



# RESIDENTIAL BUILDING PERMIT APPLICATION

## BUILDING INSPECTIONS

RECEIVED DATE \_\_\_\_\_ FEE AMOUNT: \_\_\_\_\_ PERMIT # \_\_\_\_\_

New Building       Addition       Alteration

PROJECT ADDRESS \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

SCOPE OF WORK \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONSTRUCTION VALUE \$ \_\_\_\_\_ SF UNDER ROOF \_\_\_\_\_ SF OF ADDITION/ ALTERATION \_\_\_\_\_

### PERMIT APPLICANT INFORMATION

Organization Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ E-Mail: \_\_\_\_\_

### OWNER INFORMATION

Owner Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

### CONTRACTORS

**\*All contractors must be named, registered, and all fees paid for each trade before a building permit can be issued.**

- General Contractor: \_\_\_\_\_
- Mechanical Contractor: \_\_\_\_\_
- Electrical Contractor: \_\_\_\_\_
- Plumbing Contractor: \_\_\_\_\_

Signature of Permit Applicant \_\_\_\_\_ Please Print Name \_\_\_\_\_

Released for Construction \_\_\_\_\_ Date \_\_\_\_\_

911 WINSCOTT | P.O. BOX 26569 | BENBROOK, TX 76126 | (817)249-3000  
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### **SUBMITTAL CHECKLIST**

The City has in effect the 2018 International Residential Code (IRC) and 2018 International Energy Conservation Code (IECC). Please refer to this code for preparation of your plans.

*Please allow minimum of (10) working days for review.*

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

**Plans larger than 11" x 17" will not be accepted.**

**\*Submit (2) hard copies including the following:**

**Building Plan**

- Elevations- showing proposed material
- Floor plan
- Roof Plan- showing proposed material
- Wall Bracing Plan
- Electrical Plan

**Plot Plan**

- Must show individual square foot measurements for the footprint of the house, footprint of accessory buildings, and driveways/ parking areas.
- Must show location of building on property and measurement to property lines from building.

**Grading Plan**

- Must match the master grading plan on file for the subdivision (if applicable) or be prepared by a licensed professional engineer.
- May be overlaid with the Plot Plan.

**Erosion Control Plan**

- Must show that silt fencing is in place to protect the ROW and any adjacent developed lots.
- May be overlaid with the Plot Plan.

**Energy Plan**

- Designed by an energy design professional to the 2018 International Energy Conservation Code.

**Engineered Foundation Letter**

- Must state the foundation was designed to the 2018 International Residential Code and the specific soil conditions.
- Sealed and signed by a professional engineer.

**Engineered Foundation Plan**

- Sealed and signed by same professional engineer as letter.