



CITY OF DANBURY
6102 5m ST ♦ P.O. BOX 258
DANBURY, TEXAS 77534
PHONE: (979) 922-1551 ♦ FAX: (979) 922-1808



Residential Permit Application

☐ New Single Family ☐ Townhouse ☐ Duplex ☐ Addition ☐ Remodel ☐ Accessory Structure						
Permit#:			Project Valuation:			
Project Address:						
Lot:		Block:		Subdivision:		
Project Description:						
Square Footage	Living:	Garage:	Porch:	Total:	Stories:	

Owner:		Phone#:	
Address:			
Contact:		Phone#:	Email:

Contractor	Name	Contact Person	Phone#

A permit becomes null and void if construction is not started within 180 days or construction is suspended or abandoned for a period of 180 days at any time after work has commenced.

A certificate of occupancy must be issued before a residence is occupied.

Applicant Name (Print):	Date:
Applicant Signature:	

OFFICE USE ONLY BELOW

Approved By:	Date Approved:
Building Permit Fee:	Total Fees:
Plumbing Permit Fee:	Issued Date:
Mechanical Permit Fee:	Issued By:
Electrical Permit Fee:	Project#:

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RESIDENTIAL NEW CONSTRUCTION PLAN SUBMITTAL & INSPECTION REQUIREMENTS

The following is a list of documents required for the review and inspections of a Residential New Construction project inside of the City of Danbury before a permit is issued. The City of Danbury is under the **2018 IRC** and **2020 NEC**.

Required New Residential Construction

Review Documentation

☐ **Site Plan:**

- Show the proposed location of the Residential New Construction and include all dimensions for all sides to the home, building lines(fences), and easements. The document must be drawn to scale and digitally legible.
 - a. No part of the structure can be placed inside the Building Lines.
 - b. No part of the structure is not allowed inside the Utility Easements.
- Drainage directions with arrows, and easements.
- Driveway location.
- All structures on site, including accessory buildings, fences, sidewalks, retaining walls, etc. Distances from other structures and property lines.
- Legal lot description and address.

☐ **Architectural Plan Set:**

- Show all elevations and dimensions of the proposed structure. Include roofing materials, roof pitch, and overhangs including depth.
- Floor plans must be drawn to scale, and all rooms must be labeled.
- Include door and window sizes, and locations.
- **All pages of the plan set must be stamped by a State of Texas Registered designer.**
- Specs for portions of a structure that are designed beyond the review limitations of the adopted code cycle of the Residential International Code will require a structural plan designed and stamped by a **State of Texas Registered Engineer**.

☐ **Structural Plan Set:**

Building Inspections & Permits Department

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- Foundation Certification Letter stamped by the engineer of record identifying soil conditions.
- Include the measurements, materials and spacing details for:
 - Foundation layout
 - Details of the foundation makeup
 - Legends for the information on the plan set
 - All other pertinent notes and information for the proposed design
- Show the construction details as follows using a minimum **120 MPH wind rating at 3 second gusts of wind.**
- Include the measurements, materials and spacing details for:
 - Wall construction, rafter, joist beams and header sizes, spacing and spans.
 - Roof/ Ceiling construction
 - Wind bracing details

Mechanical Plan:

- Provide specs for the equipment proposed.
- Provide a Res-Check.
- Show all supply and return register details.
- Show all duct details.

Electrical Plan:

- The Electrical Plan must have a legend and be stamped.
- Show the location of all equipment.
 - Branch Circuits
 - GFCI Receptacles
 - Appliances
 - CO2/ Smoke Detectors

Plumbing Plan:

- Show all proposed fixtures and measurements pertaining to the installation.

