



## 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  
806-495-4430  
[james.plummer@co.garza.tx.us](mailto:james.plummer@co.garza.tx.us)

For Permit and inspection questions:  
(Same)

***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			<b>(A) Value of Improvements:</b>
First Floor			
Garage	No		<b>(B) Value of Lot:</b>
Second Floor			
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>
			\$ _____ (This amount reported to outside agencies)

**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 TCEQ

If 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 TCEQ

If 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**)