



# **CITY OF CREEDMOOR**

**5008 HARTUNG LANE**

**CREEDMOOR, TEXAS 78610**

**PHONE: (512) 243-6700 | FAX: (512) 243-6701**

# **RESIDENTIAL PERMIT PACKET**

**Return all applicable forms to:**  
[permits@cityofcreedmoortx.gov](mailto:permits@cityofcreedmoortx.gov)



# Construction Permit Application

5008 Hartung Lane, Creedmoor Texas 78610

Phone: 512-243-6700 | Fax:512-243-6701

**ALL information is required for submittal. Incomplete applications WILL NOT be processed. **ALL PERMIT REQUESTS MUST BE EMAILED TO: [permits@cityofcreedmoortx.gov](mailto:permits@cityofcreedmoortx.gov)****

Date Submitted: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

City: \_\_\_\_\_ State : \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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Job Address \_\_\_\_\_ Property Owner: \_\_\_\_\_

Job Type: Residential      Commercial

Estimated Cost: \_\_\_\_\_ Total Building Square Footage: \_\_\_\_\_

Job Description: \_\_\_\_\_

Plumber: \_\_\_\_\_ License # \_\_\_\_\_

Electrician: \_\_\_\_\_ License #: \_\_\_\_\_

Mechanical: \_\_\_\_\_ License #: \_\_\_\_\_

### ALL RESIDENTIAL MINIMUM PLAN REQUIREMENTS FOR SUBMITTAL AND REVIEW

New House: 1 Complete Digital Set— (including site plan, foundation plan, floor plan, cross section plan, electrical plan, roof & floor framing , elevation & res– check or 3rd party.)

Remodel / Addition: 1 Floor Plan (include details, scope of project and energy data if required)

Other Project: Provide detailed drawing and/or measurements as needed

### ALL COMMERCIAL MINIMUM PLAN REQUIREMENTS FOR SUBMITTAL AND REVIEW

New Building: 1 digital— (including all site, civil plans, landscape, and drainage)

Interior Finish Out/ Renovations to Existing Building— (no expansion of Facility)- 1 Complete Digital Set



## CHECKLIST FOR RESIDENTIAL BUILDING PERMIT APPLICATION

All plans must be accompanied by a completed **Permit Application with a person's name legibly printed**, signed, and dated by the applicant and a written **Scope of Work** narrative.

### PERMITS (as applicable)

- Projects meeting the design requirements by a state licensed Architect must be sealed and dated.
- Projects meeting the design requirements by a state licensed Professional Engineer must be sealed and dated.

**This checklist is designed to help ensure accurate and correct information is submitted for review. Please review the currently adopted codes and amendments in the jurisdiction in which you are applying for a permit.**

### PLANS & DOCUMENTS (as applicable)

- Completed application form, with a person's name legibly printed, signed, and dated on the application.
- Full set of final issued Construction Plans in compliance with applicable sections of the International Building Code, Energy Conservation, Fuel Gas, Mechanical, Plumbing Codes, and National Electrical Code **currently adopted and amended in the jurisdiction in which you are applying.**
- Construction Cost – total cost of construction only.
- Prior to approval of building plan, **the Correction items noted on the Plan Review Comment report must be responded to in writing**, and revised documents must be submitted for review. Payment of all fees to all agencies is required to obtain plan and permit approval.
- When resubmitting plans for re-review, **please provide a complete set of updated plans and a comment response letter detailing how each comment was addressed.** Provide all documents in digital formats only and address responses to the attention of the plan reviewer. If plans are multiple sheets, please combine into one (1) digital plan file. Send complete plan sets. Do not divide.



**SITE PLAN: Full sets must be drawn to scale with the following details:**

- Utility Easements
- Street Right of Way
- Setbacks
- Dimensions locating proposed structures.
- Vehicular street accesses (Driveways)
- Surveyed grade elevation of highest point (Note as Benchmark Elevation 100')
- First Floor Elevation (Relative to Benchmark)
- Slope of grades showing General Drainage

**FLOODPLAIN / FLOODWAY & REPORT, if required**

- Boundaries of all FEMA designated flood plains affecting the project.
- Indicate FIRM Base Flood Elevation and finished floor elevation (BFE + 2' freeboard) for each structure and utility, if applicable.
- Indicate whether structures and utilities will be elevated, or flood proofed, if applicable.
- Initial Elevation Certificate based on construction drawings sealed, signed and dated by a registered land surveyor, if applicable.

