



**CITY OF
HAMILTON BUILDING & PLANNING
DEPARTMENT 200 EAST MAIN
HAMILTON, TX
76531 TEL: 254-386-8116 EXT 4
BLDG@CITYHAMILTONTX.GOV**

RESIDENTIAL BUILDING PERMIT APPLICATION

☐ NEW SUBMITTAL

NEW CONSTRUCTION, ADDITION, REMODEL OR REPAIR

☐ RESUBMITTAL

Please complete applicable portions. Note: An incomplete application will delay the review process or cause denial of the application.

PERMIT NO. _____ - _____

PROJECT ADDRESS:			
PROPERTY DESCRIPTION:	LEGAL DESCRIPTION (Subdivision, Block & Lot)	PARCEL ID	ZONING ☐ RS - 1 ☐ GENERAL RESIDENTIAL ☐ RS - 2 ☐ OTHER _____
	NAME:	EMAIL:	
OWNER:	ADDRESS:	TELEPHONE:	
	COMPANY NAME & CONTACT PERSON:	EMAIL:	
GENERAL CONTRACTOR:	ADDRESS:	TELEPHONE:	
	COMPANY NAME & CONTACT PERSON:	REGISTRATION NUMBER:	
MECHANICAL CONTRACTOR:	ADDRESS:	EMAIL:	TELEPHONE:
	COMPANY NAME & CONTACT PERSON:	REGISTRATION NUMBER:	
ELECTRICAL CONTRACTOR:	ADDRESS:	EMAIL:	TELEPHONE:
	COMPANY NAME & CONTACT PERSON:	REGISTRATION NUMBER:	
PLUMBING CONTRACTOR:	ADDRESS:	EMAIL:	TELEPHONE:

CLASS OF WORK*: (Check all that apply)	☐ NEW ☐ ADDITION ☐ REMODEL ☐ REPAIR ☐ FENCE ☐ ACCESSORY BUILDING ☐ SWIMMING POOL ☐ PLUMBING ☐ ELECTRICAL ☐ MECHANICAL ☐ LAWN IRRIGATION ☐ OTHER		
DESCRIPTION OF WORK:			
ELECTRICAL PROVIDER:	☐ TNMP ☐ HAMILTON COOP	GAS PROVIDER:	☐ ATMOS ☐ OTHER
LIVING AREA IN SQ FEET		GARAGE IN SQ FEET:	
COVERED PORCH IN SQ FEET		NUMBER OF STORIES:	
TOTAL COVERED BLDG AREA:		PLAN NUMBER	
WATER SERVICE:	☐ NEW ☐ EXISTING	SEWER SERVICE:	☐ NEW ☐ EXISTING
IS THIS PROPERTY IN A FLOODPLAIN?	☐ NO ☐ YES (If yes, provide Flood Plain Certificate)		
LOCATION OF LEGAL CONSTRUCTION WASTE DISPOSAL:			

NOTES:

I hereby certify that I have read and examined this application and know the same to be true and correct. I certify that the project described herein will be built in accordance with the plans and specifications submitted at the time of application. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any local or state law regulating construction or the performance of construction. A 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. ALL PERMITS REQUIRE FINAL INSPECTION. A Certificate of Occupancy must be issued before any building is occupied. Permit Application must be presented with applicant's original signature. All submittals sent by mail or delivered by courier should be presented to the attention of the Building Official at the City of Hamilton, 200 East Main, Hamilton, Texas 76531.

Applicant's Signature

Date

Applicant Name (Please Print Legibly)

OFFICE USE ONLY:

RESIDENTIAL PERMIT FEES – NEW, ADDITION OR REMODEL

PERMIT NO. B ____ - ____

APPROVED:		DATE:
Building Permit Fee:		
Mechanical Fee:		
Electrical Fee:		
Plumbing Fee:		
Irrigation Fee:		
Other (Specify):		

Total Fees: _____

Receipt #: _____

Issued Date: _____

Issued By: _____

BV Project #: _____

RESIDENTIAL PERMIT APPLICATION CHECKLIST

THIS PAGE IS FOR NEW CONSTRUCTION (OR ADDITION / REMODEL AS APPLICABLE)

Incomplete applications/submittals will not be accepted. **New homes** to be constructed must have an **approved final plat** prior to submitting for any building permit.

