



104 Interurban Rd.
Alma, TX 75119
469-881-1405

CONTRACTORS NEW BUILDING PACKET

RECEIVED BY: _____
CONTRACTORS SIGNATURE

PRINTED: _____

DATE: _____



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APPLICATION FOR BUILDING PERMIT

Date: _____

Permitted Address: _____

Name: _____

Owner Address: _____

Owner City/St/Zip: _____

Class or Work: ☐ NEW ☐ ADDITION ☐ REPAIR ☐ MOVE ☐ REMOVE

Contractor: Phone # _____

Contractor Address: _____

Contractor City/St/Zip: _____

Sub-Contractors: Electrical _____

Phone # _____

Plumbing _____

Phone # _____

HVAC: _____

Phone # _____

Slab: _____

Phone # _____

Framer: _____

Phone # _____

Appraisal District Property # _____

Property Legal Description: _____

Building Occupancy: _____

Building Type: _____

Sq. Ft. due to this Permit: S _____ + _____ EA Additional Sq. Ft. = _____

Permit Fee: _____ Pay Method CHECK/MONEY ORDER

Applicant Signature: _____

Date: _____

Signature indicates the Applicants willingness to comply with the Codes of the City of Alma as well as verifies that listed Sub-Contractors are registered with the City and are being used to do the work. The City of Alma is not responsible for any encroachments caused by misrepresentation, intentional or accidental, by the Applicant. Signature also indicates that Applicant, on their own or as a representative of the Owner, agrees to obtain a Certificate of Occupancy PRIOR to occupying the building and understands that failure to obtain a CO shall result in progressive action by the City which could include charges being filed in Municipal Court.

Issuer Signature: _____ Date: _____

Linda Blazek-Alma City Secretary



104 Interurban Rd.
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CONTRACTOR REGISTRATION FORM

Date: _____

COMPANY NAME: _____

COMPANY MAILING ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

PH: _____

CELL: _____

LICENSEE'S NAME: _____

MAILING ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

PH: _____

CELL: _____

☐ CONTRACTOR REGISTRATION \$75.00 ☐ ANNUAL RENEWAL FEE \$25.00

☐ INDICATE TYPE OF CONTRACTOR STATE LICENSE REQUIRED
(CHOOSE ONLY ONE PER REGISTRATION) (SUBMIT COPIES)

<input type="checkbox"/> RESIDENTIAL BUILDER	YES / NO
<input type="checkbox"/> COMMERCIAL BUILDER	YES / NO
<input type="checkbox"/> CEMENT	YES / NO
<input type="checkbox"/> ELECTRICAL (STATE CONTRACTOR AND MASTER LICENSE REQUIRED)	YES / NO
<input type="checkbox"/> ENERGY INSPECTOR	YES / NO
<input type="checkbox"/> FENCE	YES / NO
<input type="checkbox"/> IRRIGATION	YES / NO
<input type="checkbox"/> MECHANICAL	YES / NO
<input type="checkbox"/> PLUMBING	YES / NO
<input type="checkbox"/> ROOF	YES / NO
<input type="checkbox"/> SIGN	YES / NO
<input type="checkbox"/> SWIMMING POOL	YES / NO

REQUIRED ITEMS TO ATTACH (PER LICENSEE):

☐ VALID DRIVER'S LICENSE # _____ STATE: _____
☐ STATE LICENSE #: _____
☐ STATE LICENSE #: _____

PLEASE LIST THREE (3) COMPANIES IN WHICH YOUR COMPANY HAS RECENTLY PERFORMED:

REGISTRATION DENIAL WILL OCCUR IF CONTRACTOR SUBMITS INCORRECT INFORMATION ON
REGISTRATION APPLICATION. REGISTRATION REVOCATION AND SUSPENSION WILL ALLOW
THE BUILDING OFFICIAL THE AUTHORITY TO CALL A HEARING BEFORE THE BUILDING
COMMISSION FOR REVOCATION OR SUSPENSION OF A CONTRACTOR'S REGISTRATION.