**BUILDING PLANS: Full sets must be drawn to scale with the following details:**

- Front, Rear and Side Elevations
- Exterior finish
- Roof layout with all hips, valleys and ridges shown and pitches labeled.
- Layout of each floor with all rooms labeled.
- Location of all plumbing fixtures, including future fixtures and water heater.
- Location of condensing unit(s)
- Door sizes and swing are shown.
- Window sizes and type are shown (identify safety glazing where required by Code – **sizes must match REScheck report**).
- Hearth, fireplace, and chimney shown. Dimension chimney height in accordance with IRC.
- Attic access size and location
- Wall section with insulation shown for roof, walls, and floor as applicable – **must match REScheck report**.



**STRUCTURAL PLANS: Full sets must be drawn to scale with the following details:**

- Foundation Plan designed by a registered professional engineer.
- Roof and ceiling framing layouts and details (lumber size, species, and grade) showing all locations.
- Floor and Roof design (trusses) must be available at time of inspection.
- Wind Brace Plan

**ENERGY COMPLIANCE DETAILS**

- Submit a passing energy compliance report prepared in accordance with the City's current adopted IECC, like REScheck or IC3.
- Manual J & S & D with ACCA approved software required for new homes and some major remodels.
  - Manual J report calculating all heating and cooling loads for all new SF Residences
  - Manual S report sizing all heating and cooling equipment based on loads calculated by Manual J
  - Manual D report indicating heating and cooling equipment duct sizing is in accordance with the load calculations and equipment sized in the Manual J & S.

**ELECTRICAL DETAILS**

- Main Disconnect and Breaker panel location is indicated.
- All lights, switches, and receptacles shown.
- GFCI receptacles indicated.
- Arc-Fault circuit protection indicated.
- Waterproof / GFCI receptacles shown at exterior.
- Smoke detectors, Carbon monoxide alarms, and required ventilation shown.
- Ventilation shown for all bathrooms, water closets and other similar rooms.



## PLAN CHECKLIST FOR OTHER PROJECT TYPES

### ADDITIONS, ALTERATIONS, & REMODELS

- Demolition Plan where applicable.
- Architectural Existing Floor Plan and Proposed Floor Plan, Elevation drawings and Wall Section details where applicable.
- Engineered Foundation Plans and Details where applicable.
- Special Inspections Sheet
- Framing Plans for Floor, Ceiling, and Roof
- Code Matrix / Means of Egress / Life Safety Plan
- Finish Schedule
- Fire Rated construction details where applicable.
- MEP Plans, Schedules, and Details
- REScheck reports where applicable.
- Heating and Cooling Load calculations where applicable.

### **POOLS: Plans, Details and Construction Documents must comply with the city adopted International Swimming Pool and Spa Code (ISPSC) and the National Electric Code (NFPA 70).**

- Permit Application
- Scope of work, including Pool Classification and Pool Type
- Site Plan\* showing all existing structures and proposed Pool location.
- Swimming pool, spa, and hot tub construction plan and specifications shall include dimensioned plans for all decks, mechanical equipment, and fencing.
- Structural Plan must include:
  - Type of construction (gunite, poured concrete, etc.)
  - Dimensions of pool, including depth and adequate cross-sections drawn to scale.
  - Pool layout with all sizes shown and material to be used.
  - Location of the main outlet, surface skimmers, and inlets.
  - Pool edge details, indicate if any pool walls are 4' or greater from the bottom of the footing to the top of the wall.
- Mechanical Plans must indicate:
  - The volume, system flow rate in gallons per minute, and turnover in hours.
  - The type and size of filtration.
  - The type and size of pool / spa heater.
  - The pool / spa layout with all sizes shown and types of materials to be used, location of main outlet, surface skimmers, and inlets.
  - The size and length from source to heater and routing of gas line, if applicable.
- Pool Barrier details
- Deck plans and details, as applicable.



