



## Residential Construction Checklist Single and Two Family Construction

### Building Inspection Submittal Requirements

Submit a “City of Big Spring Permit Application”, checklist, and 3 complete hard copy sets including a site plan, architectural and structural, plumbing, electrical, mechanical, and foundation plans to the Building Inspection office at the City Hall Annex, 305 Johnson Street.

The project shall be designed to meet the 2012 International Residential Building Code with City of Big Spring amendments and the 2011 National Electrical Code with City of Big Spring amendments. All required information must be submitted and all contractors must be licensed (if applicable) and currently registered with the City of Big Spring.

The following items must be submitted with the permit application:

<b>Site Plan</b>	
	Drawn to a standard engineering scale on sheets 11” x 17” to 24” x 36” showing the following;
<input type="checkbox"/>	Copy of the final (approved) plat or legal description and property address
<input type="checkbox"/>	North arrow, scale and plan date
<input type="checkbox"/>	Dimensioned lot lines and property size
<input type="checkbox"/>	Dimensioned building footprint with total building area, include all structures on the site
<input type="checkbox"/>	Building height, number of stories
<input type="checkbox"/>	Building setbacks to property lines
<input type="checkbox"/>	Existing and proposed utility lines with line sizes, showing point of connection to City lines
<input type="checkbox"/>	Existing and proposed easements identified by type
<input type="checkbox"/>	Abutting/adjacent alleys and street(s) dimensioned
<input type="checkbox"/>	Existing and proposed drive approaches with dimensions, separation from driveways on adjacent properties
<input type="checkbox"/>	Existing and proposed sidewalks (on-site and adjacent)
<input type="checkbox"/>	Location of parking, number of spaces required and provided
<input type="checkbox"/>	Existing and proposed dumpster locations and enclosure
<input type="checkbox"/>	Location of nearest fire hydrant
<input type="checkbox"/>	Floodplain/floodway information, if applicable

The following plans shall be prepared by a homeowner, architect, or other approved designer, drawn to a minimum scale of 1/8” or 1/4” = 1’ on sheets 11” x 17” to 24” x 36” showing the following;  
(Plan sheets maybe combined)

<b>Floor Plan and Structural Plan</b>	
	Dimensioned floor plan with use(s) of all rooms and sizes shown
<input type="checkbox"/>	Provide complete signed and sealed architectural, structural plans and specifications of all work pertinent to the project.
<input type="checkbox"/>	Proposed Construction Type
<input type="checkbox"/>	Information pertinent to the structural design including but not limited to design load criteria, if applicable



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- \_\_\_ Building and wall sections with construction details for all proposed walls, partitions, ceilings and roofs
- \_\_\_ Door and window schedules
- \_\_\_ Door hardware schedules
- \_\_\_ Stair and/or ramp details including guardrail and handrail details

### Plumbing Plan

- \_\_\_ Manufactures installation instructions for all plumbing work including a plumbing site plan indicating the routing of sanitary, storm drain and water service piping
- \_\_\_ Plumbing fixture schedule
- \_\_\_ Underground plumbing and riser diagram including venting to include pipe material(s) and sizing calculations
- \_\_\_ Water distribution diagram including all backflow prevention devices to include pipe material(s) and sizing calculations and the incoming water supply, if applicable
- \_\_\_ Location of washer, dryer and hot water heater(s) including pressure relief valve discharge, discharge piping and pan details
- \_\_\_ Gas meter location and piping layout, if applicable

### Electrical Plan

- \_\_\_ Site electrical plan to include service size and location
- \_\_\_ Provide electrical symbol schedule and diagrams and lighting fixture schedule
- \_\_\_ Provide power floor plan to include all electrical circuits, wiring sizes, panel and sub-panel(s) locations and working clearances, receptacle locations to include required GFCI and arc fault protected circuit locations and disconnect switches
- \_\_\_ Provide lighting floor plan to indicate fixture locations including ceiling/exhaust fans, smoke and CO2 detectors, power supply, circuit numbers and panel locations
- \_\_\_ Provide single line diagram and panelboard schedule including AIC rating, available fault current and the calculated service load with a load distribution schedule
- \_\_\_ Provide specifications and requirements for electrical wiring devices, electrical boxes, connections, fittings and installation, overcurrent protection and grounding, switchboard(s) and panelboard(s), wire, cable, raceway and conduit with fittings, circuit and motor disconnects and motor control centers, hangers and supports, transformers, lighting fixtures, etc.

