



BUILDING PERMIT / PLAN REVIEW

100 Highridge Drive
Lakewood Village, TX 75068
(972) 294-5555 Office (972) 292-0812 Fax
linda@lakewoodvillagetx.us

BUILDING DEPARTMENT

REVISED: 10/09/2014

GOAL

The focus of plan review and building inspections is to ensure quality construction. As the builder, you shall require your designer, engineer, and subcontractors to draw, specify, and build structures that reflect the code requirements and other regulations adopted by the Town. **Our** best effort will achieve the goals of safety, energy efficiency, and quality construction.

PERMIT APPLICATION

STEPS

A. Residential new home construction permits consist five (5) components, which must be completely filled out, dated, signed by the builder and his/her registered MEP contractors and filed with the Town:

- 1) Application for Building Permit;
- 2) Mechanical;
- 3) Electrical;
- 4) Plumbing; and
- 5) Concrete / Flatwork.

All forms are available at Town Hall or by email @ linda@lakewoodvillagetx.us.

B. All forms listed in the Builders Packet shall be complete, legible and signed with all applicable fees paid in full prior to the issuance of permits.

C. Construction addresses shall include the legal description including lot number, block and subdivision phase.

D. All information regarding building description and materials shall be accurately and completely depicted on the site plans.

E. All contractors shall be registered with the Town prior to the issuance of permits.

WORK STOP

Whenever any work for which a permit is required has been commenced without first obtaining a permit, all construction shall be **stopped** and a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee shall be collected whether or not a permit is then subsequently issued. The investigation fee shall be equal to the permit fee set forth in the fee schedule of the appropriate ordinance.

BUILDING PLAN SUBMISSION PACKAGE

STEPS

A. Three (3) plot plans, one on drawing sheet size 11" X 17" and the other two (2) may be on drawing sheet size up to 22" x 34", containing lot dimensions, plan footprint, set-backs (front, sides and rear) complete address, lot number, block and subdivision phase, easement locations, culvert drainage (if required), names of Engineers and Builders, finish pad elevations and finish floor elevations, topographical survey, driveways, sidewalks, fence locations, lot area, slab area and coverage percent. Utility and easement locations will also be required.

B. Three (3) foundation designs, one on drawing sheet size 11" X 17" and the other two (2) may be on drawing sheet size up to 22" x 34", and Engineer's letters. One of which must have the original signature.



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- C. Three (3) complete sets of drawings, one copy shall be on drawing sheet size 11" x 17" and the other two (2) may be on drawing sheet size up to 22" x 34".
- D. Floor plans, elevations, framing, roof, electrical, mechanical (HVAC), plumbing and "to be built options" shall be clearly shown and detailed. Single sheet submittals are not acceptable. Options reflecting additional buildable space shall be identified by the actual square footage area and included in the permit values for total dwelling area and/or construction area under roof. Other options shown but red lined shall be included within the permit value.
- E. Elevation drawings shall clearly state exterior requirements set by the Town. Masonry calculations are an acceptable alternative (i.e. Front % + Right % + Left % + Rear % = total masonry %)
- F. All drawings shall be legible and show proper square footage for dwelling and total building areas.
- G. One (1) Energy analysis (i.e.; MecCheck, ResCheck or Energy-Star).
- H. All third party rater information and documentation shall be submitted if Energy Star Home.

PLAN REVIEW PROCESS

STEPS

- A. All plans shall be submitted to the Town for review.
- B. Plans are reviewed in the order that they are received.
- C. The Town shall complete a plan review twenty-one (21) calendar days from the filing date for complete submittal package. The Town may require an additional twenty-one (21) calendar days for review if a submission is deemed incomplete.

Common types of omissions and/or errors include but are not limited to the following:

- 1) Incomplete and unsigned permit application;
 - 2) Missing documents;
 - 3) Not identifying tempered glass;
 - 4) Missing square footage summary on cover sheet of drawings;
 - 5) Not providing operable window sash where required;
 - 6) Not identifying installation and location of smoke detectors; or
 - 7) Improper drawing sheet size.
- D. Building permit cards and red lines on a returned drawing will show any **special condition** that applies to the structure. This information has been added to assist the builder, field supervisors and building inspector.

NOTICE

I hereby certify that I have read and understand the requirements of the Town of Lakewood Village Building Permit and Plan Review Procedures.

| | |
|---|------|
| Builder or General Contractor Signature | Date |
|---|------|

TOWN USE ONLY

| | | | |
|-----------|---|----------------------------|------------|
| Date Paid | <input type="checkbox"/> Check # <input type="checkbox"/> Money Order | Conditioned Square Footage | Fee Amount |
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