### **MANUFACTURED HOME – HUD\*\* OR TDLR IHB\*\*\***

- Site Plan\* showing all existing structures and proposed Manufactured Home.
- HUD or TDLR IHB Data Plate paper graphite rubbing or picture.
- Manufactured Home Anchorage and Foundation Plans and Details by a state licensed Structural Engineer.
- Identify the Electric Source (Underground or Overhead Electric), location of the Meter Base and Main Disconnect
- Identify if Natural Gas is used. A Gas Test is required.
- Trenches (Underground Electric, Water, Sewer and/or Gas) must remain open for inspection.
- Metal frame must be bonded to the electrical system.
- Permanent address posted visible from the street. Must comply with Fire and EMS requirement.

### **MOVING A HOME INTO A CITY**

- Site Plan\* showing all existing structures and proposed Home.
- Verification from Third-party Inspection service that the Home complies with the city adopted IRC and IECC.
- Foundation Plans and Details by state licensed Structural Engineer.

### **SOLAR ARRAY**

- Site Plan\* showing all existing structures and proposed Solar Array for ground mounted systems.
- Panel layout showing the proposed panels in relation to all hips, valleys, ridges, and eaves for rooftop systems.
- Solar Array Plans and Specs, including Grounding system.
- Identify if Grid-Tied or Standalone system.
- Modules conform to and are listed under **UL 1703**.
- Mounting System in compliance with **UL 2703**.
- Analysis by Structural Engineer certifying the solar panels, components and their loading on existing and new roofs.

### **BACKUP GENERATORS**

- Site Plan\* showing all existing structures and proposed Generator location.
- Foundation Plan and Details
- Electrical Plans including ATS, Grounding, Riser Diagram and Panel Schedule
- Gas Piping Demand Calculations and Gas Plans where applicable



### **ACCESSORY STRUCTURES: Sheds, ADUs, Gyms, Auxiliary Office Space**

- Provide a Scope of Work indicating the proposed use of the structure. Design must meet or exceed the minimum city adopted codes. A code review does not take the place of a Zoning review. Zoning must be approved by the city prior to the code review.
- Site plan, with North arrow, scaled and dimensioned, showing all existing and proposed structures, easements, setbacks, and property lines.
- Foundation plan: Slab or Pier and Beam with material specifications, dimensions and reinforcement schedule OR anchorage via tie down system, and anchor system with spacing shown where applicable.
- Front, Rear and Side Elevations with exterior covering(s) labeled. Flashing details are required for Door and Window openings, and Wall/ Roof and Roof/ Roof intersections.
- Roof plan with Roof covering material labeled.
  - Layout showing pitch and all hips, valleys, and ridges (if site built).
- Ceiling and roof framing layouts (if site built). Material species of lumber, grade, on-center spacing, and span must be shown. Engineered framing materials (wood I-joists) must have the manufacturer's literature attached.
- Scaled and dimensioned Floor Plan indicating each floor with all rooms labeled, ceiling height(s), windows and doors, attic access, and stairway construction, where applicable.
- Fire-resistance rated construction UL Listing and details where required.
- Door sizes and swing are shown with header height, opening width and height, and operability shown.
- Window sizes and type are shown (identify Emergency Escape and Rescue openings and safety glazing where required by Code – **sizes must match REScheck report**).
- The insulation shown for the roof, walls, and floor where applicable – **must match REScheck report**.
- Braced Wall Plan (engineered or prescriptive).
- Electrical Power and Lighting Plans, where applicable, ampere rating of panelboard or subpanel, and a riser diagram indicating the method (underground or overhead) of running electricity to the new building. If adding 500sf or more to the existing building load, a load calculation sheet is required.
- Plumbing Plans, where applicable. All Plumbing Fixtures must be shown appropriately spaced.
- Mechanical Plans, where applicable. Manual J/ D/ S reports must be included.
- PEMB (Pre-Engineered Metal Building) requires engineered plans.
- REScheck report using the city adopted code as the Basis of Design.