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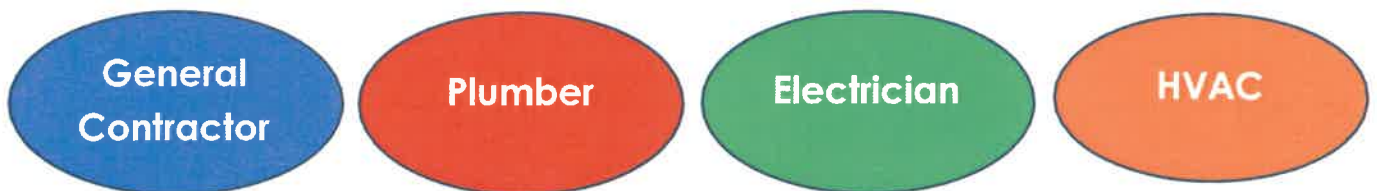
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All pages of the plan set must be stamped by a State of Texas Registered Engineer.

Required Trade Permit Applications & Review Documentation:

- A Plumbing Permit Application is required to be submitted, approved and linked to the master permit before inspections can begin.
- An Electrical Permit Application is required to be submitted by a Licensed Master Electrician, approved and linked to the master permit before inspections can begin.
- A Mechanical Permit Application is required to be submitted, approved and linked to the master permit before inspections can begin.
- Irrigation- Plan set must be stamped by a licensed irrigator, and the plan set must include a detailed legend.

Residential New Construction Required Inspections and Request Responsibility



***Changes made to the Approved Plan set must be submitted for revision and approved prior to inspection being requested to avoid reinspection fees. ***

- ☐ T-Pole– Address posted on the electrical panel, system grounding in place, GFCI 220 receptacles present, Breaker blanks if they are missing with panel cover installed.
- ☐ Form Survey– Including proposed finished foundation elevation. Must be approved prior to scheduling the foundation inspection.

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- ☐ Plumbing Underground– Put the entire new plumbing system on test with a 10' head of water.
- ☐ Foundation– After the beams have been excavated, conduits, drains, poly, chairs, string lines, and steel (or cables) are set in place, pipe and conduit penetrations through the foundation sleeved/protected with an approved material **BEFORE** placing concrete. All plumbing intended to be in direct contact with concrete must be protected by an approved corrosion resistant material.
- ☐ Sheathing/ Wind Bracing– Must be requested and passed prior to installing the exterior moisture barrier. All penetrations must be sealed, vapor barrier installed at the brick ledge and building corners to guide water away from the building, and wind bracing in place per approved plans.
- ☐ Plumbing Top Out– Put the entire new plumbing system on water test with a riser at a fixture min 6" above the flood level rim of the lavatory or highest fixture. It will be scheduled with the Frame inspection. All shower tubs and shower pans blocked and on test to the flood level rim.
- ☐ Gas Test & GTO – Must be requested together with the Plumbing Top Out and all new gas lines must be on test minimum 1.5X proposed maximum working pressure with a low-pressure gauge, gas line bonded at the service entrance.

Both inspections must be requested. It will be scheduled with the Frame inspection.
- ☐ HVAC Rough– All ducts and registers, copper lines to the equipment installed and protected from damage.
- ☐ Electrical Rough- In –Both low voltage and high voltage lights are required to be installed prior to inspection.
- ☐ Frame – After all structural, electrical, plumbing and mechanical rough components have been installed and Plumbing systems are put on test to the nearest cleanout **BEFORE** covering the frame.
- ☐ Brick Tie/ Lathe – After all Brick ties/lathe have been installed on the structure. Must pass prior to installing Brick/Stucco.