### Mechanical Plan

- \_\_\_ Manufactures installation instructions for all heating, ventilating and air conditioning fixtures
- \_\_\_ Complete information on all the mechanical equipment and materials including listing, labeling, installations and compliance with referenced material standards
  
- \_\_\_ Details on the HVAC equipment to include the equipment capacity (BTU/h input), controls, equipment location, access and clearances
- \_\_\_ Complete details on the gas piping system, if applicable



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### Fire Sprinkler Plan: (if applicable)

- \_\_\_ Provide complete signed and sealed plans and specifications for the sprinkler system and related equipment
- \_\_\_ Provide description of uses within the building and corresponding occupancy class for each area
- \_\_\_ Location and size of all concealed spaces, closets, attics and bathrooms
- \_\_\_ Provide design details in accordance with the appropriate sprinkler system standard, as referenced by the IRC and other applicable design standards
- \_\_\_ Provide design calculations indicating the discharge requirements of the sprinkler system including the design density, area of application and inside/outside hose stream demand for each occupancy
- \_\_\_ Provide results of a current flow test indicating the location, date and witness of the test
- \_\_\_ Site plan indicating the overall water supply source and arrangement
- \_\_\_ Provide working drawings indicating all pipe sizes and the space between branch lines and sprinklers on the branch line. Hydraulic reference points on the drawings correlated with the hydraulic calculations
- \_\_\_ Provide make, model, type and temperature rating and k-factor for all sprinklers also total number of sprinklers on each floor and for each system
- \_\_\_ Provide full height section views and location of all interior partitions and horizontal assemblies
- \_\_\_ Provide material specifications and equipment specifications for all sprinkler system components including type of sprinkler pipe(s), pipe fittings, control valves, check valves, dry pipe valves, test connections, pipe hangers, backflow preventers fire department connections and alarm bells

### Foundation Plan

- \_\_\_ Slab, footing and foundation, show location and size of each foundation and footing structure for each load bearing wall. Indicate the depth into undisturbed soil, the width, the steel placement, type of plate anchors, brick ledge and the proposed finished grade of the earth in each. (Submit using standard architectural details, scale ¼" - 1'-0").

### Energy Conservation Code

- \_\_\_ Paper work showing compliance with the 2012 International Energy Conservation Code by using RES-CHECK or the use of compliance software furnished by the energy systems laboratory or other approved compliance software.

**THIS CHECKLIST MUST BE COMPLETED AND ATTACHED WITH YOUR PERMIT.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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

# Permit Application

JOB ADDRESS: \_\_\_\_\_ ESTIMATED COST: \_\_\_\_\_

LEGAL ADDRESS: LOT (S): \_\_\_\_\_ BLOCK (S): \_\_\_\_\_ ADDITION: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE#: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

BUILDING CONTRACTOR		PHONE#: _____
ELECTRICAL CONTRACTOR		PHONE#: _____
PLUMBING CONTRACTOR		PHONE#: _____
MECHANICAL CONTRACTOR		PHONE#: _____
OTHER		PHONE#: _____

THIS PERMIT IS REQUESTED BY THE OWNER/CONTRACTOR OR COMPANY HOLDING A MASTER LICENSE FOR THE PURPOSE STATED ABOVE. MY SIGNATURE AND LICENSE# (IF APPLICABLE) CERTIFIES THAT I AM RESPONSIBLE FOR THE WORK STATED ABOVE AS WELL AS FOLLOWING THE CITY OF BIG SPRING CURRENT CODES. THE AFFIXING OF MY SIGNATURE AND LICENSE NUMBER HERETO CERTIFIES THAT I AM RESPONSIBLE FOR THE WORK TO BE PERFORMED AND FURTHER THAT SUCH WORK SHALL BE IN ACCORDANCE WITH THE CURRENT BUILDING CODES ADOPTED BY THE CITY OF BIG SPRING.

\_\_\_\_\_  
SIGNATURE PRINT LICENSE NUMBER (if applicable)

- Permits cannot be issued without contractors being listed on application.
- You must attach a plot plan of your property to your application.
- If any portion of the lot lies in the flood plain, you must submit a permit application and an elevation certificate.
- All reinspection fees must be paid before the building final is approved.
- Structure shall not be occupied until all final inspections have been approved and a Certificate of Occupancy has been issued.
- The Building Inspection Department is not responsible to ensure that your structure is in compliance with all legal requirements and regulations that apply to your property. It is your responsibility to ensure that your property complies with all applicable legal requirements (Deed Restrictions).