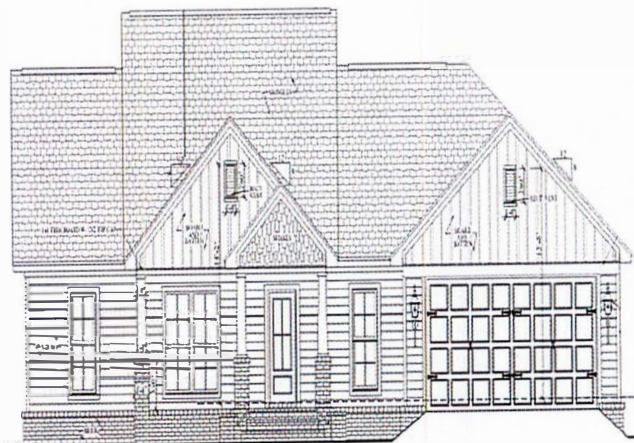
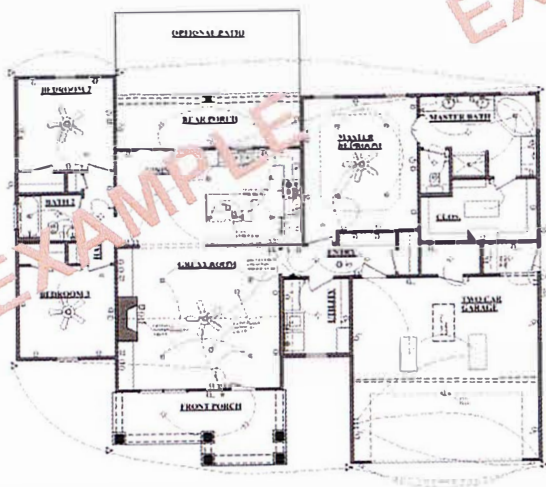
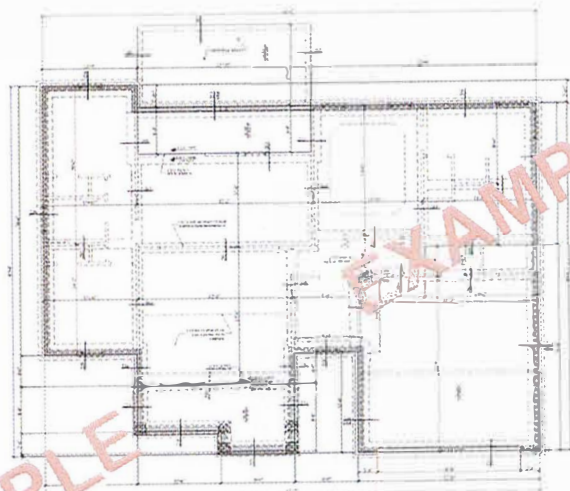
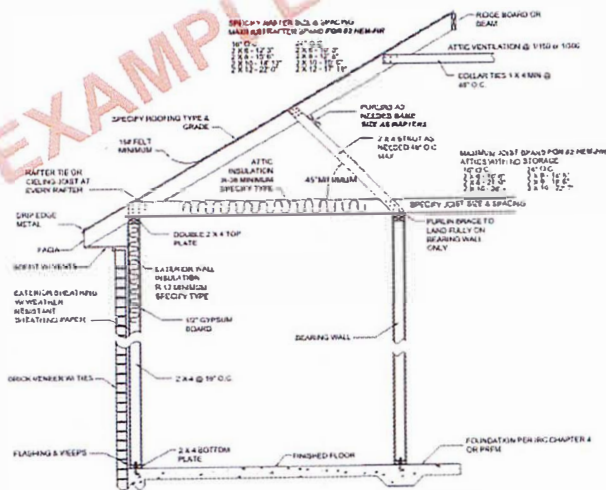
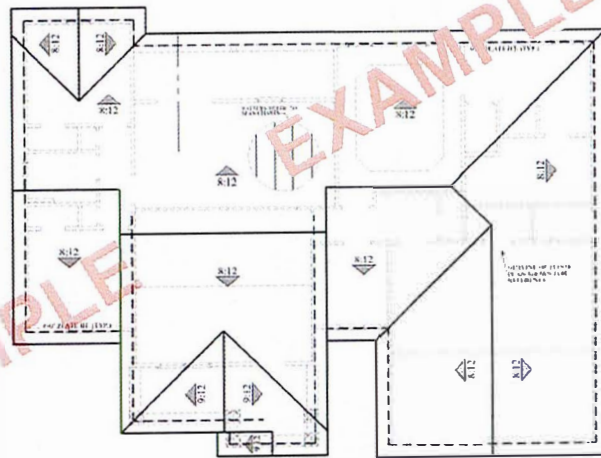
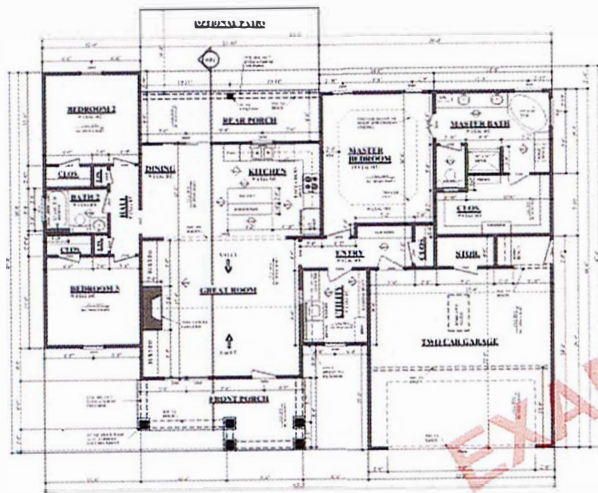
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**\*Site Plan** must be scaled and dimensioned, indicate all setbacks and easements. For Swimming Pools, Electric Utility Power Poles, Underground and Overhead Electrical must be shown on the Site Plan.

