



New Accessory Building Checklist

Town of Bartonville

1941 E. Jeter Road • Bartonville, Texas 76226

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Email: permits@townofbartonville.com Website: www.townofbartonville.com

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 Plumbing Code (IPC)

2009 International Existing Building Code (IEBC)
2012 International Fire Code (IFC)

2011 National Electric Code NEC