**PLEASE FILL OUT REVERSE SIDE FOR BUILDING PERMIT**

FOR OFFICIAL USE ONLY	
DATE REVIEWED:	PERMIT NUMBER:
ZONING:	CHECKED BY:
FLOOD PLAIN MAP:	CHECKED BY:
REMARKS:	

APPROVED FOR ISSUANCE: \_\_\_\_\_  
BUILDING OFFICIAL DATE

STREET  
LOT  
ALLEY  
EASEMENT

REAR PROPERTY LINE



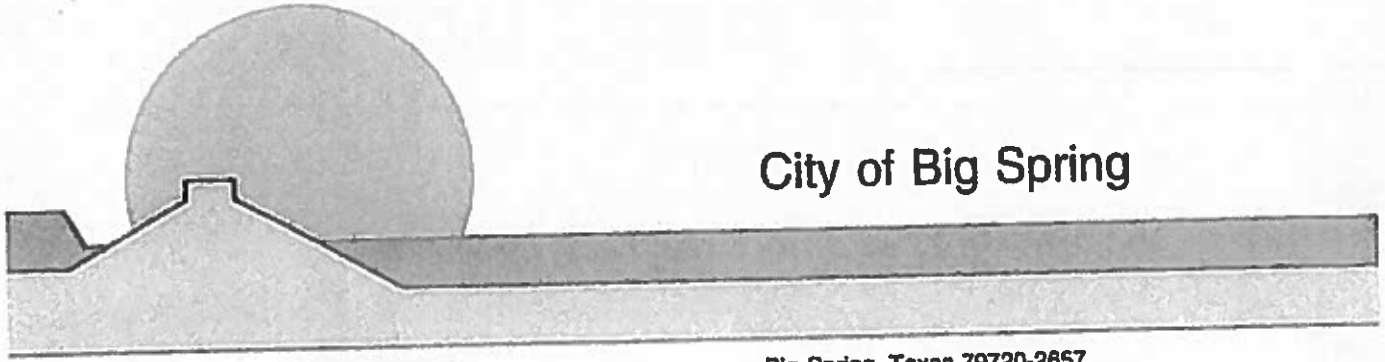
STREET  
LOT  
ALLEY  
EASEMENT

STREET  
LOT  
ALLEY  
EASEMENT

FRONT PROPERTY LINE

STREET NAME

Please complete the following information, if applicable:	
Total Building sq ft	
Total Lot Sq Ft	
Foundation	
Anchorage method	
Building material	
Footings	
Wall height	
Spacing of Wall studs	
Roof pitch	



# City of Big Spring

310 Nolan Street

Big Spring, Texas 79720-2657

February 3, 2014

## **CONTRACTED PLAN REVIEW AND INSPECTION SERVICES**

In September 2013, the City of Big Spring entered into an agreement with the Institute for Building Technology and Safety (IBTS) for assistance in performing plan review and inspection services when the City deems it necessary because of inadequate staffing to perform those duties and/or due to construction pressure in the City.

It is essential to the City that these reviews and inspections take place in a timely manner and that the costs of such reviews and inspections be borne by the persons or entities requiring and/or utilizing those services.

Therefore and notwithstanding any fees listed in Chapter 20 or elsewhere in the Big Spring Code of Ordinances for building inspections, plan review or any other similar services, whenever the City's contracted plan review and inspection service performs any required services, then the customer utilizing such service shall be charged the same fee charged to the City by the contracted service.

Per Ordinance No. 006-2014, this amendment to the Code of Ordinances of the City of Big Spring became effective on February 3, 2014. After that date all plans submitted for review and all requests for inspection will be forwarded to IBTS.

Fees associated with each plan review will be determined by the rate set by the reviewer, the size and complexity of the project and the number of reviews required to obtain approval and therefore release for construction.

Review fees **WILL** be paid by the applicant prior to the project/development being released for construction by the Public Works Director.

Fees associated with the construction inspections **WILL** be paid prior to project/development acceptance by the City.

Most review delays are the result of incomplete or inadequate submittals. If your submittal package is not complete **YOU** can expect delays in the review and permitting process.