**\*\*HUD-CODE manufactured home** is a structure constructed on or after June 15, 1976, according to the rule of the United States Department of Housing and Urban Development, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems. The term “HUD-CODE manufactured home” does not include a recreational vehicle as that term is defined by 24 CFR 3282.8(g).

**\*\*\*Industrialized Housing** is a residential structure that is designated for the use and occupancy of one or more families, that is constructed in one or more modules or constructed using one or more modular components built at a location other than the permanent residential site, and that is designated to be used as permanent residential structure when the modules or modular components are transported to the permanent residential site and are erected or installed on a permanent foundation system. The term includes the plumbing, heating, air conditioning, and electrical system. The term “industrialized housing” does not include any residential structure that is more than three stories or 59 feet in height as measured from the finished grade elevation at the building entrance to the peak of the roof. The term “industrialized housing” does not mean nor apply to: A. Housing constructed of sectional or panelized systems not utilizing modular components; or B. Any ready-built home which is constructed so that the entire living area is contained in a single unit or section at a temporary location for the purpose of selling it and moving it to another location.

# Examples of Structural, Floor, Roof, Foundation, Elevation, and Cross Section Plans





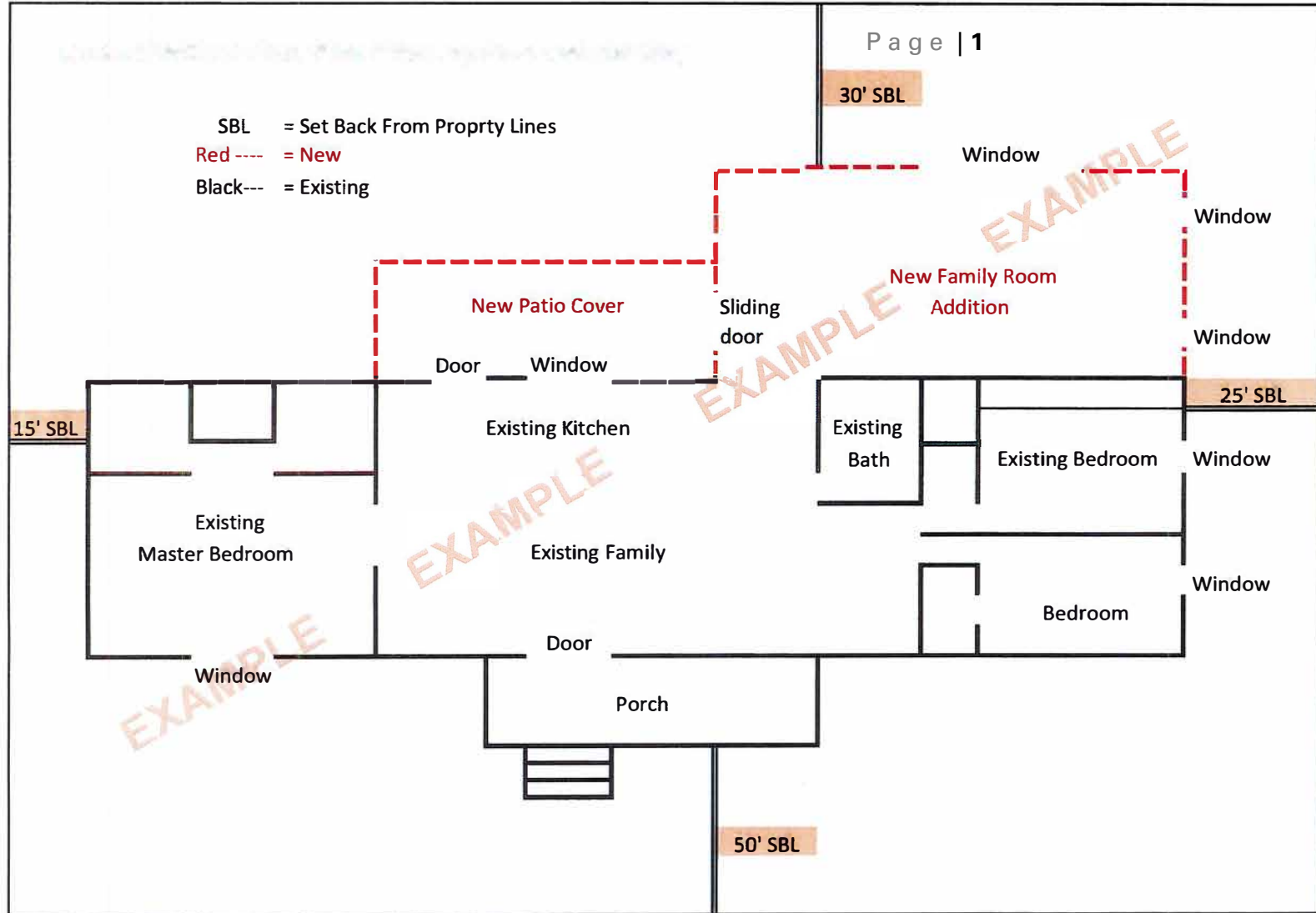
