

CITY OF OAK RIDGE, TEXAS
RESIDENTIAL ONE AND TWO-FAMILY DWELLING
NEW CONSTRUCTION
COMMON PERMIT SUBMITTAL LIST

Note: The requirements as stated below may change from jurisdiction to jurisdiction but are for the most part common to all permitting entities.

1. Submit two (2) complete sets of drawings, DRAWN TO SCALE with sufficient professional clarity and detail to indicate the nature and character of the work along with a completed Building Permit Application for the jurisdiction in which the dwelling is to be built.
2. The drawings shall include the following:
 - A. **Plot/Site Plan** showing the location of the proposed residential building and every existing building or structure on the site or lot; said Plot/Site Plan shall include a boundary line survey, easements, rights-of-way, front-side-rear setback lines based on zoning designation (if applicable), a building footprint, related site improvements (e.g. swimming pools, driveways, and fences), finished floor and top of curb or street crown elevations, lot legal description and street address. The plan is to be drawn to a scale of 1" = 20'. **FREE HAND SKETCHES WILL NOT BE ACCEPTABLE FOR PERMITTING.**
 - B. **Floor Plan** (scale of 1/4" = 1') drawn by a design professional. Design professionals are considered architects and engineers. Plans drawn by a draftsman will be accepted if the draftsman is a certified professional building developer with stamp.
 - C. **Foundation Plan** (scale of 1/4" = 1') and including section details (1/2" = 1'), stamped by a Texas registered firm and engineer. The Foundation Plan must be annotated on the plan or accompanied by a letter stamped by the same firm and engineer that states that the foundation was designed for the soil conditions on that particular lot. The Foundation Plan must also be annotated that the design meets or exceeds the minimum standards of the code adopted by the jurisdiction in which the dwelling is being built.
 - D. **Braced Wall Plan** designed and drawn in accordance with the International Residential Code and stamped by a Texas registered firm and engineer.
 - E. **Framing Plan**, including any engineered portions (e.g. engineered trusses) and typical wall details (scale 1/2" = 1'. Window and Door Schedule should also be shown. Framing Plan shall be completed by a design professional.
 - F. **Plumbing Plan**** (showing location of all proposed water closets, lavatories, tubs, showers, kitchen sinks, etc.)(a Plumbing Riser diagram shall be furnished)(scale of 1/4" = 1')
 - G. **Electrical Plan**** (showing location of all proposed switches, receptacles, light fixtures, appliances, etc.) (scale of 1/4" = 1')
 - H. **HVAC Plan**** (showing the location of any proposed unit/s) (scale of 1/4" = 1')
 - I. **Building Elevations** (all four sides with roof) (scale of 1/8" = 1' or larger) with exterior masonry calculations included. (e.g 80% masonry for single story)
 - J. **Energy Code Compliance Report**, such as ResCheck, which demonstrates that the proposed dwelling meets or exceeds the jurisdictions adopted code.
 - K. **On Site Sewage Facility (OSSF) Plan** (if applicable)
3. Additional notes:
 - A. ** indicates that the plan can be made a part of the Floor Plan if need be
 - B. All asked for scales are the minimum acceptable. Drawings may be larger, but the sheet shall not exceed 24"x36" in size.
 - C. All construction shall conform to the adopted codes of the jurisdiction.
 - D. All drawings and data submitted shall be dated and bear the name and address of the designer, builder, and/or the owner.
 - E. All requests for permits shall be supported by a completed and signed Building Permit Application.
 - F. Plan Review Comments will be made available to address all issues for correction, modification, etc. All items are subject to Field Verification and Correction.
 - G. Permit Fee shall be calculated based on the total square footage of the building plan submitted for a permit. All levels above the first floor shall be added to the total of the bottom floor square footage.
 - H. Trade contractors may be required to register with the city in which they plan to work.

CITY OF OAK RIDGE, TEXAS

CONSTRUCTION REMINDERS, DO'S AND DON'T'S, & MISCELLANEOUS REQUIREMENTS

1. **ADDRESS BOARD & PERMIT**-An address board, with the posting permit attached, (see example below) shall be placed in front of the permitted construction site. Failure to post the address board and permit will result in a failed inspection (red tag). On re-model jobs, the posting permit shall be placed in an interior window with the face toward the street for easy recognition.
2. **INSPECTION REQUESTS** - The General Contractor on new construction jobs will be responsible for calling in ALL inspections to Eyncon Engineering
3. **RE - INSPECTIONS** -Any re-inspections will be charged at half the original inspection fee and will be charged to the listed General Contractor if any phoned in inspection receives a red tag. This fee must be paid prior to receiving another inspection for the failed item.
4. **PORT A POTTY** - A portable toilet facility shall be provided at construction sites for workers.
5. **FOUNDATIONS (SLABS)**- The finished floor elevation of slabs must be a minimum of ten (10) inches above the top of the curb or the peak of the crown of the street.
6. **CLEAN UP** -The construction site shall remain clean and clear of construction debris. Failure to maintain a clean construction site shall result in a "STOP WORK ORDER" until such time that the site is cleaned. In addition, all high grass and weeds shall be kept to a height of 12 inches or less on the construction site.
7. **WORK HOURS** - It is unlawful to erect, including excavate, demolish, alter or repair, any building, other than between the hours of 7:00 AM and 6:00 PM except in case of urgent necessity in the interest of public health and safety, and then only with a special permit from the City.
8. **PROFESSIONALISM** -Construction crews shall at all times act in such a way that those around them would not take offense to their language and/or actions. Failure of the General Contractor to maintain professionalism on the job site shall result in a "stop Work Order" being posted on the job.
9. **EROSION CONTROL**-The General Contractor shall insure that appropriate erosion control is established on the site PRIOR to any grading or digging activity.
10. **SAFETY** -Every effort shall be taken to maintain a safe construction site for not only the workers, the general public, but for the City of Ennis Inspectors that will be called to the site on numerous occasions.