**ORDINANCE NO. 006-2014**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BIG SPRING, TEXAS, AMENDING CHAPTER TWENTY OF THE CODE OF ORDINANCES OF THE CITY OF BIG SPRING ENTITLED "BUILDING CODES AND BOARD OF ADJUSTMENTS AND APPEALS" BY AMENDING SECTION 20-1 IN ORDER TO PROVIDE THAT WHENEVER THE CITY'S CONTRACTED PLAN REVIEW AND INSPECTION SERVICE PERFORMS SERVICES THEN THE CITY WILL PASS THROUGH THE CHARGE FOR SUCH SERVICE TO THE CUSTOMER; PROVIDING FOR SEVERABILITY; PROVIDING FOR PUBLICATION AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS, on February 25<sup>th</sup>, 2013 the City Council adopted the 2011 edition of the National Electrical Code and the 2012 editions of the International Code Council Building Codes for use within the City; and**

**WHEREAS, the City has entered into an agreement with the Institute for Building Technology and Safety for assistance in performing plan review and building inspection services when the City deems it necessary because of inadequate staffing to perform those duties due to the influx of new construction in the City; and**

**WHEREAS, it is beneficial to the health and safety of the citizens of the City that such reviews and inspections take place in a timely manner and that the costs of such reviews and inspections be borne by the persons or entities utilizing the services;**

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BIG SPRING, TEXAS AS FOLLOWS:**

**SECTION 1. THAT Chapter 20 of the Code of Ordinances of the City of Big Spring entitled "Building Codes and Board of Adjustments and Appeals" Section 20-1 is amended by adding a new Section 20-1A to read as follows:**

**Sec. 20-1A. Pass Through of Fees for Contracted Services.**

Notwithstanding any fees listed in this Chapter or elsewhere in the Big Spring Code of Ordinances for building inspections, plan review or any other similar services; whenever the City's contracted plan review and inspection service performs any required services, then the customer utilizing such service shall be charged the same fee charged to the City by the contracted service.

**SECTION 2. THAT if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional; such decision shall not affect the validity of the remaining portions of this ordinance. The City of Big Spring, hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.**

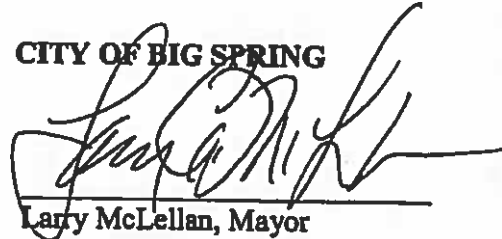
**SECTION 3.** THAT the City Secretary is hereby ordered and directed to cause the descriptive caption of this ordinance to be published as provided by law.

**SECTION 4.** THAT this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect upon completion of publication as provided by law.

**PASSED AND APPROVED** on first reading by the City Council of the City of Big Spring, Texas this 14<sup>th</sup> day of January, 2014, at a regular meeting of the City Council, with all members present voting "aye" for the passage of same.

**PASSED AND APPROVED** on second reading by the City Council of the City of Big Spring, Texas this 28<sup>th</sup> day of January, 2014, at a regular meeting of the City Council, with all members present voting "aye" for the passage of same.

CITY OF BIG SPRING



Larry McLellan, Mayor

ATTEST:

Jami Davis  
Tami Davis, Asst. City Secretary





RESIDENTIAL		
PLAN REVIEW	SQ.FT.	FEE
New Single-Family	0 - 3,000	\$ 225.00
	3,001 - 5,000	\$ 325.00
	>5,001	\$ 425.00
New Modular New Manufactured Building	ALL	\$ 100.00
		\$ -
New Addition/Remodel	0 - 2000	\$ 325.00
	2001 - 5000	\$ 500.00
	5001 >	\$ 700.00
New Detached Accessory Structure	>500	\$ 75.00
New Portable Building	>500	\$ 75.00
Structure Relocation (Move)		\$ 150.00
Swimming Pool	ALL	\$ 100.00
Flood Plain Determination Reviews		\$ 65.00
High Wind Reviews		\$ 100.00

