



# Development Services Department

## Residential Plan Review/Permit Checklist

- \_\_\_ Residential site plan requires submission of the City of Brenham Building Permit Application.
- \_\_\_ I have attached two (2) complete sets of required scaled and dimensioned plans and accompanying data (requirements listed below) to this permit application. (Requirements are for new and existing buildings – please include existing floor plans(s) for additions and renovations.)
- \_\_\_ I have read and have attached to this permit application all of the Residential Plan Requirements listed below.
- \_\_\_ I will comply with TCEQ (Texas Commission on Environmental Quality) requirements for storm water permits. This includes submitting NOI/CSN per SWP3. Refer to [tceq.texas.gov](http://tceq.texas.gov) or call 512-239-1000.

### RESIDENTIAL PLAN REQUIREMENTS (2 paper copies):

- Site plan
  - Shall be dated and labeled with the address, legal description, and owner's name.
  - Shall be drawn to scale not smaller than 1" = 50'.
  - Shall include all dimensions, property lines, and total square footage of the lot.
  - Directional compass/north arrow shall be provided.
  - All existing and proposed structures shall be shown with dimensions and setbacks.
  - Parking areas shall be clearly shown with dimensions.
  - All recorded public easements shall be shown with dimensions.
- Form survey prior to foundation inspection
- Foundation plan and details
- Floor plan and details
- Structural plan and details (framing, etc.)
- Narrow wall bracing and exterior sheathing notes
- Mechanical (HVAC) location of units noted
- Electrical switch and outlet plan
- Plumbing fixture locations noted
- Exterior building elevations, roof plan
- Energy code compliance information, Rescheck, or compliance by default tables of Chapter 5 (Residential) of International Energy Conservation Code. Include square footages of gross wall areas and gross glazing areas on plans.  
[www.energycodes.gov](http://www.energycodes.gov)
- Copy of NOI/CSN (Notice of Intent) for new home construction. Refer to [tceq.texas.gov](http://tceq.texas.gov) or call 512-239-1000

Note: Please allow a minimum of ten business days for plan review and initial comments.

**Any work or construction done prior to acquiring a permit may be charged double the total permitting fee.**

**CALL 811 BEFORE YOU DIG!** Free service

All applicants – please read:

1. Building permits become null and void if work or construction authorized by the permit is not commenced within six months of if construction work is suspended or abandoned for a period of one year at any time after work is commenced.
2. Revised construction plans to be submitted for city review and approval is required for any changes made after City of Brenham building permit issuance.
3. The Permittee or Applicant is responsible for compliance with Deed and/or HOA restrictions and the City of Brenham is not responsible for enforcement of Deed and/or HOA restrictions.

Project Address: \_\_\_\_\_

Applicant  
Printed Name: \_\_\_\_\_

Applicant  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_