

Residential Plan Review & Permitting

New Single-Family Residence & Additions/Remodels

To expedite plan review, only complete plan submissions will be accepted by the city's Permit Department. Plans may be submitted via PDF's with the expectation that the Builder print an appropriate size of the approved stamped copy of the contractor's plans and REScheck to be kept onsite for the Building Inspectors review. The city has adopted by ordinance the 2021 ICC series (IBC, IRC, etc.) and the 2020 NEC. Permit requests with documents referencing any other year will be rejected. *Property located in the flood plain requires an additional application and associated fees.

Residential Plan Review and Permitting –

First: Submit a current Topography survey. The city will determine the required drainage grade type.

Next, submit:

1. Completed Residential Permit Application
2. Copy of Warranty Deed or other Proof of Ownership
3. (2) Site (plot) Plans
4. (2) Energy reports – Energy Code adopted by City <https://www.energycodes.gov/rescheck>
5. (2) Stamped Engineered foundation plans** (IRC 2021 compliance)
6. (2) Sets of House Plans (IRC 2021 compliance, plans referencing previous year codes will not be accepted for review)
7. (1) Proposed drainage grading plan (grade A, B, or C).

Document Submission Checklist

** Use checklist to assist submitting documentation.

Original hardcopy submissions:

- _____ Residential Permit Application completed and signed
- _____ Proof of Property ownership (Warranty Deed/Title) and photo I.D.
- _____ 1 copy of Proposed Drainage plan (grade type A, B or C)
- _____ (2 sets) Site Plans
- _____ (2 copies) Residential Energy Code Compliance Report – Rescheck, IC3 report and Energy Star reports accepted. www.energycodes.org (latest version available)
- _____ (2 sets) Foundation Plans – Engineered plans or Post Tension Foundation – Engineered Foundation plans. Engineered plans must state that the foundation was designed for the soil conditions on that lot and that the foundation meets the design criteria of the city's current adopted International Code Series. *May require Engineer's Foundation Design Letter
- _____ (2) Sets of house plans to include floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, sheer wall details. (any reference to I-codes prior to 2021 will not be accepted)

Electronic submission - 1 complete set of required documents in PDF format in one (1) email

Emailed to: permits@rftx.org

Subject: permit review & street address or legal description

Plan Submittal Details

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 residential 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 (Refer to IRC for additional requirements) 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. ***Required if foundation plans do not state designed for soil conditions.* 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.

Engineered Wind Bracing Plans – comply with current adopted City Codes

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 (www.energycodes.gov/rescheck) (IC3 reports: <http://ic3.tamu.edu>)

FEE SCHEDULE (Typical SFR)

New Single Family Residential Construction Square Footage (S.F.) Table calculate the cost of the Plan Review & Inspection Fees

Square Footage (S.F.)	Plan Review / Inspection Fees
1,501 - 10,000 S.F.	\$785.00 for the first 1,500 sq. ft. plus \$0.35 for each additional square foot up to and including 10,000 sq. ft.

Additional Permitting Fees

Building, Mechanical, Electrical, Plumbing, T-Pole, Fuel Gas & Similar	\$150.00 each
City Permit-New Construction	\$750.00 per new home/building
Certificate of Occupancy	\$100.00 + \$1000.00 deposit (refundable with issuance of Certificate of Occupancy)

Culverts	\$150.00
Sidewalks	\$100.00 for the first 100 lineal ft. \$8.77 for each additional 100 lineal ft.
Driveway	\$100.00
Fences	\$100.00

Administration Fee	\$250.00
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Home Additions and Remodels

***Use this table to determine ONLY the Plan Review and Inspection fees. Additional permitting fees required.**

\$1.00 to \$10,000	\$100.00 (NOTE: The minimum Inspection fee is \$100.00)
\$10,001 to \$25,000	\$108.75 for the first \$10,000 plus \$8.40 for each additional \$1,000 in valuation or fraction thereof
\$25,001 - \$50,000	\$234.75 for the first \$25,000 plus \$6.06 for each additional \$1,000 in valuation or fraction thereof
\$50,001 - \$100,000	\$386.25 for the first \$50,000 plus \$4.20 for each additional \$1,000 in valuation or fraction thereof
\$100,001 - \$500,000	\$596.25 for the first \$100,000 plus \$3.36 for each additional \$1,000 in valuation or fraction thereof