# Energy Compliance Report

An Energy Compliance report is a document that verifies the structure meets and or exceeds the minimum requirements of the International Energy Conservation Code or IECC. The report will include the address / Location of the structure along with other information specific to the structure. It will state that the structure meets, exceeds or PASSES the energy efficiency requirements. The following three types are most common in calculating and generating an energy report and are acceptable. In addition an Energy Specialist Company may also provide a report.





# Example of Room Addition Floor Plan Showing New and Existing





# Example of Remodel/ Scope of Project

For

The Smith Residence Remodel / 1234 Central Avenue, Anywhere USA 12345

## Living Room:

- Shorten hallway and increase living room area by removing section of non-bearing wall that separates the hall from the living room (see floor plan)
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

## Dining Room:

- Convert Dining room into Private Den by adding a wall and passage door
- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

## Kitchen and Laundry area

- Install new cabinets and counter tops
- Install new plumbing fixtures
- Install new appliances
- Replace all electrical receptacles and switches with new (GFCI)
- Install ceiling fan over sitting area
- Replace all trim / molding
- Paint
- Install tile flooring

## Master Bedroom / Bedroom 2 / Bedroom 3

- Replace all electrical receptacles and switches with new
- Install ceiling fan
- Replace all trim / molding
- Paint
- Remove and replace carpet

## Bath 1 and 2

- Replace all electrical receptacles and switches with new (GFCI)
- Install exhaust fan
- Replace all trim / molding
- Paint
- Install tile flooring