**BIG SPRING, TEXAS FEE SCHEDULE 2013-2014**

SERVICES TO BE PROVIDED	COST PER HOUR	ACTIVITY THAT MAY BE INCLUDED, BUT NOT LIMITED TO THE FOLLOWING
CITY/STAFF CONSULTATION	\$ 90.00	City/Staff Consultation, etc.
PUBLIC MEETINGS	\$ 90.00	Public Meeting, etc.
PERMIT FEE/CHARGE	\$ 90.00	Permit Fee/Charge, etc.
INSPECTIONS	\$ 225.00	On the inspections provided by a single or multiple
RE-INSPECTIONS	\$ 150.00	Re-inspection, take or not ready at scheduled time the re-inspection fee applies.
PROPERTY MAINTENANCE	\$ 150.00	On-site property maintenance, etc.
DANGEROUS/ABANDONED BUILDINGS	\$ 150.00	The permit holder is also responsible for FedEx, UPS, User's charges.
LICENSED PROFESSIONALS AND SERVICES	\$ 300.00	Professional Engineer/Architect Services / Defined
WHOLE HOUSE/NEW COMMERCIAL	\$ 120.00	The permit holder is also responsible for FedEx, UPS, User's charges.
BLOWER DOOR TESTING	\$ 300.00	For Uplift upon request from city or other
ENERGY STAR CERTIFICATE	\$ 600.00	For Uplift upon request from city or other
MILEAGE	GAS RATES, (SUBJECT TO CHANGE)	



# COMMERCIAL BUILDING CODE & ACCESSIBILITY

GROUP	OCCUPANCY	SQUARE FOOTAGE		PLANNING FEE	GROUP	OCCUPANCY	SQUARE FOOTAGE		PLANNING FEE
		0 - 2,000	2,001 - 300,000				0 - 2,000	2,001 - 300,000	
A	ASSEMBLY	0	2,000	\$ 328.00	E & H	EDUCATIONAL & DAY CARE	0	2,000	\$ 888.00
		2,001	4,000	\$ 578.00			2,001	4,000	\$ 880.00
		4,001	8,000	\$ 1,200.00			4,001	8,000	\$ 1,750.00
		8,001	20,000	\$ 1,700.00			8,001	20,000	\$ 2,800.00
		20,001	100,000	\$ 3,000.00			20,001	100,000	\$ 4,700.00
		100,001	300,000	\$ 4,250.00			100,001	300,000	\$ 7,600.00
		300,001 ±		\$4,250 +.01 sq.ft. over 300,000			300,001 ±		\$7,600 +.01 sq.ft. over 300,000
I-2, I-3	HEALTH CARE INSTITUTIONAL OR DETENTION (includes Limited Care & Assisted Living)	0	2,000	\$ 278.00	F1, F2, S1, S2 & U	INDUSTRIAL STORAGE	0 - 2,000	10,000	\$ 500.00
		2,001	8,000	\$ 525.00			10,001	20,000	
		8,001	10,000	\$ 1,200.00			20,001 - 50,000	80,000	
		10,001	20,000	\$ 1,500.00			50,001	100,000	
		20,001	60,000	\$ 2,350.00			100,001	200,000	
		60,001	60,000	\$ 3,300.00			200,001	200,000	
		300,001 ±		\$5,300 +.01 sq.ft. over 300,000			300,001 ±		
M & B	BUSINESS OR MERCANTILE	0	2,000	\$ 380.00	H1, H2, H3, H4 & H5	HIGH HAZARD	0	2,000	\$ 700.00
		2,001	10,000	\$ 750.00			2,001	2,000	\$ 1,000.00
		10,001	80,000	\$ 1,400.00			8,001 ±		\$1,000 +.02 sq.ft. over 5,000
		80,001	80,000	\$ 2,100.00					
		300,001 ±		\$4,500 +.01 sq.ft. over 300,000					
M & B	BUSINESS OR MERCANTILE	0	2,000	\$ 380.00	R1, R2, R3, R4, I-1	HOTELS, DORMS, APARTMENTS, LODGING, ROOMING, RESIDENTIAL CARE FACILITIES	0	2,000	\$ 400.00
		2,001	10,000	\$ 750.00			2,001	10,000	\$ 1,000.00
		10,001	80,000	\$ 1,400.00			10,001	30,000	\$ 1,800.00
		80,001	80,000	\$ 2,100.00			30,001	60,000	\$ 2,750.00
		300,001 ±		\$4,500 +.01 sq.ft. over 300,000			60,001	150,000	\$ 3,500.00
							150,001	300,000	\$ 5,285.00
							300,001 ±		\$5,285 +.01 sq.ft. over 300,000