APPLICANT SIGNATURE: _____ PRINTED NAME: _____

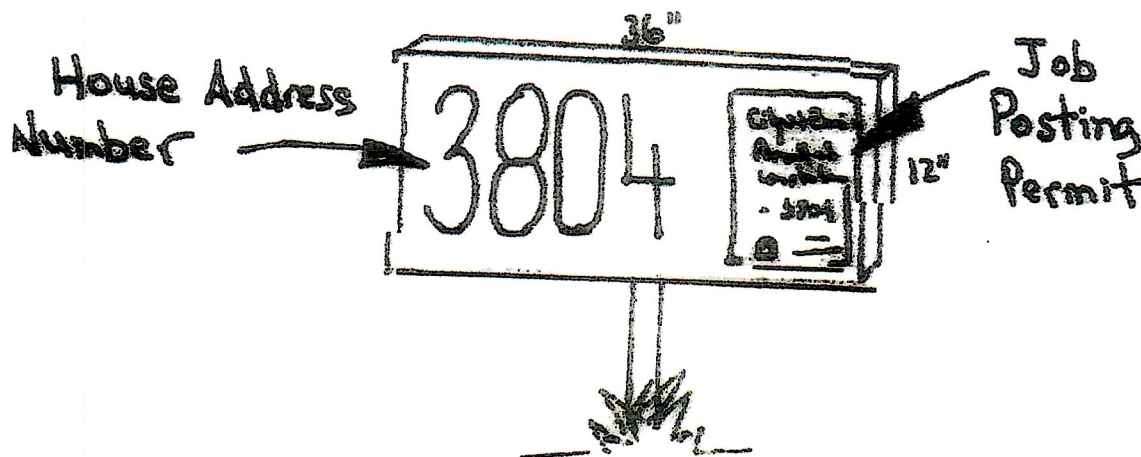
CITY OF ALMA, TEXAS
RESIDENTIAL ONE AND TWO-FAMILY DWELLING
NEW CONSTRUCTION
COMMON PERMIT SUBMITTAL LIST

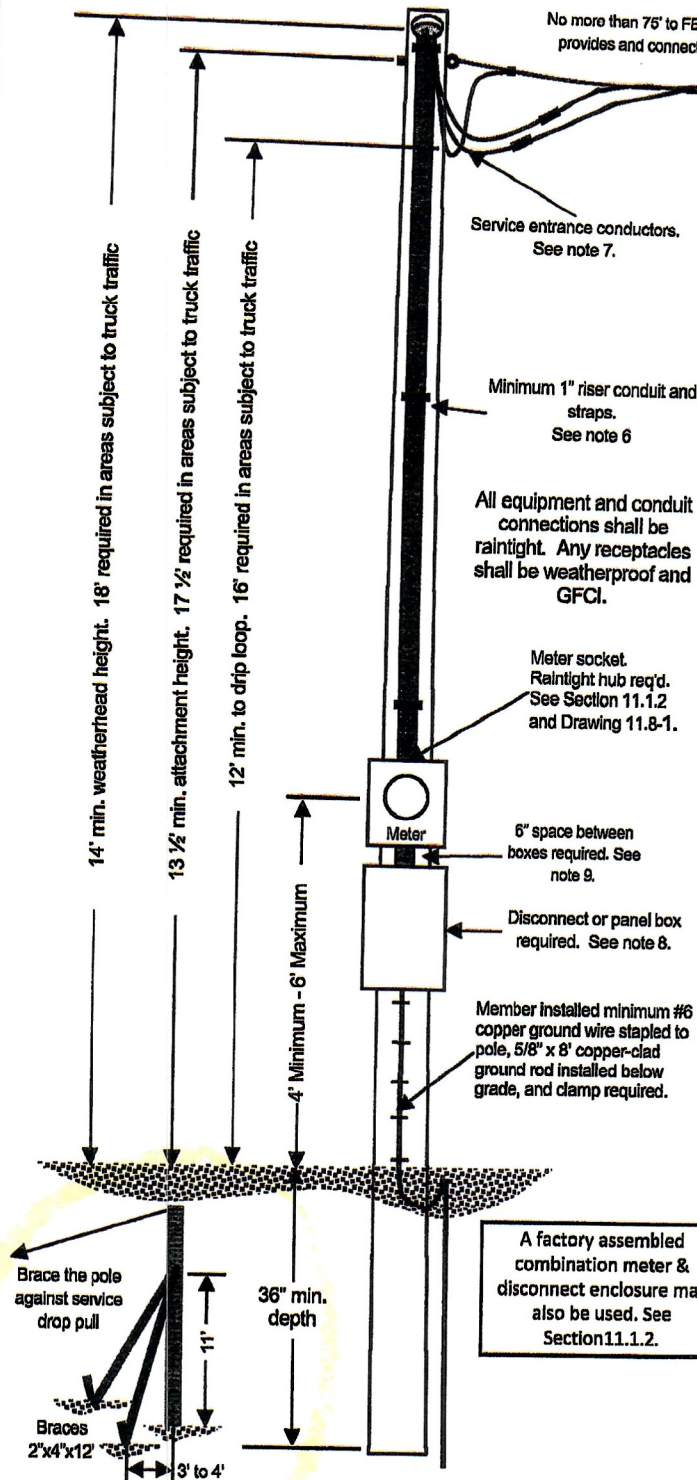
Note: The requirements as stated below may change from jurisdiction to jurisdiction but are for the most part common to all permitting entities.

