



## **RESIDENTIAL**

### **Construction Permit Required**

These requirements apply only to sub-divisions. (Adopted by Commissioners' Court on 08/13/2012)

Garza County requires that the following projects be approved with a permit before construction begins: (Adopted by Commissioners' Court on 11/19/2007.)

1. a **habitable structure**, new or added on to, to be used for living space,
2. **Commercial structures** and other structures for public use, and
3. **Any other construction project** not defined by the International Residential Code or the Commercial Construction Provision.

### **Construction Permit Application Process**

1. Obtain the **Permit Application** packet from the county clerk's office.
2. Submit the completed **Permit Application** to the county clerk or directly to the inspector.
3. County Clerk will contact contractor when the permit fee is determined and application is approved.
4. Contractor then pays **Permit fee** at the county clerk's office to obtain **Permit**.
5. Contractor can begin construction.
6. Contractor must contact the county's inspector prior to each inspection.  
(On 3/28/11, the commissioners' court "prohibited third party inspectors from participating in the building permit/inspection process in Garza County".)
7. After final inspection, inspector submits request to clerk for Certificate of Occupation issued to the property owner.

**Inspector is available for inspections on Tuesday and Thursday evenings.**  
**Please contact him prior to needing an inspection.**

### **Contacts**

For Filing questions:  
Jim Plummer  
District and County Clerk  
(806) 495-4428  
[james.plummer@co.garza.tx.us](mailto:james.plummer@co.garza.tx.us)

For Permit and inspection questions:  
Chad Price  
Inspector/County Line Inspection, LLC  
(806) 445-1685 (mobile)  
[countylineinspection@gmail.com](mailto:countylineinspection@gmail.com)

***Approved plans and Permit shall remain on site  
during construction and available for inspections.***

## RESIDENTIAL (1&2Family) CONSTRUCTION PERMIT APPLICATION

(New Construction, Additions & Remodels)  
Garza County  
Building Inspection Department

**Identify building project:**

Project Street Address or Location: \_\_\_\_\_  
 Property Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Property owner: Name \_\_\_\_\_ Tel No: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Design Professional: Name: \_\_\_\_\_ Tel No: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Identify who will perform work:**

Builder: \_\_\_\_\_ Tel No. \_\_\_\_\_  
 Builder Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Mechanical Contractor: \_\_\_\_\_ Tel. No: \_\_\_\_\_  
 Texas Master License No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Electrical Contractor: \_\_\_\_\_ Tel No: \_\_\_\_\_  
 Texas Master License No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Plumbing Contractor: \_\_\_\_\_ Tel No: \_\_\_\_\_  
 Texas Master License No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Application for:**

- |   |  |
|---|--|
| <input type="checkbox"/> New One Family Dwelling        | <input type="checkbox"/> Addition              |
| <input type="checkbox"/> New 2 Family Dwelling (Duplex) | <input type="checkbox"/> Remodel/Alteration    |
| <input type="checkbox"/> New Townhouse                  | <input type="checkbox"/> Accessory Building    |
| <input type="checkbox"/> New Garden Home                | <input type="checkbox"/> Other (Specify) _____ |

TRCC REGISTRATION# (Where Applicable) \_\_\_\_\_

**Date & Time Received  
(Office Use Only)**

**Project square footage and valuation information:**

Gross Building Floor Area Under Roof (Sq. Ft.) (Include combined area if a two family dwelling)	Heated & Cooled? (Y?N), If Yes, enter in Living Area Column	Living Area (Sq. Ft.)	Market Value
Basement			(A) Value of Improvements: \$ _____
First Floor			
Garage	No		
Second Floor			(B) Value of Lot: \$ _____
Roofed Porches/Patios	No		
Other			
<b>Total Area:</b>		<b>Total Living Area for reporting &amp; permitting purposes:</b>	<b>Total Market Value (A + B):</b> \$ _____ <small>(This amount reported to outside agencies)</small>

**Misc. Building Information (New Construction Only – Check all that apply; Review keyed notes in parentheses):**

All Electric                       Gas-fired heating     Gas-fired water heater                       Irrigation system included (1)  
 Fence included (2)                       Corner Lot (3)                       4' Property-line sidewalk (4)                       5' or 6' Curb-back sidewalk (5)  
 Rear-entry garage (6)                       Propane

**IS A TPDES CONSTRUCTION PERMIT REQUIRED?**     Yes     No    (See Note 7 on reverse)

(If yes, attach a copy of the Notice of Intent form (NOI))

**HAS AN SWP3 BEEN PREPARED FOR THIS SITE?**     Yes     No    (See Note 8 on reverse)

(Required for all areas over 1 acre)

