



Phone: (903) 433-5185  
 Fax: (903) 433-8039

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:**

|                     |                    |             |                 |                    |             |
|---------------------|--------------------|-------------|-----------------|--------------------|-------------|
| <b>Public Works</b> | Approved By: _____ | Date: _____ | <b>Building</b> | Approved By: _____ | Date: _____ |
|---------------------|--------------------|-------------|-----------------|--------------------|-------------|

Building Permit Fee: \_\_\_\_\_  
 Water Impact Fee: \_\_\_\_\_  
 Sewer Impact Fee: \_\_\_\_\_  
 Water Deposit: \_\_\_\_\_  
 Water/Sewer Connection: \_\_\_\_\_

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



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

## New Residential Plan Review Submittal Requirements

**Address:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

The City of Gunter has adopted the 2011 NEC and 2009 IBC, IRC, IECC, IMC, IPC, IFC.

**All Permit Applications must have an original signature and be complete. All information concerning building description and materials must be accurate and completely shown.**

\_\_\_\_\_ **(2) Site Plans to include:**

Complete address with legal description (lot, block, subdivision, and phase)

Property lines and lot dimensions

Proposed structure and all existing buildings

Finished floor and finished pad elevations

All easements, Utility locations

Driveway, sidewalk and fence locations

Lot area, slab area, and coverage percentage

Setbacks – approved setbacks for front, rear and sides of house must be shown on site plan

\_\_\_\_\_ **(2) Residential Energy Code Compliance Report (2009 IECC).** All Third Party Rater information and documentation must be submitted if Energy Star Home.

\_\_\_\_\_ **(2) Foundation Plans** - Conventional Rebar Slab Foundation – Regionally Accepted Practices - Foundation Detail (Reference IRC) or Engineered plans for Post Tension Foundation – Engineered Foundation plans and letter. Must state foundation was designed for the soil conditions on that particular lot and the design criteria of the 2009 IRC. If letter is provided, original signature must be on one of the letters submitted. If stated on plans, must have original signature of engineer on plans.

\_\_\_\_\_ **(2) Sets of house plans** to include: floor plan, exterior elevations, framing, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details. Options reflecting additional buildable space must be identified by the actual square footage area and included in the permit values for total A/C area and/or construction area under roof. Other options shown but red lined will be included within the permit value. Elevation drawings must clearly state that the structure meets the exterior requirements set forth by the City of Gunter. All drawings must be legible and show proper square footage for A/C and total building areas.

\_\_\_\_\_ **Driveway approaches and drainage culverts** - Engineered plans  
(Driveways accessing State Highways require a TXDOT permit)

*Contractor Registration required for General, Electrician, Plumber, Mechanical, Irrigator, Third Party Energy Providers, and Backflow Tester.*



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 Permit Submittal Requirements

**CONSTRUCTION DOCUMENT SUBMITTALS:** Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

**Site plans (plot plans)** drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

**Floor plans** drawn to a scale of ¼" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

**Exterior elevation plans** drawn to a scale of ¼" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

**Structural plans**, where required, drawn to a scale of ¼" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

**Foundation plans** (must be sealed by a State of Texas Licensed Engineer **or** Foundation Detail (reference International Residential Code) drawn to a scale of ¼" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

**Engineer's foundation design letters.** (post tension) Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

**Masonry on Wood details**, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

**Electrical plans** (may be combined with floor plan) drawn to a scale of ¼" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

**Plumbing plans** (may be combined with floor plan) drawn to a scale of ¼" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

**Energy Compliance Report to meet the 2009 IECC.**

**NOTE:** A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.



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

## **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.**



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

## **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.



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

## **New Residential Inspections**

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)

**Plumbing Rough** - All inspections in this group must be requested at same time

**Water Service**

**Yard Sewer**

**Form Survey** – Must be in permit packet for inspection to be passed

**Foundation** - Engineered Foundation letter is acceptable, but must be in packet at time of frame inspection

**Electric Rough** - All inspections in this group must be requested at same time

**Mechanical Rough**

**Gas Rough Piping /Test**

**Plumbing Top-out**

**Frame**

**Energy Insulation** - If using 3<sup>rd</sup> party, green tag must be in permit packet.

**Construction Electric and Gas Final** - Meters will be released by city

**Electrical Final**

**Mechanical Final**

**Plumbing Final**

**Energy Final** - Passed Final Energy testing must be in permit packet at time of finals

**Customer Service Inspection Form** - Will be completed by inspector

**Final Grade Survey** – Must be in permit packet at time of finals

**Fence Final** – Fence must be installed at time of final inspection or additional permit will be required.

**Building Final**

**Temporary Pole and Flatwork / Approach / Culvert** - Can be called in at any time during construction.



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 Energy Inspections**

There will be 2 inspections required, one at pre-drywall and one at final. Duct testing must be conducted at finals, but prior to the Building Final.

### Pre-drywall inspection to include:

- Insulation R-Value Installed
- Quality of Insulation Installation
- Window Values
- Proper Sealing of Envelope
- Thermal Bypass Enclosure installed in appropriate locations
- Inspection of Duct System Connections for proper sealing techniques

### Final Inspection to include:

- Attic Insulation Installed R-Value and Quality
- Space Heating and Cooling Equipment Efficiencies
- Water Heating Equipment Efficiency
- Weather Stripping of all Doors (and Attic Access located within Conditioned Space)
- Duct Leakage Testing
- Blower Door Testing

Third party energy inspectors must have one of the certifications listed below and must be registered with the City of Gunter prior to conducting any inspections.

ICC Certifications  
BPI Certification

HERS Certification  
Proof of Experience Performing Diagnostic Testing

The third party inspector must leave verification of compliance on site for city inspector. Building finals will not be approved unless all required documentation is received. Bureau Veritas inspectors will acquire the documentation in the field prior to completing any subsequent inspection past the stage of energy approval.





## **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**