Owner:</b> |                    |           |        |
| <b>SUBCONTRACTORS</b>       |                    |           |        |
| <b>Electrician:</b>         |                    |           |        |
| <b>Plumber:</b>             |                    |           |        |
| <b>Mechanical:</b>          |                    |           |        |

|  |                                  |
|--|----------------------------------|
| <b>Foundation Type:</b>  | <b>Building Cost:</b><br>\$      |
| <b>Roof Type:</b>  | <b>Electrical Cost:</b><br>\$    |
| <b>TOTAL SQUARE FOOTAGE of CONSTRUCTION:</b>   | <b>Plumbing Cost:</b><br>\$      |
| <b>Total Sq. Ft. per Floor :</b><br>1 <sup>st</sup> : _____<br>2 <sup>nd</sup> : _____ | <b>Mechanical Cost:</b><br>\$    |
|  | <b>TOTAL PROJECT COST:</b><br>\$ |

PERMIT # ASSIGNED: \_\_\_\_\_

**SETBACK COMPLIANCE SECTION**

|                   | Front | Rear | L side | R side | Total Lot Size (in Sq. Ft.) | Flood Zone | Flood Elevation |
|-------------------|-------|------|--------|--------|-----------------------------|------------|-----------------|
| Property Setbacks |       |      |        |        |                             |            |                 |

**Temporary Utility Services:**

Do you need a C-Loop or Temporary Pole/ Electrical Service? Yes \_\_\_\_\_ No \_\_\_\_\_.

Do you need a Water/Sewer Tap Application for service? Yes \_\_\_\_\_ No \_\_\_\_\_.

Is a Demolition to occur on this project? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, a copy of the San Benito Demolition Permit & Contractor's Demolition Site Record must be provided prior to project continuation.

**NOTE:**

- 1) Permits will only be issued to City Registered Building Contractors.
- 2) All contractors (New or Renewing) must present proof of State Contractor Registration.
- 3) All construction, repairs or additions shall comply with Texas Department of Insurance requirements of windstorm certification. Re-roofing less than 10% or 100 sq. ft. does not require windstorm.
- 4) General contractors must provide master permit number and address to your **Licensed Electrician, Plumber, Irrigation and Mechanical contractors, so they can obtain their permits separately.**
- 5) All construction permits shall be posted on a 2'X3' plywood sheet attached to a post. On plywood, should have full address & meter permit number visible to roadway.
- 6) Do not display permit on trees, utility poles, trash cans, etc...
- 7) Clean & pick-up all loose trash and/or construction material that can be windblown on a daily basis.
- 8) All dumpster/garbage pick-ups must be supplied by Republic Services on all projects. (956)423-7316.
- 9) Bathroom facilities (Rent-a-Can) must be provided for employees at all time during construction.
- 10) Requests for inspections will be scheduled, as received, for the following day. First In, First Out.

\*I hereby agree to comply with City of San Benito ordinances, codes and state laws and assume all responsibility for such compliance, and that a Certificate of Occupancy will not be issued until construction is completed. Any deviation, modification or change from the plans or other documentation submitted will be declared a violation of this permit, unless authorization is given and upon submitting the corresponding plans showing the same. All inspection requests shall be the responsibility of the contractor, giving **24 hour** notice prior to inspection. This permit becomes **NULL** and **VOID** if authorized construction is not commenced within 6 months. If construction is not completed within **1 YEAR**, a new permit must be obtained at construction value only.

\*I have read and examined this application and know the same to be true and correct, and that all provisions of laws, ordinances and codes governing this type of work will be complied with whether specified herein or not, and 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 the performance of construction.

\_\_\_\_\_  
**Contractor Or Owner Signature**

\_\_\_\_\_  
**Contractor Or Owner Print**

\_\_\_\_\_  
**Date**

➤ **Builder must register with the City of San Benito as a general contractor (sub-contractors to register in their specialized field).**

**ALL INCOMPLETE PACKAGES WILL DELAY YOUR BUILDING PERMIT BEING ISSUED ON A TIMELY BASIS. NO BUILDING PERMITS WILL BE ISSUED FOR ANY RESIDENTIAL CONSTRUCTION WITHOUT THE FOLLOWING:**

**RESIDENTIAL PROJECT CHECKLIST:**

- 1) \_\_\_ Submit Plot Plan/Site detail plan indicating: **\*No Flipped Plans, No Hand Drawn Plans**
  - i. \_\_\_ a) Legal address of property (Planning Dept. 956-361-3800)
  - ii. \_\_\_ b) Legal description of the property
  - iii. \_\_\_ c) Building Setback Lines & Property Lines
  - iv. \_\_\_ d) Existing & Proposed buildings showing the distances between each
  - v. \_\_\_ e) All easements
  - vi. \_\_\_ f) Driveway and sidewalks, if applicable.
- 2) \_\_\_ Proof Of land ownership and proof City Taxes are current is required by providing a copy of one of the following and Current tax receipt:
  - i. \_\_\_ a) Warranty Deed
  - ii. \_\_\_ b) Deed of Trust
  - iii. \_\_\_ c) Earnest Money contract
  - iv. \_\_\_ d) Other Legal document providing proof
- 3) \_\_\_ Two (2) full sets of legible plans. **No Hand Drawn Plans**
  - i. \_\_\_ a) Minimum 22" X 34" paper. 11" X 17" on multiple constructor sites within a single subdivision
  - ii. \_\_\_ b) Drawn to scale, showing north
- 4) \_\_\_ Foundation plan to include wood, steel or engineered post tension w/details
- 5) \_\_\_ Floor Plan with dimensional load out, include **electrical** and **plumbing** information.
- 6) \_\_\_ Typical wall section with Detail/Cross Section.
- 7) \_\_\_ Exterior elevations (all four sides).
- 8) \_\_\_ Roof section with joist and rafter layout, or engineered roof truss layout and dimensions.
- 9) \_\_\_ Properties on Flood Zoned Areas, except "C", shall require an "Elevation Certificate" from a licensed
  - a. surveyor or engineer.
- 10) \_\_\_ **Form Survey**
- 11) \_\_\_ Engineer Letter
- 12) \_\_\_ Recorded Plats
- 13) \_\_\_ RES Check Compliance report.
- 14) \_\_\_ Windstorm **(WPI-1)** original with seal load of 110 miles Inland II an hour (submit inspection reports and compliance certificates signed and sealed from an approved agency certified to do structural design and inspections and approved by the building official based on qualifications and reliability).

**\*NOTICE TO RESIDENTIAL BUILDING CONTRACTORS**

This is the inspection process. From time to time it may be modified to accommodate the contractor, owner or city official doing inspection:

- 1) Temporary electrical pole inspection.
- 2) Plumbing rough-in inspection. \*1<sup>st</sup> & 2<sup>nd</sup> inspection may be called at the same time.
- 3) Foundation inspection. Provide string lines at property lines
- 4) Framing/Rough-In/Wall-Up inspections. Includes building, electrical, mechanical, plumbing, including.

water & sewer lines being connected to an approved source connections.

- 5) Insulation inspection. Provide sign & dated certification, listing R-value, manufacturer & density for blown-in.
- 6) Final inspection will be assigned to inspector only after contractor has requested final, and all construction items are completed, **including** driveway and sidewalk.