

CITY OF COUPLAND, TEXAS

BUILDING PERMIT SUBMITTAL CHECKLIST

This checklist applies to residential and nonresidential building permit applications. The applicant shall submit the items identified below that are applicable to the proposed work. The Building Official may waive items that are not relevant to the project or request additional information reasonably necessary to determine compliance with applicable codes and ordinances.

1. GENERAL APPLICATION INFORMATION

- ☐ Completed and signed building permit application.
 - ☐ Property address.
 - ☐ Legal description of the property, including lot, block, subdivision, or recorded deed description.
 - ☐ Williamson County Appraisal District property identification number.
 - ☐ Property owner's name, mailing address, telephone number, and email address.
 - ☐ Applicant's name and contact information, if different from the property owner.
 - ☐ Name and contact information of the person responsible for the construction and authorized to receive notices from the City.
 - ☐ General contractor's name and contact information, if selected.
 - ☐ Names and contact information of electrical, plumbing, mechanical, fire protection, and other applicable contractors, if selected.
 - ☐ Description of the proposed work.
 - ☐ Proposed use and occupancy of the building or structure.
 - ☐ Estimated construction value, including labor and materials.
 - ☐ Proposed construction start date and anticipated completion date.
-

2. PROOF OF PROPERTY AUTHORIZATION

- ☐ Proof of property ownership.
- ☐ Written authorization from the property owner when the applicant is not the owner.

- ☐ Documentation of any applicable easement, access, or property-use authorization.
-

3. SITE PLAN

Provide a site plan drawn to scale showing, as applicable:

- ☐ Property boundaries and dimensions.
 - ☐ North arrow and drawing scale.
 - ☐ Existing and proposed buildings and structures.
 - ☐ Distances from proposed improvements to all property lines.
 - ☐ Required building setback lines.
 - ☐ Streets, alleys, driveways, sidewalks, and access points.
 - ☐ Existing and proposed easements.
 - ☐ Existing and proposed water, wastewater, septic, electrical, gas, and other utility locations.
 - ☐ Location of water meters, wastewater connections, septic systems, and water wells.
 - ☐ Existing and proposed drainage patterns, drainage facilities, and discharge locations.
 - ☐ Floodplain boundaries and base flood elevations, when applicable.
 - ☐ Finished-floor elevation, when applicable.
 - ☐ Existing structures proposed to remain or be demolished.
 - ☐ Fire apparatus access and fire hydrant locations for projects subject to fire code review.
-

4. CONSTRUCTION DOCUMENTS

Provide plans drawn to scale and of sufficient clarity to demonstrate compliance with applicable codes.

A. Architectural Plans

- ☐ Cover sheet identifying the project, property address, applicable codes, and scope of work.
- ☐ Floor plans showing room uses, dimensions, doors, windows, stairs, corridors, and exits.

- ☐ Exterior elevations.
- ☐ Building sections and construction details.
- ☐ Wall, floor, ceiling, and roof assemblies.
- ☐ Door and window schedules, when applicable.
- ☐ Accessibility information for nonresidential and applicable multifamily projects.
- ☐ Occupancy classification and occupant-load calculations for nonresidential projects.
- ☐ Construction type and allowable-area information for projects governed by the International Building Code.
- ☐ Means-of-egress plan for nonresidential and applicable multifamily projects.

B. Foundation and Structural Plans

- ☐ Foundation plan and details.
- ☐ Framing plans for floors, walls, roofs, beams, headers, and load-bearing elements.
- ☐ Structural member sizes, spacing, connections, and materials.
- ☐ Design loads and applicable structural criteria.
- ☐ Structural calculations for engineered or nonprescriptive construction.
- ☐ Geotechnical report or foundation design criteria, when required by the design professional or Building Official.
- ☐ Plans and calculations sealed by a Texas-licensed professional engineer when required by state law or the applicable code.

C. Energy-Code Information

- ☐ Residential or commercial energy-compliance documentation, as applicable.
 - ☐ Insulation values.
 - ☐ Window and door performance information.
 - ☐ Mechanical equipment efficiency information.
 - ☐ Building-envelope and air-sealing information.
-

5. TRADE PLANS

A. Electrical

- ☐ Electrical service size and service location.
- ☐ Panel schedules.
- ☐ Circuiting and load calculations.
- ☐ Lighting, receptacle, appliance, equipment, and disconnect locations.
- ☐ Grounding and bonding details.
- ☐ Emergency, exit, and exterior lighting for applicable projects.

B. Plumbing

- ☐ Plumbing fixture layout.
- ☐ Water-supply piping plan.
- ☐ Sanitary waste and vent piping plan.
- ☐ Water-heater information.
- ☐ Backflow-prevention devices, when required.
- ☐ Gas piping plan and calculations, when applicable.
- ☐ Grease interceptor, oil separator, or similar pretreatment information, when applicable.

C. Mechanical

- ☐ Heating, ventilation, and air-conditioning equipment locations and capacities.
- ☐ Duct layout and sizing.
- ☐ Exhaust and ventilation systems.
- ☐ Combustion-air information.
- ☐ Equipment schedules and manufacturer specifications.
- ☐ Commercial kitchen hood and suppression-system information, when applicable.