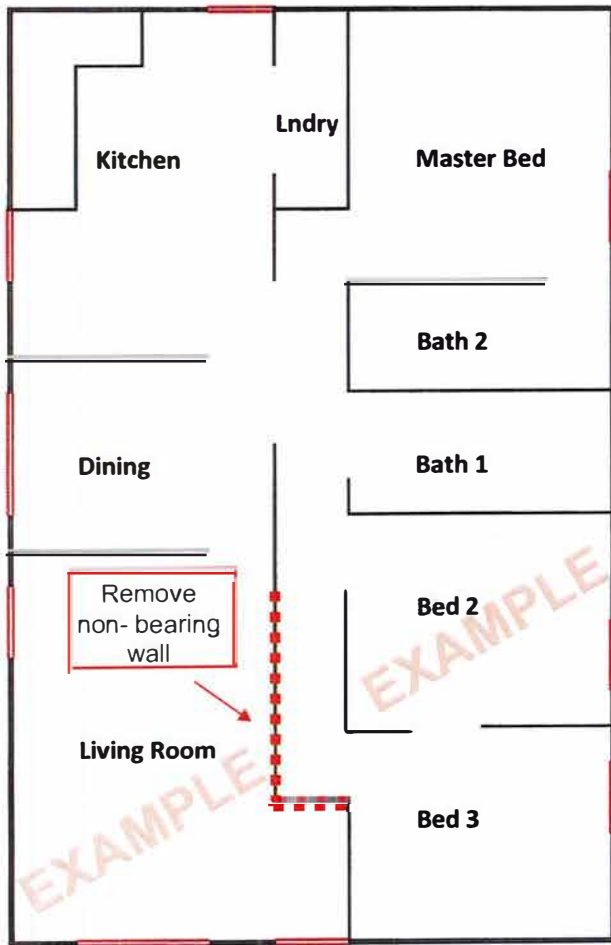
### If removing a bearing wall:

- Indicate / Highlight location of wall
- Provide detail of beam size and support system including spread footing size.

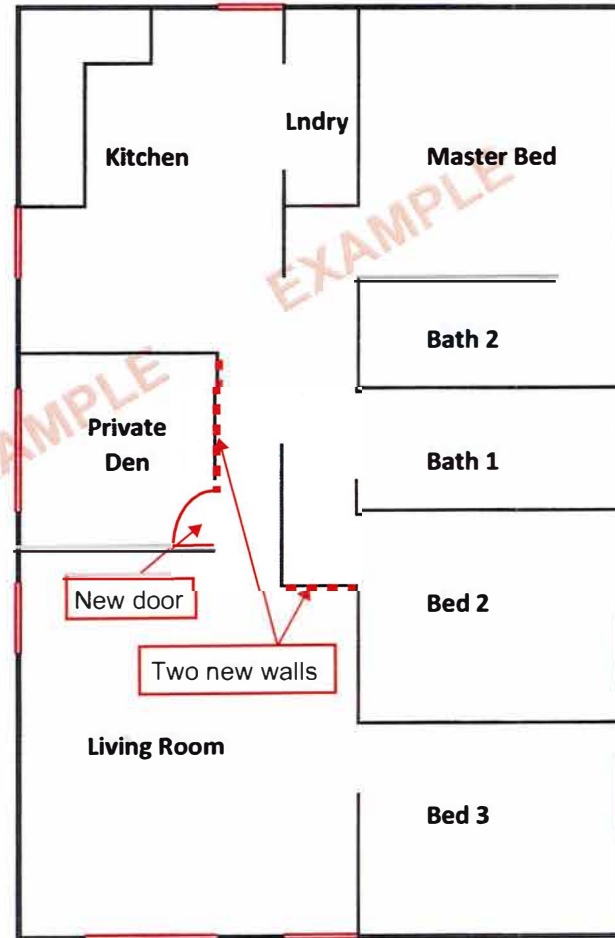
Page 1 of 2 for interior remodel



## Example: Residential Remodel Scope of Project



Existing Floor Plan



Proposed Floor Plan

Page 2 of 2 for interior remodel



**CITY OF CREEDMOOR  
5008 HARTUNG LN.  
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Tel:(512)243-6700 Fax:(512-243-6701)**

**MAYOR** Jeff Jakobeit  
**Mayor Pro Tem** Anna Marquez  
**COUNCIL MEMBERS**  
Jesse Solis,  
John Gray  
Dana Eskew

**City Administrator** Anna L. Ortiz

**Building Permit Fees Schedule  
Applies to New Construction or Remodel/Alteration**

<b><u>Building Category</u></b>	<b><u>Building Fee</u></b>
<b>Residential :</b>	
Single Family	Homes are based on Square Footage
Duplex	
Triplex	
Quadraplex	
Mobile/Modular	\$460
Garage/Barn/Patios/Storage buildings/Carports	----- Based on Valuation
Swimming Pool	----- Based on Valuation
Demolition	\$300
Certificate of Occupancy (Temporary or Permanent)	\$150
Annexation Petition	\$800
Development Agreement/MUD Consent	\$5,000
Additions/Remodels	----- Base Fee \$100-Plus \$115 per trade with a max fee of \$460
Solar Panels	\$184
Failed Inspections	\$95