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- ☐ Insulation – All insulation installed per approved plans, windows and penetrations between floors sealed.
- ☐ Electrical Service Underground – All underground Conduits must be inspected prior to covering.
- ☐ TCI/Meter Release – After all sheetrock has been installed.
- ☐ Yard Drains – A plumbing permit is required. Drains must be inspected before being covered if applicable to the project.
- ☐ Flatwork- All sidewalks, driveways, walkways, patios, and the approach must be inspected before concrete can be placed. The minimum size and spacing of rebar is #3's on 18" centers throughout, a full depth redwood expansion joint is required at the property line and existing flatwork. ½" slick dowels not tied to the rebar within the right of way. Driveways shall be dowelled to the garage apron, street and alley. Approaches require a minimum 5' radius. If 6-inch curbs are installed within the subdivision two bars of 3/8 rebar is required within the curb, stacked one on top of the other, but not dowelled into the existing curb line. The jobsite must be debris free prior to inspection.
- ☐ Electrical Final – After all switches, covers and fixtures are installed.
- ☐ HVAC Final– All heating and cooling equipment installed, and operational.
- ☐ Plumbing Final – After all fixtures have been set, hot water supplied to each fixture requiring it, and the job is complete.
- ☐ All Finals – After all trade permits have been closed out. All trades must request their respective final inspections.

PRE-CONSTRUCTION INFORMATION

(Please Initial each line item)

GENERAL INFORMATION:

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- _____ The City of Danbury is currently under the 2018 International Residential Code and the 2020 National Electric Code.
- _____ **The address must be posted at the job site for the duration of the project.**
- _____ **Changes made to the Approved Plan set must be submitted for revision and approved prior to inspection being requested to avoid reinspection fees. A Narrative must be included, and the changes must be clouded on the revised plan set.**
- _____ A Certificate of Occupancy is required for all new residential construction **before the building can be occupied**. Furniture, fixtures, etc. are not allowed to be moved into the building until the final inspections have passed.
- _____ All contractors must register with the City of Danbury and provide proof of liability insurance listing City of Danbury as certificate holder.
- _____ **BEFORE ANY CONCRETE CAN BE POURED**, an inspection must be scheduled and passed. An approved washout area must be on site or trucks must have washout systems.
- _____ Contractor's employees must carry the state required licensing and placards must be on all trade vehicles per state law requirements.
- _____ All contractors must be registered with the city before permit applications will be accepted.

INSPECTIONS:

- _____ Inspections requested by 3:00 PM are typically conducted the following business day, between 8:00 AM and 4:30 PM, **SCHEDULE PERMITTING**. The City of Danbury does not perform same-day or after-hours inspections. Inspections requested after 3:00 PM will be conducted two (2) business days from the request. To schedule your inspection via email, you will need the permit number, address, and type of inspection. The inspection request email is citysecretary@danburytx.gov. Only personnel authorized by the company/ license holder on the contractor registration form are allowed to request inspections. To cancel an inspection, call the Building Permits Department before 8:30 AM on the day of the inspection.
- _____ The City of Danbury performs virtual inspections which require the contractor requesting the inspection to be onsite for inspections with video chat capabilities.
- _____ Failed inspections with a re-inspection fee will have to be paid prior to rescheduling the re-inspection.

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_____ **FORM SURVEYS ARE REQUIRED TO BE SUBMITTED FOR REVIEW AND APPROVED BEFORE FOUNDATION INSPECTIONS WILL BE SCHEDULED. An elevation certificate will also be required if the property is within the flood zone.** The City of Danbury has 48 hours to review the form surveys and elevation certificates, so please remember to submit the form surveys and elevation certificates to our office at least 48 hours before you are ready to request the foundation inspection.

FINALS:

_____ **The City has 48 hours to review and/or approve the required final paperwork.** Please remember to submit your final paperwork to our office **at least 48 hours** before you want to schedule your final inspection. You will need to submit the following **original paperwork** to our office before final inspections can be scheduled:

Final survey, final elevation certificate (if located inside the floodplain), post tension foundation cable letter (if applicable), and the final energy code report (2018).

_____ **All** sub-contractors/trades that have a permit must request their own inspections.

I have read and understand the above instructions. I acknowledge that I have received a copy of the list of required inspections. I understand that additional inspections may apply depending on the scope of the project.

SIGNATURE

DATE

PRINTED NAME

COMPANY NAME