By my signature below I certify that I am legally authorized of the owner for purposes of obtaining the permit requested and all subsequent communication and business related thereto. I further certify that all of the information included above and in accompanying documents is true and complete, and that I have read and understood the information on the reverse of this form. I understand that application for any provision of the technical codes governing the work, whether identified pursuant to plan review or not.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Submittal Requirements:****Building Contractor Registration (See Separate Application)****Survey Certificate:** Prepared by a licensed surveyor (new construction only).**Flood Plain Elevation Certificate:** If the survey certificate determines that the project is in a FEMA special flood hazard area, an Elevation Certificate must accompany the survey certificate. The finished floor elevation must be verified when construction is complete, and a second "as built" certificate submitted to the County prior to scheduling of the final inspection.**TCEQ Notice of Intent (NOI) Form (See Notes 7&8 below)****Construction Documents (2 complete sets):**

- a. **Site Plan;** to scale, showing building footprint (s), all easements, improvements, flatwork, minimum Building setbacks and existing & proposed utility location and tie-ins;
- b. **Floor Plan;** to scale, showing proposed room layout, window and door locations and sizes; *show Locations of required wall bracing with notes indicating method of bracing ( effective June 1, 2004);* Also include electrical, plumbing and mechanical information.
- c. **Foundation Plan and Details;** to scale, showing dimensions and location of all footings and beams, slab thickness, And size and spacing of reinforcement;
- d. **Elevations;** to scale, with all windows, (temp. glass in hazardous locations) doors, chimney's, and other significant Architectural features shown;
- e. **Wall Section** for the following only;
  - a. **(Two family dwellings "duplexes" only)** interior tenant separation walls required to be provided with one Hour of fire-resistance;
  - b. **(Town homes only)** party walls required to have two hours of fire-resistance rating;
  - c. **(Garden homes and all others)** exterior walls required to have one hour of fire-resistance due to being Closer than 3'0" to an interior property line. Note: Openings are not permitted in exterior walls closer than 3' to the property line.
- f. **Proof of Energy Code Compliance (New Construction):** Demonstrate compliance with the International Energy Conservation Code through calculations in a tabular format or through submittal of a RESCHECK report. Free download of the software necessary to generate this report is available at the Dep't of Energy website: <http://www.energycodes.gov>.

**Deferred Submittals:****Engineered truss system** layout and individual truss design diagrams, where applicable (these do not have to be submitted to the office, but must be on-site with the construction documents for purposes of framing inspection); other engineered elements require submittal as well. Ask the plan reviewer for details.**Keyed Notes from Front Page**

- 1) Irrigation permit required. Backflow preventer must be inspected and approved by the County as well as certified upon installation and periodically by a licensed backflow protection specialist. Contact Water Supply Corp. for more information.
- 2) **Determining Stormwater Construction Permit Coverage**

Determine area disturbed by construction site.

Determine if the construction site is part of a larger common plan of development or sale.

Determine the **Total Area** disturbed is greater than 5 acres, Stormwater permit is required through TCEQIf the **Total Area** disturbed is less than 1 acre, No Stormwater permit is required (must not contribute pollution to Municipal Separate Storm Sewer System)If the **Total Area** disturbed is greater than or equal to 1 acre but less than 5 acres, Stormwater permit is required through TCEQIf the **Total Area** disturbed is greater than 5 acres, Stormwater permit is required through TCEQ.

- 3) SWP3 Preparation and Compliance
  - SWP3 must be completed prior to obtaining authorization (submitting NOI)
  - SWP3 must be implemented prior to commencing construction activities.
  - SWP3 must be updated as necessary to reflect the changing condition of new operators, new area of responsibilities, and changes in Best Management Practices (BMPs)
  - SWP3 must be prepared so that it provides compliance with terms and conditions of TPDES General Permit TXR150000

**IMPORTANT: Builder Notice – TRCC Registration:**

The rules of the Texas Residential Construction Commission require that you be registered with them, and that each Residential dwelling constructed by you also be registered with them by a specified date. All projects involving changes in Square footage or remodels of \$20,000 valuation are regulated as well. For more information, contact the West Texas Homebuilder's Association at 798-1616, or visit the TRCC website at <http://www.trcc.state.tx.us/>

**Garza County Inspection Rates**

## Residential Construction

### Less than 3000 sq. ft: \$60.00 per inspection + mileage

- |                      |         |                  |            |
|----------------------|---------|------------------|------------|
| 1. Footing           | \$60.00 | + \$50 (mileage) | = \$110    |
| 2. Slab              | \$60.00 | + \$50 (mileage) | = \$110    |
| 3. Plumbing rough    | \$60.00 | + \$50 (mileage) | = \$110    |
| 4. a. Framing,       | \$60.00 |                  |            |
| b. Mech. Rough       | \$60.00 |                  |            |
| c. Electrical rough  | \$60.00 |                  |            |
| d. Plumbing top out  | \$60.00 |                  |            |
|                      |         | + \$50(mileage)  | = \$290.00 |
| 5. a. Building final | \$60.00 |                  |            |
| b. Mechanical final  | \$60.00 |                  |            |
| c. Electrical final  | \$60.00 |                  |            |
| d. Plumbing final    | \$60.00 |                  |            |
|                      |         | + \$50(mileage)  | = \$290.00 |