1. Submit one (1) 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. **Preferred submittal is PDF of all required plans.**
2. The drawings shall include the following:
 - A. **Form Board Survey** signed and sealed by RPLS (must be received prior to pre-pour inspection)
 - B. **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.**
 - C. **Floor Plan** (scale of $1/4" = 1'$) drawn by a design professional.
 - D. **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.
 - E. **Braced Wall Plan** designed and drawn in accordance with the International Residential Code and stamped by a Texas registered firm and engineer.
 - F. **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.
 - G. **Plumbing Plan**** (showing location of all proposed water closets, lavatories, tubs, showers, kitchen sinks, etc.) (a Plumbing Riser diagram shall be furnished) (scale of $1/4" = 1'$)
 - H. **Electrical Plan**** (showing location of all proposed switches, receptacles, light fixtures, appliances, etc.) (scale of $1/4" = 1'$)
 - I. **HVAC Plan**** (showing the location of any proposed units) (scale of $1/4" = 1'$)
 - J. **Building Elevations** (all four sides with roof) (scale of $1/8" = 1'$ or larger)
 - K. **Energy Code Compliance Report**, such as ResCheck, which demonstrates that the proposed dwelling meets or exceeds the jurisdictions adopted code. Needs to detail wall & attic "R" values.
 - L. **On Site Sewage Facility (OSSF) Plan** (if applicable)
3. Additional notes:
 - A. ** indicates that the plan can be hand-drawn on the floor plan by the sub-contractor 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 per City fee schedule. 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.

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
3. **RE - INSPECTIONS** -Any re-inspections will be charged at half the original inspection fee.
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 Inspectors that will be called to the site on numerous occasions.





Notes

1. Member provides and installs: pole; bracing; service drop attachment; conduits; weatherhead; meter socket; disconnect switch; ground rod and wire; and all related materials. All equipment and conduit connections shall be raintight. Any receptacles shall be weatherproof and GFCI. All work shall comply with Cooperative standards, the National Electrical Code, and authorities having jurisdiction. Refer to the *FECC member Installation Standards for Electric Service* for more information.
2. The Cooperative provides the meter and service drop and makes connections at the weatherhead.
3. This service shall be installed at a location mutually agreed upon by the member and the Cooperative. The location should be located away from traffic areas to avoid damage.
4. Pole shall be minimum 6" round or 6"x6" treated wood. Pole length shall be minimum 17' or 21' depending on weatherhead height requirement. Pole shall be braced against service drop pull. See illustration below.
5. Service drop attachment point: member installed 1/2" galvanized steel eyebolt and 2"x2" square washer required.
6. Riser conduit shall be sized per table below. Install conduit straps within 12" of weatherhead and meter, and along conduit with a maximum 3' spacing for conduit 1" or less, or 5' spacing for larger conduit. All conduits to be electrical grade EMT, IMC, RMC, or Schedule 80 PVC. All conduit connections to be raintight.
7. Service entrance conductors shall be sized per table below, and extend 36" out of weatherhead; neutral may be bare or shall be insulated and marked with white tape. When air conditioned or electrically heated construction trailers are to be served, minimum 100A rated service is required.
8. A main disconnect is required for 7 or more breakers. All receptacles shall be weatherproof and GFCI.
9. Meter and disconnect enclosures must be grounded and bonded together using special means per NEC 250.92. Standard locknuts or bushings are not acceptable.

CALL 48 HOURS BEFORE YOU DIG – Dial 811

It shall be the member's responsibility to stay clear of all underground facilities.

NOTICE

This drawing illustrates FECC requirements only, and is not intended to be a comprehensive guide for the installation of an electrical service. To insure a safe, quality installation that complies with the National Electrical Code and local codes, the Cooperative recommends that all electrical work be done by a qualified, licensed electrical contractor.

Member's installation minimum wire and conduit size

Service Rating	Phase Conductor	Conduit	Ground Wire	Neutral Conductor
60A Minimum	#6 CU	1"	#6 CU	Same as Phase
	#4 AL			
100A	#2 CU	1 ½"	#6 CU	
	1/0 AL			
200A	3/0 CU	2"	#4 CU	
	250 AL			

Temporary Meter Pole (Builder's Pole)

Underground Load Connection
Single Phase Meter up to 200A

DRAWING 4.5-1

June 2014

NOT TO SCALE