



# New Accessory Building Checklist

**Town of Bartonville**

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## **One Complete set of plans to be submitted, in addition to PDF file.**

- ☐ **Verify Zoning:** Check Zoning Map to verify that proposed use of the property is permitted and the Zoning Ordinance to verify the area standards; setbacks and development standards for the zoning district
- ☐ **Verify Platting:** Verify the lot follows all platting requirements of the town
- ☐ **Permit Application:** filled out Completely
  - [Building Permit Application](#)
- ☐ **Contractor Registration:** All contractors are required to be registered with the Town and to be listed on the Permit Application.
  - Contractor registration is renewed annually [Contractor Registration](#)
- ☐ **Site Plan:** (to include the following)
  - Legal Description (Lot, block subdivision)
  - Property lines and lot dimensions
  - Proposed structure and all existing buildings
  - all Easements
  - Setbacks – approved setbacks for front rear and sides of house must be shown
- ☐ **Building Plans:** (to include the following)
  - Floor Plans drawn to scale, door & window sizes/locations, rooms labeled
  - Exterior elevations-showing proposed material, roofing materials and pitch
  - Roof, Ceiling & Floor Framing Plans-Rafter, joist beams and header sizes, spacing & spans
  - Mechanical (Manual J,D & S),
  - Electrical and Plumbing Designs
  - Window/Door Schedule
  - Masonry on wood Details
  - Engineered Wind Bracing Plans (stamped by a licensed professional engineer) (if building spans > 20 ft)
  - Form Board survey @ Plumbing Rough Inspection
- ☐ **Engineered Foundation Plans:** *(stamped by a licensed professional engineer) only if building has concrete foundation*
  - slab/foundation layout
  - foundation letter identifying the applicable building code (IRC) and soil conditions.
- ☐ **Grading and Drainage Plan:** *Only need to provide if building is greater than 1500 sq ft*
  - Must incorporate all of the following but not limited to the proposed finish-floor elevations, location of existing structures, proposed building footprint and erosion control measures. Erosion control measures shall be installed to ensure that no sediment is discharged onto the Town's right-of-way, adjacent properties, or drainage facilities, such as easements or ponds.
- ☐ **Sprinkler Plan –**
  - Accessory buildings with **5000** square feet or more under roof ([Fire Plan Review/Sprinkler Application](#) found on Town of Bartonville website)
- ☐ **Septic Application: (only if accessory building has plumbing)**
  - Septic application and plans prepared by a registered sanitarian. (required if bathroom added)
    - Must attach [Bartonville OSSF Permit Application](#) with design
- ☐ **Tree Survey:** **Required only for residents of Deer Hollow Subdivision**

### **All construction work must conform to the requirements of the following codes:**

2009 International Building Code (IBC)    2009 International Existing Building Code (IEBC)    2011 National Electric Code NEC  
2009 International Plumbing Code (IPC)    2012 International Fire Code (IFC)