**\$910 per construction project (with mileage)**  
(Reinspections not included)

### More than 3000 sq. ft: \$75.00 per inspection + mileage

- |                      |         |                  |            |
|----------------------|---------|------------------|------------|
| 1. Footing           | \$75.00 | + \$50 (mileage) | = \$125    |
| 2. Slab              | \$75.00 | + \$50 (mileage) | = \$125    |
| 3. Plumbing rough    | \$75.00 | + \$50 (mileage) | = \$125    |
| 4. a. Framing,       | \$75.00 |                  |            |
| b. Mech. Rough       | \$75.00 |                  |            |
| c. Electrical rough  | \$75.00 |                  |            |
| d. Plumbing top out  | \$75.00 |                  |            |
|                      |         | + \$50(mileage)  | = \$350.00 |
| 5. a. Building final | \$75.00 |                  |            |
| b. Mechanical final  | \$75.00 |                  |            |
| c. Electrical final  | \$75.00 |                  |            |
| d. Plumbing final    | \$75.00 |                  |            |
|                      |         | + \$50(mileage)  | = \$350.00 |

**\$1075 per construction project (with mileage)**  
(Reinspections not included)

## **Includes**

- Plan check
- Building: footing, slab, framing, final
- Plumbing: rough & service lines, top-out, final
- Mechanical: rough, final
- Electrical: rough, final

## NEW RESIDENCE BUILDING PERMIT CHECKLIST

**(PERMIT PROCESSING- Our office will endeavor to expedite plan reviews in a timely manner. Review time is a function of work volume and varies accordingly. Contact the plan reviewer for a progress update.)**

- Two (2) complete sets of plans. Each set to include: site, floor, builder's plan for wall bracing (including locations and methods) foundation, foundation details elevation, electrical, plumbing, and mechanical plans.
- One (1) copy of Survey Certificate (also submit Flood Certification if located in flood zone.)
- \*TCEQ Notice of Intent Form (Required for any disturbance equal to or greater than one acre or part of a larger common plan totaling one acre or greater.
- \*2000 International Energy Conservation Code compliance report- Submit two (2) copies. (Download free ResCheck software at [www.energycodes.gov](http://www.energycodes.gov))

Certificate of Insurance (Garza County, Texas) which includes:

- \$100,000 minimum comprehensive general liability, per occurrence
- Bodily injury
- Property damage
- Products liability and completed operations

- Register with Building Inspection
  - 1<sup>st</sup> Quarter Registration – January – March (\$100.00 fee)
  - 2<sup>nd</sup> Quarter Registration – April – June (\$75.00 Fee)
  - 3<sup>rd</sup> Quarter Registration – July – September (\$50.00 Fee)
  - 4<sup>th</sup> Quarter Registration – October – December (\$25.00 Fee)

**Permit Fees:**

Building Permit - \$0.10 per square foot, \$30.00 minimum.  
Electrical Permit - \$0.05 per square foot, \$30.00 minimum.  
Plumbing Permit – same as electrical permit  
Mechanical Permit – same as electrical permit

**\*FEDERAL/STATE MANDATED  
GREEN**

## RESIDENCE ADDITIONS PERMIT CHECKLIST

**(PERMIT PROCESSING – Our office will endeavor to expedite plan reviews in a timely manner. Review time is function of work volume and varies accordingly. Contact the plan reviewer for a progress update.)**

———Two (2) copies of site, floor, builder's plan for wall bracing (including locations and methods), foundation plan with details, plumbing, electrical, and mechanical plans.

———\*2000 International Energy Conservation Code compliance report and checklist.  
Submit 2 copies (Download free ResCheck software at [www.energycodes.gov](http://www.energycodes.gov))

Certificate of Insurance (GARZA COUNTY, TEXAS) which includes:

- \$100,000 minimum comprehensive liability, per occurrence
- Bodily Injury
- Property damage
- Products liability and completed operations

———Register with Building Inspection

1<sup>st</sup> Quarter Registration – January – March (\$100.00 Fee)

2<sup>nd</sup> Quarter Registration – April – June (\$75.00 Fee)

3<sup>rd</sup> Quarter Registration – July – September (\$50.00 Fee)

4<sup>th</sup> Quarter Registration – October – December (\$25.00 Fee)

### Permit Fees:

Building Permit - \$0.10 per square foot, \$30.00 minimum.

Electrical Permit - \$0.05 per square foot, \$30.00 minimum.

Plumbing Permit – same as electrical permit

Mechanical Permit – same as electrical permit

### FEDERAL/STATE MANDATED

Green

(Include **INSPECTION PROCEDURES**)