**Industrial/Commercial:**

**Miscellaneous**

Based on Valuation	-----
Certificate of Occupancy (temporary or Permanent)	\$150
Annexation Petition	\$800
Development Agreement MUD Consent	\$5,000

Temporary Noise Permit	\$50
Temporary Event Permit	\$150

**Escrow  
Authorization**

For any building and development related fee, the city may require escrow of funds to cover any third-party review expenses beyond normal and customary. Such escrow shall be based on estimated costs provided by the applicable third-party professional service provider.

**Professional  
Fees**

In addition to the City fees and charges set forth herein, the applicant, proposer, developer, owner or subdivider shall reimburse and pay to the City the actual costs and expenses for professional services, including but not limited to engineers, attorneys, and planners, incurred by the City with respect to such predevelopment meeting, application, plan review, subdivision, plat, development, etc., plus 1.5 percent (1.5%) for City Administrative services associated with professional services and fees. To the extent possible, upon request, City Staff will provide an estimate of the professional fees for the associated request or application.

**Double Permit Fees** - If work for which a permit is required is started or proceeded without the permit first being obtained, the fees identified above shall be doubled.

**Failed Inspections** - There will be a \*\$95.00 fee for each failed inspection.

All permit applications are to be accompanied by a site plan and building plans, including front, side and rear elevations, material listing, foundation plans and MEP (mechanical, electrical, plumbing) drawings.

Site plan shall include dimensions of all improvements and setbacks from property lines.

Foundation plans for all occupied structures and foundations where heavy machinery and equipment are to be located must be sealed by a licensed engineer.

**Other Fee Schedule:**

Zoning Change Application	\$800
Variance Application	\$800
Subdivision Plat	\$500 first 10 acres+\$150 for each additional 10 acres
PUD Plat	\$250 first 10 acres+\$100 for each additional 10 acres
Plan Review by Engineers	\$250+\$25 per lot-fees from engineers

**\*Fees may change based on inspector fees**

**Permits not listed shall start at minimum of \$150**

**\*\*Special Note: Special permit situation fees to be determined by City Council.**





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**City Administrator** Anna L. Otiz

**BUILDING UTILITIES INFORMATION**

**Information for New Residents/Builders in Creedmoor**  
**Welcome to our Community**

For your convenience, we have made a list of items that are important to you.

Our City Council meets on the 3<sup>rd</sup> Thursday of each month at the Creedmoor Community Center located at 12513 Farm Road 1625, just south of the intersection of FM 1327 and FM 1625. Our office hours are Monday - Friday 9:00 a.m. – 4:00 p.m.

**UTILITY CONNECTIONS**

**NEW ADDRESSING**

City of Austin 911 Addressing  
[addressing@austintexas.gov](mailto:addressing@austintexas.gov)  
<http://austintexas.gov/911addressing>  
 (512)974-974-3337

**SEPTIC:**

TCEQ  
 P.O. Box 13087  
 Austin, TX 78711  
 (512)339-2929

**WATER**

Creedmoor-Maha-Water Corp.  
 13709 Schriber Rd.  
 Buda, Texas 78610  
 (512)243-2113

**ELECTRICITY:**

Pedernales Electric Cooperative Inc.  
 P.O. Box 1  
 Johnson City, Texas 78636-0001  
 (888)554-4732

**TRASH:**

Texas Disposal Systems\*  
 12200 Carl Rd  
 Creedmoor, TX 78610  
 (512) 421-1300  
 (800) 375-837  
[www.texasdisposal.com](http://www.texasdisposal.com)

\*Creedmoor has a Franchise Agreement with "TDS" and that is the **only** service used in the City of Creedmoor.



## LAST CHANCE! QUICK GLANCE!

### Did I submit the following:

- Application
- Site Plan
- Floodplain / Floodway Report, if required
  - Elevation Certificate
- Building Plans
- Structural Plans
  - Engineered Foundation
  - Engineered Wind Brace
  - Structural Framing
- Electrical Details
- REScheck
- Manual S, J, D