☐	Residential Permit Application <u>COMPLETELY</u> filled out and signed with: ☐ Project address provided on application. ☐ Legal Description provided on application. ☐ Class, description of work, living space, total space and number of stories.	☐ Owner name, address, city, state, zip code, phone, fax, email address(es). ☐ General Contractor name, address, city, state, zip code, phone, fax, email address(es).
☐	Contractor / subcontractor(s) information <u>COMPLETELY</u> filled out with: ☐ Valid Registration Number. ☐ Proof of liability insurance. ☐ Valid driver's license with photograph.	☐ Plumbing subcontractor registered. ☐ Mechanical subcontractor registered. ☐ Gas and electric providers.
☐	Submittal is compliant with the following codes and amendments: ☐ 2024 International Residential Code (IRC). ☐ 2024 International Energy Conservation Code (IECC). ☐ 2024 International Fire Code	
☐	Two (2) sets of Building Plans / Construction Documents with: ☐ Cover Sheet containing Location Address, Project Description, Applicant's Printed Name, Applicant's Signature, and Date. ☐ Completed set of architectural plans / floor plans drawn to scale of 1/4" = 1' showing all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights. ☐ Electrical plans (may be combined with floor plans) drawn to scale of 1/4" = 1' showing location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels. ☐ Plumbing Plans (may be combined with floor plans) drawn to scale of 1/4" = 1' showing location of fixtures, water heaters, and gas outlets. ☐ Stamped Engineered foundation plans and details, drawn to scale of 1/4" = 1', showing all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and size 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. ☐ Exterior elevation plans drawn to scale of 1/4" = 1' showing exterior materials, windows and doors, roof slopes, chimneys, and overhangs. ☐ Structural plans, where required, drawn to a scale of 1/4" = 1', showing second floor framing, ceiling framing, roof framing, headers, and beams. ☐ Stamped Engineered foundation letters, including 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 Engineer that designed the foundation plans, and must show the address and legal description of the lot. ☐ Masonry on wood details (if applicable) sealed by a State of Texas Licensed Engineer or built to the International Residential Code details. ☐ Engineered Wind Bracing Plans – comply with current adopted City codes. ☐ Energy Code Compliance Report – (www.energycodes.gov) (IC3 reports: https://ic3.tamu.edu).	
☐	Two (2) copies of the plot plan to include the following: ☐ Address & Legal description of the lot (Subdivision, Block & Lot). ☐ Drainage arrows. ☐ Lot size, lot dimensions & % of lot coverage. ☐ Building footprint. ☐ Platted building lines. ☐ Easements. ☐ Driveways. ☐ Finished floor elevation. ☐ Garage floor elevation (used for driveway slope). ☐ Plan number. ☐ Scaled layout 1"=20'.	
☐	Fences, Accessory Buildings, Irrigation Systems & Private Swimming Pools (if applicable) ☐ Fences - (2) Site plans showing location of fences, height, and fence materials. ☐ Accessory Buildings - (2) Site plans showing location of accessory building and distance from property lines and house. Structural plans if built on site; brochure of proposed building if prebuilt. ☐ Irrigation systems – Inspection only. ☐ Private Swimming Pools - (2) Site plans showing location of pool and distance from property lines and house. Layout of pool to include depth and stamped approval by local utility service company or DIG TESS Number.	
☐	NOTE: A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.	
☐	Deliver plans and documents to the Building & Planning Department at 200 East Main Street, Hamilton, Texas 76531.	

Typical Inspection Template

Group	Task
Underground	
	Electric Underground
	Plumbing Rough
	Water Service
	Yard Sewer
Foundation	
	Pier/Footing
	Grade Beam
	Foundation
	Form Survey
Building	
	Electric Rough
	Mechanical Rough
	Gas Piping Rough/Test
	Plumbing Top-Out
	Frame
Energy	
	Energy Insulation
Above Ceiling	
	Above Ceiling Electrical
	Above Ceiling Mechanical
	Above Ceiling Plumbing
Finals	
	Electric Underground - Site
	Electric Final
	Mechanical Final
	Gas Final
	Plumbing Final
	Customer Svc. Insp. Letter
	Energy Final
	Building Final
UNSEQUENCED	
	Flatwork
	Electric T-pole
	Construction Electric

Inspection Request Line - 877-837-8775

Inspection Request Email - inspectionstx@us.bureauveritas.com Inspections

Requested by 5PM will be done next business day.