



Residential Builder Guide

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Introduction

The City of Whitehouse is pleased to present the Residential Builder Guide handbook. We hope you find the information here to be helpful and useful as you plan your project.

The information contained herein is subject to periodic change so please be sure to check back frequently for any updates.

Staff has made every effort to simplify and condense portions of the various Ordinances that govern development in Whitehouse for the benefit of builders; however, it is advised that the Ordinances be consulted for full details and clarifications. **The Ordinances shall have precedent over this document if any discrepancies or conflicts should arise between this document and the Ordinances.**

The Residential Builder Guide will be updated as often as possible, but its effectiveness will depend on input from the development community. Please feel free to send comments or suggestions to the development office.

Staff Contact Information

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Residential Building Permits

Building Permit Process Overview

Building permitting is the process through which the City ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. Development and construction procedures for projects include the issuance of a building permit and the issuance of a C.O. upon successful completion of the project.

The building permit process begins with the applicant submitting a complete building permit application, two (2) complete sets of plans which include a site plan showing drainage and erosion control measures and energy compliance documentation to the Development Office. After review, approval and the appropriate fees are paid, the building permit is issued and work can begin. Construction must begin within 180 days of the issuance of the building permit. At least one building inspection must occur for each 180 days or the work will be considered abandoned and will require a new permit to be issued. Permits are good for one (1) year only. One extension of time may be granted at the request of the builder and at the discretion of the Development Office. **Permits and fees must be obtained and paid for prior to any work commencing. If ANY work is started without a permit the fees shall increase 100%.**

Adopted Building Codes

- International Building Code – 2012
- International Residential Code for One –and-Two Family Dwellings -2012
- International Fire Code 2012
- International Energy Conservation Code -2012
- International Mechanical Code – 2012
- International Property Maintenance Code -2012
- International Existing Building Code – 2012
- International Plumbing Code – 2012
- National Electric Code – 2011

Contractors

All contractors (general & sub-contractors/trades) must be registered at the time of submittal. All sub-contractors/trades must register themselves. Registrations requires applicable license(s) and proof of liability insurance.

Submittal Requirements

Submittals Required for New Dwelling

- Submit a Residential Construction Permit application to the Development Office
- Submit two (2) sets of building plans which include:
 - Current and Valid Address of the Property
 - Site plan showing drainage and erosion control measures
 - Floor Plans and Elevations
 - Foundation Design and Wall Construction Details
 - Mechanical, Plumbing & Electrical Designs
 - Door and Window Schedules
 - Architect or Engineer's Seal, if required (buildings with spans of 24' or greater & retaining walls over 4' (measurement includes the footings))

- Energy Code Compliance Data (COMcheck Energy Compliance Certificate)
- Sub-contractors/trades must submit for their own permits

Required Inspections:

- Plumbing Rough In (String lines pulled if the building is more than 12” from the setback and/or easement line must be pulled and in place at the time of inspection or a Certified Form Board / Foundation Survey must be in the office prior to inspection if the building is less than 12” from the setback and/or easement line – no inspection will be performed without this being done)
- Foundation (prior to pouring)
- Framing (4 pack)
(framing, plumbing top out, electrical rough in, mechanical rough in)
- Insulation
- Final (landscaping must be installed prior to inspection)

Inclement Weather

No concrete, plumbing rough in or underground inspections will be made if it has been determined that it is too wet. Please contact the inspector to verify if an inspection has been canceled due to weather. **It is the responsibility of the contractor to reschedule all inspections.**

Fee Schedule

Residential Construction

New Construction:

Permit	\$.20 per square foot
Minimum fee	\$100
Re-inspection fee	\$100

Residential Alterations, Additions, Repairs and Swimming Pools Alterations, additions, repairs and swimming pools:

Permit	\$.15 per square foot
Minimum fee	\$100
Re-inspection fee	\$100

Cooling and Heating Systems

Permit	\$.06 per square foot
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Mechanical Commercial Hood	\$30
Minimum fee	\$50
Re-inspection fee	\$100

Plumbing Permits
\$5 each fixture

Water Closet	Sink	Lavatory or Basin	Laundry or Wash Tray
Bathtub	Shower	Grease Trap	Drinking Fountain
Urinal	Floor Drain	Beer or Soda Bar	Fixed Washing Machine
Wall Heater	Sewer Service	Water Service	

Gas Openings	\$20 for the first 10 openings \$.25 each additional opening
Boiler	\$25
Gas Meters (additional)	\$10
Sand Trap	\$25
Temporary Service	\$25
Yard Sprinkler	\$40
Minimum fee	\$50
Re-inspection fee	\$100

Electrical Permits

Circuits	\$3.50 for the first 3 circuits \$1.50 each additional opening
Switches, Base Plugs, and Fixtures (totaled together)	\$3.50 for the first 5 \$.30 for each additional
Dryer	\$3
Electrical Water Heater	\$3
Heating Unit	\$3
Motor (1/2 HP to 5 HP)	\$3
Motor (over 5 HP)	\$10
Range	\$3
Sanding Machine	\$3
Saw Service	\$25
Sign	\$25
Smoke Detector	\$3
Swimming Pool	\$25
Temporary Service	\$25
Minimum fee	\$50

New Service or Service Change

0 to 200 amps	\$25
201 to 300	\$30
301 to 600	\$45
601 to 800	\$65
801 to 1000	\$80
1001 and over	\$110

Miscellaneous Permits

Certificate of Occupancy	\$60
Residential Driveway	\$25
New Residential Fencing	\$20
Duplicate Permit	\$150
Renewal of Expired Permit	\$200