D. Fire Protection

- ☐ Fire sprinkler plans and hydraulic calculations, when required.
- ☐ Fire alarm plans, when required.

- ☐ Fire department connection and fire hydrant information.
- ☐ Fire-rated assembly and penetration details.
- ☐ Hazardous material or special-operation information, when applicable.

Fire protection plans may be submitted separately when authorized by the Building Official.

6. RESIDENTIAL PROJECT INFORMATION

For one- and two-family dwellings, townhouses, additions, and residential accessory structures:

- ☐ Residential floor plans and elevations.
- ☐ Foundation and framing plans.
- ☐ Braced-wall or lateral-resisting-system information.
- ☐ Emergency escape and rescue opening locations.
- ☐ Smoke-alarm and carbon-monoxide-alarm locations.
- ☐ Attic, crawl-space, and under-floor ventilation information.
- ☐ Garage separation and opening-protection details.
- ☐ Deck, porch, patio-cover, carport, or accessory-structure details, when applicable.
- ☐ Residential energy-code compliance documentation.
- ☐ Septic-system authorization when the property is not served by a public wastewater system.

7. NONRESIDENTIAL AND MULTIFAMILY PROJECT INFORMATION

- ☐ Project code analysis.
- ☐ Occupancy classification.
- ☐ Construction type.
- ☐ Building area and height calculations.
- ☐ Occupant-load calculations.
- ☐ Means-of-egress analysis.

- ☐ Fire-resistance-rated construction details.
 - ☐ Accessibility-compliance plan.
 - ☐ Parking and accessible parking layout.
 - ☐ Fire protection and fire apparatus access information.
 - ☐ Civil site plan, grading plan, drainage plan, and utility plan, when applicable.
 - ☐ Texas Department of Licensing and Regulation accessibility registration or documentation, when applicable.
-

8. ADDITIONS, ALTERATIONS, REPAIRS, AND REMODELS

- ☐ Plans clearly distinguishing existing construction from proposed construction.
 - ☐ Description of any structural modifications.
 - ☐ Identification of walls proposed for removal or alteration.
 - ☐ Existing and proposed room uses.
 - ☐ Existing and proposed electrical, plumbing, and mechanical work.
 - ☐ Documentation showing that the work will not adversely affect required exits, structural capacity, fire protection, accessibility, or utility systems.
-

9. DEMOLITION PROJECTS

- ☐ Demolition permit application.
 - ☐ Site plan identifying structures to be demolished.
 - ☐ Description of demolition methods.
 - ☐ Utility-disconnection confirmations.
 - ☐ Asbestos survey or other hazardous-material documentation, when required by law.
 - ☐ Erosion, sediment, dust, and debris-control measures.
 - ☐ Description of site restoration and final grading.
 - ☐ Traffic-control or public-right-of-way protection plan, when applicable.
-

10. EXTERNAL APPROVALS

Submit copies of applicable approvals or evidence that the required approval has been requested:

- ☐ Water-service availability or approval.
 - ☐ Wastewater-service availability or approval.
 - ☐ On-site sewage facility authorization.
 - ☐ Driveway or access permit.
 - ☐ Floodplain-development permit.
 - ☐ Fire department or fire-code review.
 - ☐ Texas Department of Transportation permit.
 - ☐ Railroad, utility, easement-holder, or other agency approval.
 - ☐ Other state or federal permits applicable to the project.
-

11. PLAN PREPARER INFORMATION

- ☐ Name, address, telephone number, and email address of each person who prepared the construction documents.
- ☐ Architect's seal and signature when required by state law.
- ☐ Professional engineer's seal and signature when required by state law.
- ☐ Other professional certifications required for specialized systems.

The City's acceptance of plans does not determine whether a design professional was required under state law.

12. FEES AND SUBMITTAL FORMAT

- ☐ Applicable permit and plan-review fees.
- ☐ Electronic plan files in the format required by the City.
- ☐ Required number of paper plan sets, if requested.
- ☐ Manufacturer specifications and product information for special materials, equipment, or systems.

☐ Revised plans accompanied by a written response identifying how each review comment was addressed.

13. ADMINISTRATIVE COMPLETENESS

An application may be considered administratively complete when:

- ☐ The application form is completed and signed.
- ☐ Applicable fees have been paid.
- ☐ The required site plan and construction documents have been submitted.
- ☐ Required design-professional seals and signatures are present.
- ☐ Applicable supporting calculations, reports, and external approvals have been submitted.
- ☐ The applicant has provided sufficient information for the Building Official to begin a substantive code review.

A determination that an application is administratively complete does not constitute approval of the plans or a determination that the proposed work complies with applicable codes.

14. APPLICANT CERTIFICATION

I certify that the information submitted with this application is true and correct to the best of my knowledge. I understand that approval of a permit does not authorize work that violates an applicable ordinance, code, easement, deed restriction, or state or federal law.

Applicant: _____

Signature: _____

Date: _____