



## **RESIDENTIAL PERMIT SUBMITTAL REQUIREMENTS**

**IN ORDER TO PROVIDE QUALITY PLAN REVIEW SERVICES AND ELIMINATE POTENTIAL CODE VIOLATIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION, THE FOLLOWING SUBMITTAL INFORMATION WILL BE REQUIRED ON ALL RESIDENTIAL BUILDING PERMIT APPLICATIONS.**

1. Completed permit application (forms available in our office) including all addresses, phone numbers, zip codes, legal address, etc. (Note: General contractor must register as a contractor in the City of Grapevine, or have an active registration in our office.)
2. Two complete sets of drawings as follows **not to exceed 36 inches in any dimension** (1/4" = 1'0" scale unless otherwise noted):
  - a. Drainage plot plan(s) (scale: 1" = 20')
  - b. Plot plan (scale: 1" = 20')
  - c. Architectural floor plan(s)
  - d. Electrical plan (may be combined with floor plan)
  - e. Roof framing plan including rafter and ceiling joist layouts, 2nd floor framing plan (two-story house only). Manufactured framing systems shall be listed by the International Code Council Evaluation Service.
  - f. Elevations
  - g. Engineered foundation plan/details
  - h. Engineers letter for foundation design, including legal address and soil conditions
3. Prior to receiving any inspection other than the tree inspection, the electrical, mechanical and plumbing contractors must obtain permits for their portion of the work. These contractors must also register with the City of Grapevine prior to obtaining permits.
4. **NOTE:** A tree inspection is required prior to removing any trees or performing any grading on the lot.

A foundation form survey is required prior to receiving any plumbing rough or pier inspections.
5. It is the responsibility of the owner / design professional / contractor to have plans reviewed and the building inspected by a certified energy code inspector in accordance with state law. Plan review and inspection documentation shall be made available to the Building Department.

**For questions, please contact the Building Inspection Department at (817) 410-3165 or (817) 410-3166.**