



508 W. Main P. O. Box 349 Gunter, TX 75058-0349  
 (903) 433-5185 Fax (903) 433-8039 Email mayor@ci.gunter.tx.us

## Residential Remodel/Addition

**What is an Addition** – Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunroom, bedroom are any other room that is enclosed or open and is attached to the main structure.

**What is a Remodel** – Any interior or exterior construction work to the main structure such as moving walls, replacing windows, and any major electrical, plumbing, and/or mechanical work.

### Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
(2) 2009 IECC Residential Energy Code Compliance Report), if applicable	(2) If installing new windows as part of the remodel, 2009 IECC Residential Energy Code Compliance Report)
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
Contractor Registration - Electrician, Plumber, Mechanical	Contractor Registration - Electrician, Plumber, Mechanical
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property.	N/A
(2) Foundation and Roofing plans	N/A

**What do I need to install a Deck?** - Because they are not covered, decks are not considered additions to the footprint of the house nor do they have to meet setback requirements. However, any deck 30 inches off the ground requires a permit. Submit a residential permit application and a drawing showing the house and where the deck is to be constructed. Include the materials to be used and a description of how the deck will be anchored to the ground.

**Do I need a permit for a Concrete Patio?** – Concrete patios do not require a permit if they are not attached to the house foundation, however, if you plan to cover or enclose this area at a later date, a permit for the concrete is a good idea so we will have a record of the structural strength of the patio.



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508 W. Main St.  
 Gunter, Texas 75058

# Residential Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning: _____	
Lot: _____	Block: _____	Subdivision: _____	
Project Description:	NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: _____
	PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
Description of Work:			
Area Square Feet:		Covered	
Living: _____	Garage: _____	Porch: _____	Total: _____
			Number of stories: _____

Owner Information:		
Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Fax Number: _____	Email: _____

<b>General Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>Plumber/Irrigator</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
<b>TPO Energy Provider</b>	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

***A certificate of occupancy must be issued before any building is occupied.***

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

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

**OFFICE USE ONLY:**

Public Works	Approved By: _____	Date: _____	Building	Approved By: _____	Date: _____
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Building Permit Fee: \_\_\_\_\_  
 Water Impact Fee: \_\_\_\_\_  
 Sewer Impact Fee: \_\_\_\_\_  
 Water Deposit: \_\_\_\_\_  
 Water/Sewer Connection: \_\_\_\_\_

Total Fees: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Issued Date: \_\_\_\_\_  
 Issued By: \_\_\_\_\_  
 BV Project #: \_\_\_\_\_



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## **Building Requirements**

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

### **Building Codes**

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Gunter, Texas, has adopted the following codes regulating building construction.

*2009 International Building Code*  
*2009 International Residential Code*  
*2009 International Fire Code*  
*2009 International Plumbing Code*  
*2009 International Mechanical Code*  
*2009 International Energy Conservation Code*  
*2011 National Electrical Code*

*Reference the City of Gunter Code of Ordinance for local amendments*

### **Building Permit**

Before a building permit will be issued, all plans and documents related to the permit application must be submitted to the City of Gunter and all applicable fees paid to the City. All new construction, alterations, or additions require a building permit. All applications must be legible and completely filled out, dated, signed by the builder and all the builders MEP contractors must be listed on the application. Verified address with lot, block, subdivision and phase is required on all applications.

All Contractors performing work within the City of Gunter's jurisdiction must be registered with the City.

Construction or building without a permit is subject to a fine double the permit fee.

# Building Requirements

## **Plan Review**

The City will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas will contact the applicant directly if additional information and/or documents are required and to discuss any noncompliance or deviation from City zoning and adopted Code requirements.

## **Inspections**

Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day. Inspections related to building construction must be called into Bureau Veritas at (877) 837-8775 or faxed to (877) 837-8859. Inspection requests can also be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com) Permit packet that includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

The building final inspection must be passed prior to occupancy of building.

## **Construction Site**

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved.

Only construction dumpsters from Waste Management are to be used at construction sites. You can contact them at 1-800-782-9845. Construction area shall be maintained until job completion.

NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.



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## **Bureau Veritas Contact Information**

### **Permit Submittal**

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

### **Plan Review**

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (469) 241-1834 or toll free (800) 906-7199.

### **Inspection Requests**

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection line: (817) 335-8111 or (972) 980-8401  
Inspection FAX line: (817) 335-8110 or (972) 980-8400  
Toll Free number: (877) 837-8775  
Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)

### **Field Inspections**

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 or toll free (877) 837-8775 for your inspector's name and number.

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**



## **CONTRACTOR REGISTRATION FORM**

### **TYPE OF CONTRACTOR LICENSE**

<input type="checkbox"/> ELECTRICAL CONTRACTOR	<input type="checkbox"/> MECHANICAL (HVAC)
<input type="checkbox"/> MASTER ELECTRICIAN	<input type="checkbox"/> IRRIGATOR (LANDSCAPE)
<input type="checkbox"/> JOURNEYMAN ELECTRICIAN	<input type="checkbox"/> BACKFLOW ( <i>special form required</i> )
<input type="checkbox"/> MASTER SIGN ELECTRICIAN	<input type="checkbox"/> THIRD PARTY ENERGY PROVIDER
<input type="checkbox"/> MASTER PLUMBER	<input type="checkbox"/> WASTE CONTRACTOR
<input type="checkbox"/> JOURNEYMAN PLUMBER	<input type="checkbox"/> OTHER

### **CONTRACTOR INFORMATION**

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_

LICENSEE NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE**